



# KOOTENAI COUNTY

## COMMUNITY DEVELOPMENT

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### **RESIDENTIAL BUILDING PERMIT SUBMITTAL GUIDE**

The following has been put together to be an aid for applicants to help prepare complete and accurate submittals. Depending on the location, complexity and other unknown factors specific to a proposed project, there may be other requirements not listed in this handout.

Please note that this handout does not cover most Planning, Zoning and Site Disturbance requirements. Each applicant is strongly encouraged to contact Planning Division staff.

A list of the Community Development staff is available here:

<http://www.kcgov.us/departments/building/staffinfo.asp>

Link to the ICC FREE Code Library: <http://codes.iccsafe.org/I-Codes.html>

### **GETTING STARTED**

Each applicant should have ONE person who is responsible for compiling a complete and accurate submittal package. This person is the DESIGNATED CONTACT PERSON on the Permit Application.

The most helpful tool we have is the CHECKLIST which is part of the Building Permit Application. It cannot be stressed enough the importance of all applicants to review their plans and go item by item through the checklist to make sure everything required is on the construction plans. Most delays in the permit process are a result of incomplete, inaccurate, conflicting or unclear plans and supporting documents. Plan review times are very dependent on how complete a submittal package is. Please help us and review everything for completeness before it is submitted. In fairness to others, incomplete applications or submittal packets may be rejected.

Most permits can be applied for, paid for, and issued online. Some permits such as mechanical, re-roof, siding and window replacement, which do not require plans can usually be issued the same day without the need to come into our office. Please use the SUBMIT button on the bottom of the appropriate application to submit these types of applications online. All other types of permits that do require plans can also be done online and we encourage the public to set up a FREE Upload Account to use the electronic submittal method. Please call (208) 446-1042 or (208) 446-1087 to set up an account; it only takes a few minutes over the phone.

Permit Applications are required to be completed in their entirety. The Permit Applications and forms are available through the below links.

- Most Building Permit applications will require a site plan of the parcel. The site plan guidelines are located here:

<http://www.kcgov.us/departments/building/permitforms/siteplanguidelines.pdf>

- Site Disturbance Permit Application- This should be used for projects that only involve site work and are not associated with any building construction at the same time:

<http://www.kcgov.us/departments/building/permitforms/SiteDisturbanceApplication.pdf>

- Building Permit Application- This should be used for most proposed new construction and most structural alterations:  
<http://www.kcgov.us/departments/building/permitforms/BuildingPermitApplication.pdf>
- Minor Project Building Permit Application- This should be used for minor projects that would not require detailed construction plans such as interior alterations, re-roof, window replacement, demolition, etc.:  
<http://www.kcgov.us/departments/building/permitforms/minorbuildingpermitapplication.pdf>
- Manufactured Home Setting Permit Application- This should be used for proposed setting of new and used manufactured and mobile homes:  
[http://www.kcgov.us/departments/building/briefs/25Manufactured\\_Home\\_Setting\\_Permit\\_Application.pdf](http://www.kcgov.us/departments/building/briefs/25Manufactured_Home_Setting_Permit_Application.pdf)
- Mechanical Permit Application-  
<http://www.kcgov.us/departments/building/permitforms/MechanicalPermitApplication.pdf>
- Residential HVAC System Design Form- The HVAC systems for new family dwellings are required to be designed using ACCA Manuals J, S and D. The design criteria and results are to be completed on this form:  
[http://www.kcgov.us/departments/building/briefs/02Residential\\_HVAC\\_System\\_Design\\_Form.pdf](http://www.kcgov.us/departments/building/briefs/02Residential_HVAC_System_Design_Form.pdf)
- ACCA (Air Conditioning Contractors of America) has developed FREE worksheets that can be used for HVAC design in many circumstances. They can be found here:  
<http://www.acca.org/standards/speedsheets>
- A wall bracing plan and supporting calculations are required by code for all new construction submittals. There are several FREE Wall Bracing Calculators available online. One very good one is on the APA website and can be found here: <https://www.apawood.org/calculator>
- Kootenai County Community Development cannot accept building permit applications unless the applicant provides proof of current contractor registration as required by Idaho State Law. Licensing and registration information is available here:  
<https://dbs.idaho.gov/licenses/index.html>  
Or here:  
<https://ibol.idaho.gov/IBOL/BoardPage.aspx?Bureau=CON>

If you are a homeowner and are exempt from this requirement, please complete the Contractor Registration Notice & Exemption Declaration form found here:

<http://www.kcgov.us/departments/building/permitforms/CONTRACTOREXEMPTIONFORM.pdf>

## **OTHER IMPORTANT INFORMATION**

In most cases, the approval of certain Outside Agencies will be required before a permit can be issued. The most notable are Panhandle Health District, the Fire and Highway Districts. While Kootenai County Community Development makes every effort to streamline that process, each application is strongly encouraged to contact the relevant agencies to find out if they have additional requirements and/or fees. A list of the Outside Agencies can be found here:

<http://www.kcgov.us/departments/building/plansubmit/KCPublicAgencyList.pdf>

Certain approvals may be needed from Panhandle Health District, such as a permit for a sewage disposal system. Requirement for on-site sewage disposal and other programs can be found here:

<http://panhandlehealthdistrict.org/environmental-health/septic>

**ELECTRONIC PLAN SUBMITTAL IS HIGHLY ENCOURAGED.** With electronic submittals, no printed documents are required until the plans are approved. Then one set is printed by the applicant and is required to be on site for all inspections. Call (208) 446-1042 or (208) 446-1087 to set up a FREE upload account.

If you choose to do a paper submittal, provide one paper copy of all construction plans and supporting documents for review. The final approved set of plans and documents will be available at the time of issuing and are required to be on site for all inspections.

Plans submitted for review are required to be complete, accurate, drawn to scale and showing current code compliance. They must be clear enough that a qualified 3<sup>rd</sup> party could interpret what and how a structure is to be built without additional input. All significant construction requirements must be clearly and accurately indicated on the plans. Please also note:

- If generic details are used on the plan, include ONLY those which specifically apply to the proposed project.
- Purchased stock plans with significant changes are required to be re-drafted.
- Mirrored plans are not approvable.
- “Future” items on the plans are not approvable.
- Notations for missing components such as “BY OTHERS” are not approvable.
- Plans noted as “PRELIMINARY” or “NOT FOR CONSTRUCTION” are not approvable.

**THE FOLLOWING ARE THE RELEVANT CODES AND DESIGN CRITERIA FOR RESIDENTIAL CONSTRUCTION AND SHALL BE NOTED ON THE PLANS**

As of January 1, 2015 the following are the current construction codes adopted by Kootenai County: (Contact Idaho Division of Building Safety for electrical and plumbing code and permit information)

- 2012 International Residential Code Parts I through VI, & Appendix G
- 2012 International Building Code
- 2012 International Fire Code
- 2012 International Energy Conservation Code
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2012 International Existing Building Code
- Seismic Zone C
- Minimum fastest mile wind speed 76 MPH (90 MPH, 3 second gust), the exposure is required to be specified: B, C or D
- Assumed soil bearing pressure 1500 psf
- Minimum frost depth of 24”
- Flat roof snow loads; Kootenai County snow load map located here:  
[ftp://www.kcgov.us/PDF/Snowload\\_Large.pdf](ftp://www.kcgov.us/PDF/Snowload_Large.pdf)
  - Zone A: Minimum 40 psf and prescriptive IRC requirements.
  - Zone B: Minimum 50 psf and prescriptive IRC requirements.
  - Zone C: Minimum 60 psf and prescriptive IRC requirements.
  - Zone D: An Idaho licensed engineer is required to determine the parcel specific design snow loads based on ground snow load calculated in accordance with “Ground and Roof

Snow Loads for Idaho”. An Idaho licensed engineer is then required to determine the building design using that calculated snow load. At the discretion of the engineer, the prescriptive provisions of the IRC may be used.

- Kootenai County Building Ordinance 477 also has relevant local amendments to some of the codes. Ordinance 477 is located here:  
[http://www.kcgov.us/departments/building/forms/20141204\\_Ordinance%20No.%20477\\_Ordinance\\_norm\\_Building%20Code%20Amendments%20effective%201-1-15\\_Ordinance%20477%20aka%20ORA14-0005%20Building%20Code-signed.pdf](http://www.kcgov.us/departments/building/forms/20141204_Ordinance%20No.%20477_Ordinance_norm_Building%20Code%20Amendments%20effective%201-1-15_Ordinance%20477%20aka%20ORA14-0005%20Building%20Code-signed.pdf)
- The Idaho Building Board and the Idaho HVAC Board have amendments to the Codes as they are adopted by the State. Current Idaho Statute and Rule information can be found here:  
<https://dbs.idaho.gov/rules/current.html>

### **MOST COMMON ENGINEERING REQUIREMENTS**

If engineering is required, THE SUPPORTING CALCULATIONS ARE ALSO REQUIRED (unless stated otherwise). All engineering details are required to be transferred onto the drawings and MUST be consistent with all other submitted documentation. All pages of the plan which contain an engineered design must be stamped by the design professional licensed to practice in the State of Idaho.

THIS LIST INCLUDES THE MOST COMMONLY REQUIRED “STAMPED” ENGINEERING AND IS NOT INTENDED TO BE A COMPLETE LIST. FURTHER ENGINEERING MAY BE REQUIRED FOR COMPONENTS THAT ARE NOT PRESCRIPTIVE IN THE CODE.

- All structures exceeding three stories in height by the International Residential Code definitions.
- Any design which is not a prescriptive method found in the International Residential Code.
- Any alteration which is attached to or affects the structural members of an engineered design (pole buildings are a prime example).
- Any structural alteration or addition to a manufactured or mobile home.
- Unrestrained wood stud bearing walls exceeding 12’ in height.
- Beams not loaded uniformly, support a point load, or span more than 25’ (engineering should include the entire load path).
- Any restrained concrete or masonry wall with unbalanced backfill exceeding 8’ in height (9’ total wall height).
- Any retaining wall regardless of material used exceeding 4’ in height measured from the bottom of the footing to the top of the wall. Retaining walls less than 4’ in height may require an engineered design if there is additional surcharge.
- Any building site exceeding 33% slope requires a sealed and signed engineered foundation design if the prescribed slope setbacks are not met.
- Any cut or fill slope which exceeds a ration of 2 horizontal to 1 vertical requires some method of restraint.