



MECHANICAL PERMIT APPLICATION

CITY OF POTLATCH

JOB ADDRESS OR PARCEL:			
(number)	(road name)	(city)	(zip code)
Point of Contact: ☐ Owner ☐ Contractor ☐ Engineer/Architect ☐ Other: _____ Preferred Method of Contact: ☐ Call ☐ Email			
OWNER:		Mailing Address:	
Phone:	Cell #:	Email:	
CONTRACTOR:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
Use of Building (For this Permit):		Describe Work:	
Class of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Remove		Valuation of Work:	
Type of Fuel: ☐ Natural Gas ☐ Oil ☐ Propane (LPG) ☐ Electric			
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. THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. I AGREE THAT PURPOSELY SCHEDULING AN INSPECTION MORE THAN 48 BUSINESS HOURS IN ADVANCE OF THE INSPECTION WAIVES MY RIGHTS PRESCRIBED UNDER IDAHO CODE SECTION 39-4117. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION. BY SUBMITTING THIS APPLICATION, THE APPLICANT AND PROPERTY OWNER VOLUNTARILY CONSENT TO AND AUTHORIZE LATAH COUNTY STAFF AND CITY STAFF TO ENTER, VISUALLY AND PHYSICALLY ASSESS AND DIGITALLY RECORD THE SUBJECT PROPERTY FOR PURPOSES OF REVIEW, INSPECTION, VERIFICATION, COMPLIANCE REVIEW, AND ENFORCEMENT OF APPLICABLE LAWS AND REGULATIONS. ANY VIOLATIONS OR UNLAWFUL CONDITIONS OBSERVED DURING LAWFUL ENTRY MAY BE INVESTIGATED AND ENFORCED IN ACCORDANCE WITH APPLICABLE LAW. REVOCATION OF CONSENT TO ENTER MAY BE GROUNDS FOR THE PERMIT TO BE WITHHELD, SUSPENDED, REVOKED, OR NOT RENEWED. THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/ BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY. COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. 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 FEDERAL, STATE OR LOCAL LAW. I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.			
a. Signature of Applicant		b. Date	c. Signature of Property Owner (If different than applicant)
			d. Date

Revised 6/2/2026