



Building Permit Application

602 College Ave, Saint Maries, ID 83861
(208) 245-2577 • frontdesk@cityofstmaries.org

Staff Use Only

Permit Number _____

Date Received _____

Site

Address _____ City _____ State _____ Zip _____

Parcel # _____ Subdivision _____ Lot _____ Block _____

Owner

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Applicant

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Project Contact

Name _____ Phone Number _____

Email _____

General Contractor

Business Name _____ Registration # _____

Address _____ City _____ State _____ Zip _____

Email _____ Phone Number _____

Description of Work _____

Building Type

- | | | | |
|---------------------------------|-------------------------------------|---|---------------------------------|
| ☐ Garage | ☐ Commercial | ☐ Single Family Dwelling | ☐ Duplex |
| ☐ Shop | ☐ Town Home | ☐ Multi-Family Dwelling | ☐ Fence |
| | ☐ Shed | ☐ Other: _____ | |

Scope of Work

- | | | | |
|---------------------------------|--|---------------------------------------|----------------------------------|
| ☐ Reroof | ☐ New Build | ☐ Addition | ☐ Remodel |
| | ☐ Change of Use | ☐ Other: _____ | |

Survey Pins Located

- | | | | |
|------------------------------|-------------------------------|------------------------------|---------------------------------------|
| ☐ All | ☐ None | ☐ N/A | ☐ Other: _____ |
|------------------------------|-------------------------------|------------------------------|---------------------------------------|

NOTE: Exposed survey pins are **required** for any new structure or any expansion of a building's footprint.

Total Square Footage _____

Number of Stories _____

Number of Units _____

Total Construction Value \$ _____

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Plan Review Fee \$ _____

Permit Fee \$ _____

Total \$ _____

Design Criteria

Seismic Design Category: C	Ground Snow Load: 59 lbs psf	Frost Line Depth: 24"
Weathering: Severe	Wind Speed: 90mph / 3 sec gust	Exposure: C
Decay: Slight	Soil Bearing Pressure: 1,500 psf	Ice Shield Underlayment: Yes
Roof Snow Load: 60 lbs psf	Climate Zone: 5B Cool Dry (IECC)	

Property Surveys

Prior to permit issuance for any new structure or footprint expansion, applicants must submit a written, stamped statement from a licensed surveyor certifying the property corners have been located and marked. A new survey is not required *only if* the original corner markers previously set by a licensed surveyor are already in place, exposed, and visible. All corner markings and pins must be maintained in good order until the final completion of the building envelope.

(Saint Maries City Code § 9-2-1(A)(1-2))

Water and Sewer Capitalization and Hookup Fees

Payment of all applicable water and sewer connection and capitalization fees is required prior to the issuance of a building permit for any new dwelling unit (including accessory dwelling units), commercial or industrial facility, or any project requiring a new municipal utility connection or an increase in utility capacity. *(Saint Maries City Code § 11-12-2(B)(4)(b))*

Expiration and Abandonment

This permit becomes null and void if work or construction authorized is not commenced within 180 days of issuance, or if construction or work is suspended or abandoned for a period of 180 days at any time after work commences unless written approval for an extension is granted by the City.

Demolition Requirements

Notification: The applicant must contact City Hall before starting and upon completion of demolition. Demolition must be completed within 120 days of the issued permit date.

Utility Protection: Prior to demolishing a building connected to the city water and wastewater system, City Public Works must preserve and protect the existing sewer and water lines. *The applicant must contact City Hall at (208) 245-2577 to schedule this inspection prior to demolition.*

Hazardous Materials: The applicant is solely responsible for complying with the Environmental Protection Agency (EPA) and state regulations regarding the identification and proper disposal of asbestos-containing materials or other hazardous substances on site.

Fees

The permit fee is based on the City of Saint Maries' most recently adopted fee schedule. Additional fees may be required by DOPL, the Saint Maries Fire District, and other inspecting or permitting authorities.

Plan Alterations

No changes to the submitted plans or additional work are permitted without prior written approval from the City.

Electrical, Plumbing, and Mechanical Permits

Separate permits are required for electrical, plumbing, and mechanical (HVAC) work. These permits must be obtained separately through the Idaho Division of Occupational and Professional Licenses (DOPL).

Appeals

Any and all persons may appeal the actions of the building inspector to the administration committee, such appeal to be in writing and brought before the administration committee within ten (10) days of the inspector's actions.

For additional information regarding appeals, see Section 9-2-9 and Chapter 11-11 of the Saint Maries City Code available at the following url: <https://codelibrary.amlegal.com/codes/saintmariesid/>

Owner/Applicant Agreement

I hereby certify that I have read and examined the application and confirm that all statements, drawings, and depictions are true and accurate. All provisions of local, state, and federal laws governing this work will be complied with, whether specified herein or not. The granting of this permit does not give authorization to violate or cancel other local, state, or federal laws regulating construction or performance of construction. I further certify that the construction will conform to the dimensions and uses shown.

I hereby grant permission to the City of Saint Maries and its authorized representatives to enter the subject property at reasonable times to conduct inspections related to this application.

Applicant Printed Name

Applicant Signature

Date

Site Plan Guidelines

The City of St. Maries requires that the following information be shown on your site plan.

If you have any questions regarding any of the requirements, please discuss them with a Planner. An incomplete or revised site plan may result in additional fees.

YOUR SITE PLAN MUST INCLUDE:

1. Legible Descriptions.
2. The direction "North."
3. Scale: 1 Square = an even number of feet (e.g. 2 ft, 10ft, 60ft), depending upon the size of your property.
4. Be drawn on, at minimum, an 8 ½ X 11 sheet of paper.
5. Show the dimensions and boundaries of your ENTIRE parcel.
6. Include the location, dimensions, use of rights-of-way and easements, as well as any other structures on your parcel.
7. Show the distance BETWEEN existing and proposed structures and all property lines, rights-of-way, easements and other structures.
8. Include the location of all utilities, labeled "existing" or "proposed", including septic tank and drain field, water, power, gas and telephone/cable.
9. Include the locations and dimensions of all proposed and existing roads, driveways, parking areas, patios, decks, walkways and other impervious areas.
10. Show streams, culverts, drainage ways and any other distinguishing land features such as slopes.
11. Show the extent of the area which will be disturbed by the construction activity.

PLEASE NOTE:

If this is the first structure on a parcel, it is very important that you show the exact driveway location using measurements to each property corner.

No site plan is required for existing buildings for which there will be no increase in the building's footprint.