

CITY OF HOPE
County of Bonner
BUILDING PERMIT APPLICATION PROCEDURES

A \$100 NON-REFUNDABLE FEE MADE OUT TO THE CITY OF HOPE WILL BE REQUIRED AT THE TIME THE APPLICATION IS SUBMITTED. SAID FEE WILL BE APPLIED TO BALANCE DUE UPON PERMIT APPROVAL.

STEP # 1

PLANNING AND ZONING REQUIREMENTS

1. Recorded copy of your warranty deed, showing your name and legal description.
2. Compliance with (a) Zoning (b) Subdivision (c) Stormwater (d) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. (Show all setbacks from structure to property lines). Setbacks are determined by the zone your property is located in.
4. A stormwater plan must be filed if your building site is within 300 feet of any surface water, or on a slope of 15% or greater. Commercial and Industrial projects require a stormwater plan.
5. Commercial and Industrial projects require site plan approval.
6. A Development Permit will be required if your parcel of land is located in a floodplain and/or floodway. (For structures located in a floodplain & floodway, an Idaho licensed architect or engineer must design the foundation).

STEP #2

BEFORE THE APPLICATION IS ACCEPTED, THE FOLLOWING APPROVALS MUST BE OBTAINED:

1. Septic/Sewer approval (for residential and commercial projects): a signature on the application from Panhandle Health District (322 Marion St. Sandpoint, Idaho, 83864, 208-265-6384), or a letter of approval from your sewer district.
2. Other approvals may be required (ITD, EPA, DEQ, Fire Department, City, etc.)
3. **You will need any or all of the above signatures or approval letters before you turn in your application.**
4. An energizing permit allowing connection of electricity to the building will be issued with the building permit by the city.
5. Make sure all non-shaded areas of the application are completed.
6. Provide clear directions to the building site.
7. After reading the notice at the bottom of the page, sign you name and date the application.
8. **Return completed application and required approvals and information to James A. Sewell & Associates 1319 N Division Ave., Sandpoint, ID 83864**

******INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED******

STEP #3

BUILDING AND SAFETY REQUIREMENTS:

1. **TWO (2) 8.5 x 11** complete sets of construction plans are required for Residential projects. Full size sets may be required if 8.5 x11 aren't legible.

All plans drawn to scale showing the following information:

- Elevations of all sides of the structure.
- Floor plans of all floor levels, showing location of smoke detectors, size and location of window and doors.
- Footing and Foundation details (**show sizes and rebar schedules**).
- Complete framing details showing all structural components (**header and beam sizes, window schedules & insulation R-Values are required on all plans**).
- Typical cross-section of the structure showing elevations of the interior.
- Roof details/truss specifications (**indicate size, spacing, and direction of rafters, or provide engineered or manufactured truss specifications**).
- Dimensions must be clearly indicated on the plans.
- Plans for **Commercial, Industrial, Public, and all Pole Buildings** must be stamped by an Idaho Licensed Architect or Engineer.

NOTE: One set of the approved plans **MUST REMAIN ON THE JOB SITE AT ALL TIMES.**

2. Your application will be reviewed for compliance with **Local, State, and Federal Codes**. (Corrections may need to be completed prior to final approval).

STEP #4

STATE REQUIREMENTS:

1. State electrical, mechanical and plumbing permits are required. For more information contact the Idaho Division of Occupational and Professional Licenses, (208) 332-4700

BRYAN QUAYLE – Planning & Zoning Admin. (208) 263-4720

JAMES A. SEWELL & ASSOCIATES, LLC (208) 263-4160
1319 North Division Ave., Sandpoint, ID 83864

CITY OF HOPE – Main Street – Hope ID 83836 (208) 264-5314

CITY OF HOPE
County of Bonner

INFORMATION REQUIRED ON PLANS FOR A BUILDING PERMIT

SUBMIT TWO (2) sets of plans drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed.

Plans shall show the following:

PLOT PLAN: Show property line boundaries, building to be constructed and setbacks from building to all property lines. Show road access to the building as well as any standing water or waterways. Show all existing buildings. Indicate **North** direction on plan.

FLOOR PLAN: Fully-dimensioned floor plan showing all bearing and non-bearing partitions at all floor levels, size of headers, square footage of proposed structure, room sizes, size and location of all doors, and windows, plumbing fixtures, heating and cooling equipment, smoke alarms, stairs, decks, covered porches, patios, etc.

ELEVATIONS: Show all sides of proposed structure including windows, doors, roof pitch and type of roofing, finished grade around building, decks, and exterior stairs.

FOUNDATION PLAN: Show sizes of footings, foundation wall, location and size of reinforcing steel, slabs on-grade and type of soil.

FLOOR FRAMING PLAN: Show size, direction and spacing of floor joists at all levels of structure including stairwell openings, bearing beams in floor system, thickness and type of floor sheathing. Show all manufactured members with their size and series number from the manufacturer.

ROOF PLAN: Show size, direction and spacing of all roof framing members. If using trusses, submit a truss framing plan. **Engineering is required for all roof trusses.** Also indicate thickness and type of roof sheathing.

CROSS-SECTION: Typical building cross-section should show a complete section through the building showing all basic framing details from the top of the roof assembly to the foundation. Also include interior elevations showing any and all interior bearing points.

(STATE LAW REQUIRES COMMERCIAL, INDUSTRIAL AND PUBLIC BUILDINGS TO BE WET-STAMPED BY AN IDAHO-LICENSED ARCHITECT OR ENGINEER).

CITY OF HOPE
County of Bonner

RESIDENTIAL ROOF LOADS

SNOW LOAD: For all areas of **City of Hope** the **minimum** snow load shall be **55 psf.** It is recommended that the Calculation of Snow Load be determined by the Snow Study of the University of Idaho.

DEAD LOAD: Is the vertical load due to the weight of all permanent structural and non-structural components of a building; such as walls, floors, roofs and fixed service equipment. The **typical** dead load for dwellings is **12 psf.**

WIND LOAD: Shall be based on basic wind speed of **115 mph.**

EARTHQUAKE LOAD: Shall be based on **Seismic Zone C** of the Uniform Building Code.

COMMERCIAL ROOF LOADS:

SNOW LOAD: To be determined in accordance with Section 1608 of the International Building Code.

Design Criteria:

* Ground Snow Load	104
* Wind Speed	115
* Seismic Design Category	C
* Weathering	Severe
* Frost Line Depth	24-inches below finished grade
* Termite	None to slight
* Decay	None
* Winter Design Temperature	-10° Fahrenheit

DEAD LOAD: Is the vertical load due to the weight of all permanent structural and nonstructural components of a building; such as walls, floors, roofs and fixed service equipment.

WIND LOAD: Shall be based on basic wind speed of **115 mph.**

EARTHQUAKE LOAD: Shall be based on **Seismic Zone C** of the International Building Code.

RESIDENTIAL FOUNDATION REQUIREMENTS

1. FOOTINGS

- A. Frost Depth – **bottom** of footing – minimum of **24 inches below grade**.
- B. Minimum size -
 - 1 Story = 6"x12"
 - 2 Story = 6"x15"
 - 3 Story = 6"x23"
- C. Bearing – All footings must be placed on undisturbed soil or compacted soil of 94%. Compacted soil must be tested.

2. FOUNDATION STEM WALLS

- A. Minimum thickness – see table below:

Table R404.1.1(1)

Plain Concrete and Plain Masonry Foundation Walls

Maximum Wall Height (feet)	Maximum Unbalanced Backfill Height (feet)	Plain Concrete Minimum Nominal Wall Thickness (inches)	Plain Masonry ^a Minimum Nominal Wall Thickness (inches)
		Soil Classes ^b	
		GM, GC, SM, SM-SC & ML	GM, GC, SM, SM-SC & ML
5	4	6	6 solid ^d or 8
	5	6	8
6	4	6	6 solid ^d or 8
	5	6	8
	6	8 ^g	10
7	4	6	8
	5	6	10
	6	8	12
	7	8	10 solid ^d
8	4	6	6 solid ^d or 8
	5	6	10
	6	8	12
	7	10	12 solid ^d
	8	10	12 solid ^d
9	4	6	6 solid ^d or 8
	5	8 ^g	10
	6	8	12
	7	10	12 solid ^d
	8	10	Footnote e
	9	12	Footnote e

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm, 1 pound per square inch = 6.895 Pa.

- a. Mortar shall be Type M or S and masonry shall be laid in running bond. UngROUTED hollow masonry units are permitted except where otherwise indicated.
- b. Soil classes are in accordance with the United Soil Classification System. Refer to Table R405.1.
- c. Unbalanced backfill height is the difference in height of the exterior and interior finish ground levels. Where an interior concrete slab is provided, the unbalanced backfill height shall be measured from the exterior finish ground level to the top of the interior concrete slab.
- d. Solid grouted hollow units or solid masonry units.
- e. Wall construction shall be in accordance with Table R404.1.1(2) or a design shall be provided.

- B. Anchor Bolts – ½” Diameter & Extend a minimum of 7” into concrete. J-Bolts spaced a maximum of 6 feet o.c. and less than 12 inches from all breaks in the sill, minimum two (2) per sill plate.

3. GARAGE SLABS

- A. 3 ½” Minimum Thickness

4. CONCRETE

- A. Minimum strength-
Concrete **not exposed** to weather = **2500psi.**
Concrete **exposed** to weather = **3000 psi.**
Porches, exterior slabs, steps and garage floor slabs = **3500 psi.**
- B. All concrete exposed to weather must be 5% to 7% air entrained.

5. GENERAL INFORMATION

- A. Foundation plates must be pressure treated wood
- B. Under floor clearance must be a minimum of 18” from earth to joist and 12” to girders
- C. Under-floor access must be a minimum of 18” x 24”
- D. Under-floor area must be vented to a minimum of one sq. ft. per 150 sq. ft. of under-floor area and within 3’ of each corner
- E. All rebar must have a minimum 3” coverage from earth and 1 ½” from forms

VALUATION OF PROPOSED PROJECT

**For other than new construction, i.e., remodels, signs,
change of use, roof over modular homes and additions.**

Applicant Name: _____

Project: _____

Applicant Telephone No.: _____

To Whom It May Concern:

The project valuation for the proposed project listed above is \$ _____.
(For value of actual work being done.)

Sincerely,

Applicant Signature

Date

CITY OF HOPE, IDAHO
GENERAL APPLICATION FORM

I. APPLICATION PROCEDURES:

- A. The City of Hope's regular City Council meeting is held on the first Monday of each month at 6:30 p.m. If this date is a holiday, the Council will not meet and a new date will be determined and posted at City Hall. Also, if for any other reason the Council changes its regular meeting date or schedules special meetings, notice will be posted at City Hall.
- B. All applications for planning and zoning matters must be completed in full and be presented to the Administrator of Planning Services five (5) weeks prior to the next regular meeting date of the City Council.
- C. An application review meeting with the Administrator is required prior to the consideration of a proposal by the City Council.
- D. Once a completed application has been submitted to the Administrator of Planning Services, the following procedures shall take place:
 - 1. The application will be placed on the agenda for the next regular meeting of the City Council; or,
 - 2. A 40 day period may be required by the Administrator of Planning Services to assess the application and, if necessary, request additional information from the applicant. Any additional information requested shall be provided by the applicant within 20 days of the request, and before the application is placed on the agenda for the regular City Council meeting.

II. GENERAL INFORMATION:

A. Type of Application:

- 1. Annexation _____
- 2. Comprehensive Plan Change _____
- 3. Conditional Use Permit _____
- 4. Rezone _____
- 5. Subdivision _____
- 6. Vacation _____
- 7. Variance _____
- 8. Short Plat _____
- 9. Planned Unit Development _____

B. Present Zoning: _____
Proposed Zoning: _____

C. Name of Applicant:

Holder of Legal Title

Proponent

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

D. Location of Proposal: (common description, including the lot, block, adjacent streets and landmarks):

IV. FEE SCHEDULE:

Application Fees:

Annexation	\$ 75.00
Comprehensive Plan Change	75.00
Conditional or Special Use Permit	75.00
Rezone	75.00
Subdivision	100.00*
*Plus \$5.00 per building lot or \$50.00 for four lots or less	
Vacation	75.00
Variance	75.00
MLD	40.00

Deposit Fees:

Covers legal notice charges and postage charges. Remainder of deposit fee to be returned to applicant.
Applicant will be billed for fees and charges in excess of the deposit fee.

Annexation	\$ 50.00
Comprehensive Plan Change	50.00
Conditional or Special Use Permit	50.00
Rezone	50.00
Subdivision	50.00
Vacation	50.00
Variance	50.00

V. CITY DEPARTMENT REVIEW:

(To be processed by the Administrator of Planning Services.)

A. Administrator of Planning Services, Hope, Idaho

_____ Date _____

Date Application submitted (Office use only) _____

- E. Brief description of proposal (including, but not limited to, its size, general design elements and other factors to give an accurate understanding of its scope and nature):

- F. Include vicinity maps (Site plans and floor plans):

- G. Narrative statement:

III. ADDITIONAL REQUIREMENTS:

- A. **Type** the names and addresses onto the provided labels of all adjacent property owners within 300 feet of the subject property. (These are used for the mailing of the required public hearing notices).
- B. Provide a copy of a preliminary title report or the title insurance policy for the proposed site.
- C. Signature of the legal title holder: (Signature gives permission to make an on-site inspection).

_____ Date: _____

BUILDING PERMIT AND SIGN APPLICATION

JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTIONS FOR: CITY OF _____, IDAHO

LEGAL DESCRIPTION: Subdivision Name: _____ Block _____ Lot _____ Section _____, Township _____, Range _____, Site Acres: _____					BUILDING PERMIT #		
Site Address _____ (Number) (Road Name)							
OWNER / LEASOR		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
LEASEE		MAILING ADDRESS		PHONE		EMAIL ADDRESS	
CONTRACTOR		MAILING ADDRESS		PHONE		LICENSE #	
CLASS OF WORK (Check one)		New [<input type="checkbox"/>]		Addition [<input type="checkbox"/>]		Remodel [<input type="checkbox"/>]	
		Change of Use [<input type="checkbox"/>]		Sign [<input type="checkbox"/>]		Other [<input type="checkbox"/>]	
Describe Work / Use:							
Heating: _____ Utility Company: _____							
Directions to Site: _____							
SHADED AREA FOR OFFICE USE ONLY:							
Type of Const:		Occup. Group:		Division:		# of Units:	
# of Stories:		Max Occupancy Load:		Fire Sprinklers Required?		Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	
SQUARE FOOTAGE:		1st FLOOR:		2nd FLOOR:		BASEMENT:	
GARAGE:		OTHER SQ. FT:		SQUARE FOOT TOTAL:			
CONDITIONS:							
FEES COLLECTED: DATE _____ CHECK# _____							
<p>NOTICE: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL AND PLUMBING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED UNLESS PRIOR APPROVAL OF THE BUILDING DEPARTMENT.</p> <p>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 OF LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCES OF CONSTRUCTION.</p> <p>I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECTS LAND TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.</p>						FEES	
						Permit Fee:	
						Plan Check Fee:	
						Other Fees:	
						City Fees:	
						Stormwater/Erosion Fees:	
						TOTAL:	
						VALUATION OF WORK:	
Parcel #:							
Zone District:							
Floodplain Zone:						Panel #:	
Development Permit #:							
APPROVALS							
AGENCY:						BY: / DATE:	
City Approval:							
Sewage Disposal Permit #:							
ITD:							
DEQ:							
Fire District:							
Other (Specify):							
Application Received By: / Date:		Plans Checked By: / Date:		Approved to Issue By: / Date:		Issued Date:	

**BUILDING PERMIT
PLOT PLAN**

**JAMES A. SEWELL & ASSOCIATES, LLC, BUILDING INSPECTORS FOR:
CITY OF _____,**

OWNER

BUILDING PERMIT #

Draw a map of the site, providing the following information in the space below:

- The boundary lines of the site, including dimensions.
- An arrow indicating direction north.
- All roads - public and private - that provide access to the site.
- All bodies of water, existing drainage systems.
- Proposed structure and its dimensions. All existing structures.
- Distance from all property lines and any bodies of water to architectural projections of structures.
- Parking spaces, accesses and driveways as required by zoning ordinance or special conditions.
- All easements of record (roads, utilities, Army Corps of Engineers, etc.)
- Indicate the building site drainage plan for stormwater control.
- Location of septic tank, leach field and well, if applicable.
- Location of water sewer hook-ups, if applicable.

I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT FIRST OBTAINING APPROVAL. I / WE CERTIFY THAT THE PROPOSED CONSTRUCTION, ALTERATION AND/OR REPAIR WILL CONFORM TO THE LOCAL PLANNING AND ZONING AND HEALTH DEPARTMENT REQUIREMENTS THAT WILL BE IN EFFECT ON THE DATE OF THE GRANTING OF THE BUILDING PERMIT.

Name of Owner(s) of Site and Structure (please print)

Signature of Owner(s) or Authorized Representative

(Date)