



# BUILDING PERMIT APPLICATION

## CITY OF POTLATCH

Leave blank if no address has been assigned ↓

BP # \_\_\_\_\_

<b>JOB ADDRESS:</b>				<b>ASSESORS PARCEL NUMBER:</b>		
(number)	(road name)	(city)	(zip code)			
<b>IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED TO BE PAID FOR AND ISSUED.</b>						
1. Proposed approaches will not be approved for an address; all approaches must be constructed prior to any address being issued.						
2. Attach a parcel map showing the location of your approved, constructed approach (with measurements of property lines), the public road and a site plan for proposed or existing structures.						
<b>Point of Contact:</b> <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer/Architect <input type="checkbox"/> Other: _____						
<b>Preferred Method of Contact:</b> <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> Call			<b>Phone:</b>		<b>Email:</b>	
<b>OWNER:</b>			Mailing Address:			
Phone:		Cell #:		Email:		
<b>CONTRACTOR:</b>			Mailing Address:			
Phone:		Cell #:		Email:		
				License #:		
<b>ENGINEER/ARCHITECT:</b>			Mailing Address:			
Phone:		Cell #:		Email:		
				License #:		
<b>This building has:</b> <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> None			<b>Plumbing permit:</b>		<b>Electrical permit:</b>	
<b># of Existing Dwellings on Parcel</b>		<b># of other structures on parcel</b>		<b>Uses on parcel:</b>		
<b>Please describe the type of work you will be completing and what this structure will be used for:</b>						
<i>*Many types of structures are required to have plans stamped by a design professional. Please contact the Building Department prior to plan submittal for a determination.</i>						
<b>Class of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Change of Occupancy From: _____ To: _____					<b>Approximate size of new structure:</b>	
<small>NOTICE:            THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE, AND/OR IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS FROM THE MOST RECENT INSPECTION             I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.             COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A LATAH COUNTY BUILDING PERMIT, AND PRIOR TO ZONING APPROVAL, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED IF A PERMIT IS NOT ISSUED OR IF ZONING APPROVAL IS NOT RECEIVED.</small>						
<b>Authorization</b>						
<b>The applicant does hereby certify that all of the above statements are information in any attachments transmitted herewith are true, and further acknowledges that approval of this application may be revoked if it is found that any such statements are false.</b>						
a. Signature of Applicant		b. Date		c. Signature of Property Owner (If different than applicant)		
a. Signature of Contractor		b. Date				
<b>Office Use Only</b>						
<b>SPECIAL APPROVALS</b>	<b>APPROVED BY</b>	<b>DATE</b>	<b>COMMENTS</b>		<b>Type:</b>	
SEPTIC/SEWER					<b>Occupancy Group:</b>	
ROAD ACCESS						
ZONING			Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes Panel # _____		<b>Snow Load:</b>	
ADDRESS			New Address: <input type="checkbox"/> Yes <input type="checkbox"/> No			
PERMIT FEE PAID: <input type="checkbox"/> YES <input type="checkbox"/> NO		RECEIPT #:		RECEIVED BY:	PLANS CHECKED BY:	
TOTAL FEE		ISSUED BY:				<b>Engineering :</b> <input type="checkbox"/> Yes <input type="checkbox"/> No



# LATAH COUNTY PLANNING & BUILDING

## Latah County Courthouse

PO Box 8068, 522 South Adams  
Moscow, ID 83843

(208) 883-7220 ♦ FAX (208) 883-7225 ♦ E-Mail: [pb@latah.id.us](mailto:pb@latah.id.us)

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## INSTRUCTIONS FOR PREPARING A SITE PLAN

A site plan is required in order for the Planning and Building Department to verify that setbacks from property lines and road easements are being met. Therefore, it is important that all the information requested be shown on the plan.

Upon request, a map can be provided from the Planning and Building Department.

The diagram below is a sample of a properly prepared site plan. It contains all the information needed to determine if the proposed structure will be permitted at the intended site:

1. The proposed structure or addition is accurately located on the parcel.
2. Other structures on the property are accurately shown, showing setbacks.
3. Measured distances between the proposed structure or addition, and all property boundaries and other structures are shown.
4. Location of driveway, access from public roads (*permits/approvals required in some cases*)
5. Road easements and right-of-ways are shown.
6. Location of utility easements. Additionally, the Planning and Building Department will need a copy and written approval of utility easements. The utility provider shall indicate that the easement at the time of occupancy is adequate for minimizing damage to utility lines.
7. Location of sewer, water, and gas service lines.
8. Location of streams and distance to them. All buildings shall be setback at least 100 feet from perennial streams shown on USGS 7.5 minute maps. If this setback prohibits the construction of the building without a variance, it must be constructed as far from the stream as possible while meeting all other setback requirements of the zone.
9. Location of grading, surfacing, and drainage details.

