



BUILDING PERMIT APPLICATION REQUIREMENTS

Please ensure all documentation is complete prior to submission to avoid delays in the permitting process. *Permits will not be accepted unless all documentation is provided at the time of submission.*

To obtain a permit for new construction, the following items are required with the application. Idaho Code requires applications with missing information be deemed incomplete until all the required information has been submitted.

- **Complete submittal of the building permit application** including applicant information, contact information, contractor information, address or parcel number.
- **Signature:** The property owner(s) are required to sign the application.
- **Zoning approval** completed by City Clerk and/or Planning and Zoning Commission as necessary. The City Clerk will make sure all permit setbacks requirements are met and any zoning permits obtained (Conditional Use, Variance, Re-Zone, etc). City Clerk will confer with Potlatch Planning and Zoning Commission if more information is need regarding zoning permits and buildability of parcel.
- **Site plan** with an image of the parcel that includes distances from each property line, shows utilities, easements, infrastructure (water/sewer lines), and other structures/items on the parcel. See permit packet for more information.
- **Driveway plan** showing where the driveway will access the property and the drive to the structure as outlined in the permit application. Driveway plans can be included in the site plan.
- **Plans** demonstrating how the building will be constructed to code. Refer to the building permit application/checklist for items required for plan submittal. Typically, structures approved under the IBC and some structures under the IRC require plans designed and stamped by an Idaho licensed design professional (architect or engineer). Check with the Latah County Planning and Building office prior to designing your plans for required design standards. Once approved, plans must be printed to scale and available on site for the inspector.
- **Engineering documentation if required based on permit.** Stamped, signed, and dated by the engineer. All trusses are required to be engineered to meet the required snow load.

In addition to the above, please check each permit packet for additional requirements. Initial determination of completeness does not guarantee plan review or that additional information will not be needed during the plan review process.