



CITY OF BONNERS FERRY

7232 Main Street
P.O. Box 149
Bonners Ferry, Idaho 83805
Phone: 208-267-3105

BUILDING PERMIT APPLICATION and FLOODPLAIN PERMIT APPLICATION PROCEDURES

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) Floodplain regulations.
3. Complete the plot plan as directed on the form provided. Show all setbacks from structure to property lines. The City and building officials are not responsible for verifying setbacks and/or property lines; this is the responsibility of the property owner.
4. Commercial and Industrial projects require a parking plan and drainage plan, if applicable.

STEP #2

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

1. Access permits may be required for access to the public right of way.
2. Excavation permits are required if excavating in the public right of way.

STEP #3

BUILDING AND SAFETY REQUIREMENTS:

1. Make sure all non-shaded areas on the application are complete.
2. Provide clear directions to the building site.
3. After reading the notice at the bottom of the page, please print & sign your name and date the application.
A complete set of construction plans drawn to scale showing the following information and one (1) reproducible plan set, or electronic copy:
 - Elevations of all sides of the structure.
 - Floor plans of all floor levels, showing location of smoke detectors, size & location of windows & 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 will be stamped by our department, and **MUST remain on the job site at all times.**
4. Your application will be reviewed for compliance with Local, State, and Federal codes. (Corrections may need to be completed prior to final approval).
5. A Development Permit will be required if your parcel of land is located in a Floodplain and/or Floodway.

Return completed application and required approvals and information to the City of Bonners Ferry.

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

STEP #4

STATE REQUIREMENTS:

1. Electrical, Plumbing and Mechanical Permits are required. For more information contact the State Division of Building & Safety, 1221 Ironwood Drive, Suite 101, Coeur d'Alene, ID 83814, (208) 769-1579.



CITY OF BONNERS FERRY

Street Address: 7232 Main Street Mailing Address: P.O. Box 149

Bonnors Ferry, Idaho 83805

Phone: 208-267-3105 Email: cityhall@bonnersferry.id.gov

BUILDING PERMIT APPLICATION

Date Received:	City BP#	State BLD#	Application Requirements:
	Site Address		<input type="checkbox"/> Copy of Vesting Deed
	Subdivision Name		<input type="checkbox"/> At Scale Plans and Reproducible copy
	Lot #	Block #	Lot Size:

LANDOWNER/PROPERTY INFORMATION:

Landowner:	Phone #	
Mailing Address:	Email:	
Contractor Name:	Reg. #	Phone #
Contractor Address:	Email:	
Site Address or Directions:		

DESCRIPTION OF PROPOSED WORK:

CLASS OF WORK	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Change of Use	<input type="checkbox"/> Sign/Other
Describe the type of work/use:					
Structure detail	# Stories	Heating	Utility		
	1 st Floor sq. ft.	2 nd Floor sq. ft.	Total sq. ft.		
Attached Garage <input type="checkbox"/> Detached Garage <input type="checkbox"/> Sq. ft.		Estimated cost of construction:			

OWNER/REPRESENTATIVE STATEMENT & NOTICE:

NOTICE: SEPARATE STATE 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 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. NO CHANGES TO THE SUBMITTED PLANS OR ADDITIONAL WORK IS PERMITTED WITHOUT PRIOR WRITTEN APPROVAL FROM THE CITY.

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 AUTHORITY 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.

WITH THE ATTACHED SIGNATURE HERETO, I HEREBY GRANT PERMISSION TO THE CITY AND ITS REPRESENTATIVES TO ENTER THE SUBJECT PROPERTY TO CONDUCT INSPECTIONS RELATIVE TO THIS APPLICATION.

Signature of Landowner/Authorized Agent

Printed Name

Date

TO BE COMPLETED BY CITY:

Parcel #:	Zone District:	Construction Type:	Occupancy Group:	FEE CALCULATIONS	
Conditions of Approval:	Division:	# of Units:	Permit Fee	\$	
	Flood Zone/Panel #:	Plan Check Fee	\$		
	Plans approval date/By:	Zoning Review Fee	\$		
	Zoning approval: By/Date:	Additional Fees:	\$		
	Permit issuance date:	Total Fees	\$		
Certificate of Occupancy Issued:	Approved extension to (date)	Paid Date/By:			

Owner	City BP#	State BLD#
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- Draw a map of the site, providing the following information in the space below, if applicable; or attach a separate site plan.
- | | |
|--|--|
| 1. The boundary lines of the site, including dimensions | 2. An arrow indicating direction north |
| 3. All public and private roads providing access to the site. | 4. All bodies of water and/or drainage systems |
| 5. Proposed structure and its dimension. | 6. All existing structures |
| 7. All easements of records (roads, utilities, etc.) | 8. Any stormwater drainage plans |
| 9. Location of sewer, water line and/or any leach field or well, if applicable | |
| 10. Distance from all property lines and any bodies of water to architectural projections of structures. | |
| 11. Parking spaces, access and driveways as required by zoning ordinance or special conditions. | |

Building Permit Plot Plan

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) _____	DATE: _____
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Building Permit Application- Valuation Form

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



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Building Permit Application- Information on Plans

SUBMIT ONE (1) sets of plans drawn to scale and of sufficient clarity to indicate the location, nature and extent of the work proposed **AND** one (1) set of reproducible copy (8.5x11 or 11x17) *or* an electronic copy.

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

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.



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Building Permit Application- Foundation Regulations

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 – Fill soils that support footings & foundations shall be designed & tested in accordance with accepted engineering practice.

2. FOUNDATION STEM WALLS

- A. Minimum thickness – see table be on page 2
- B. Foundation plates must be pressure-treated wood, foundation-grade redwood or heartwood.
- C. Under-floor clearance must be a minimum of 18" from earth to joist and 12" to girders.
- D. Anchor Bolts – ½" Diameter & Extend a minimum of 7" into concrete. J-Bolts spaced a maximum of 6 feet o.c. and less then 12 inches from all ends & 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. MISCELLANEOUS INFORMATION

- A. New Electric Service = City of Bonners Ferry – 267-3105
- B. Water & Sewer Service = City of Bonners Ferry – 267 3105

Foundation Stem Wall-Minimum Thickness Table R404.1.1(1)
Plain Concrete and Plain Masonry Foundation Walls

Maximum Wall Height (feet)	Maximum Unbalanced Backfill Height (c) (feet)	Plain Concrete Minimum Nominal Wall Thickness (inches)	Plain Masonry(a) Minimum Nominal Wall Thickness (inches)
		Soil Classification (b)	
		GM, GC, SM-SC & ML	GM, GC, 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	8g	10
7	4	6	8
	5	6	10
	6	8	12
	7	8	10solid (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	8g	10
	6	8	12
	7	10	12 solid (d)
	8	10	Footnote (e)
	9	12	Footnote (e)
<p>For SI: 1 inch = 25.4mm, 1-foot = 304.8mm, 1 pound per square inch = 6.895 Pa.</p> <p>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.</p> <p>b. Soil classes are in accordance with United Soil Classification System. Refer to Table R405.1.</p> <p>c. Unbalanced backfill height is the difference in height of the exterior and interior finish ground levels.</p> <p>d. Solid grouted hollow units or solid masonry units</p> <p>e. Wall construction shall be in accordance with Table R404.1(2) or design shall be provided.</p>			



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Building Permit Application- Residential & Commercial Roof Loads

RESIDENTIAL ROOF LOADS:

SNOW LOAD: For all areas of the City of Bonners Ferry the minimum roof snow load shall be **70psf.**

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. The typical dead load for dwellings is **12 psf.**

WIND LOAD: Shall be based on basic wind speed of **90 mph.**

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

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#### COMMERCIAL ROOF LOADS:

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

##### Design Criteria:

|                             |                                       |
|-----------------------------|---------------------------------------|
| * Ground Snow Load          | 68                                    |
| * Wind Speed                | 90 – 3 Sec gust (76 MPH fastest mile) |
| * 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 **90 mph.**

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





# CITY OF BONNERS FERRY PLANNING & BUILDING DEPARTMENT

7232 Main Street • P.O. Box 149, Bonners Ferry, ID 83805 • Phone: (208) 267-3105

## FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

### FOR OFFICE USE ONLY:

|                             |                   |           |
|-----------------------------|-------------------|-----------|
| <u>DEVELOPMENT PERMIT#:</u> | <u>PARCEL #</u>   | RECEIVED: |
| <u>ASSOCIATED PERMIT #:</u> | <u>RECEIPT #:</u> |           |

### SECTION 1: This section to be completed by Landowner or Representative

|                          |                 |                     |                      |
|--------------------------|-----------------|---------------------|----------------------|
| Name of Applicant: _____ |                 | Site Address: _____ |                      |
| Mailing Address: _____   |                 |                     |                      |
| Phone #: _____           |                 | Email: _____        |                      |
| Legal Description: _____ |                 |                     |                      |
| Section: _____           | Township: _____ | Range: _____        | Body of water: _____ |

### DESCRIPTION OF THE PROPOSED WORK:

|                                                                                                                                                                                                            |                                               |                                                         |                                     |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------|-------------------------------------|-----------------------------------------|
| Describe the use:                                                                                                                                                                                          | <input type="checkbox"/> Commercial           | <input type="checkbox"/> Residential                    | <input type="checkbox"/> Industrial | <input type="checkbox"/> Public Project |
| Describe the type of work:                                                                                                                                                                                 |                                               |                                                         |                                     |                                         |
| <input type="checkbox"/> Site-built residence                                                                                                                                                              | <input type="checkbox"/> Commercial structure | <input type="checkbox"/> Modular/manufactured placement |                                     |                                         |
| <input type="checkbox"/> Fill/dredge                                                                                                                                                                       | <input type="checkbox"/> Utility installation | <input type="checkbox"/> Residential accessory building |                                     |                                         |
| <input type="checkbox"/> Watercourse alteration                                                                                                                                                            | <input type="checkbox"/> Dock/breakwater      | <input type="checkbox"/> Other-Explain: _____           |                                     |                                         |
| <input type="checkbox"/> Residential Addition/Remodel/Repair – Year Original Structure Built _____                                                                                                         |                                               |                                                         |                                     |                                         |
| Cost estimate of improvements: \$ _____                                                                                                                                                                    |                                               |                                                         |                                     |                                         |
| Market value of the existing structure, excluding land value: \$ _____                                                                                                                                     |                                               |                                                         |                                     |                                         |
| If placing a dock, is electrical system proposed? <input type="checkbox"/> No <input type="checkbox"/> Yes (please attach details describing measures taken to protect electrical system from floodwaters) |                                               |                                                         |                                     |                                         |
| If a dock permit, how will the dock be anchored or secured (i.e. method and materials)? (Attach additional sheets if necessary) _____                                                                      |                                               |                                                         |                                     |                                         |

### SITE PLAN REQUIREMENTS:

|                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|
| Please attach a site plan (plot plan) containing the following:                                                   |
| <input type="checkbox"/> Property boundaries and dimensions                                                       |
| <input type="checkbox"/> Dimensions and elevations of the area of development or disturbance                      |
| <input type="checkbox"/> All existing and proposed structures                                                     |
| <input type="checkbox"/> Utility locations                                                                        |
| <input type="checkbox"/> Grading/pavement areas                                                                   |
| <input type="checkbox"/> Fill materials                                                                           |
| <input type="checkbox"/> Materials storage areas                                                                  |
| <input type="checkbox"/> Drainage facilities                                                                      |
| <input type="checkbox"/> Boundary of the special flood hazard area (as delineated on the FIRM or other flood map) |
| <input type="checkbox"/> The Base Flood Elevation (BFE)                                                           |

## STRUCTURE DETAIL

For structures, please indicate how the structure will be protected from floodwaters. Select one:

- ☐ Structure will be **VENTED**. Please provide the following:
- Foundation plan, drawn to scale, including detail of the proposed foundation system in accordance with floodplain standards.  
(BFCC 13-5-1H2)
- ☐ Structure will be **ELEVATED**. Please provide the following:
- Method of elevation (i.e., fill, solid foundation perimeter wall, open foundation, etc.)
  - Foundation plan, drawn to scale, including details of the proposed foundation system  
(BFCC 13-5-2)
- ☐ Structure will be **FLOODPROOFED** – non-residential structures **only**. Please provide the following:
- Floodproofing certificate with supporting data
  - Operational plan
  - Inspection and maintenance plan to include installation, exercise, and maintenance of floodproofing measures  
(BFCC 13-4-3 C2)

## WATERCOURSE ALTERATION:

- ☐ Watercourse **WILL NOT** be altered as a part of this development permit
- ☐ Watercourse **WILL** be altered as a part of this development permit  
*Please include the following as a separate attachment:*
- Description of the extent of watercourse alteration or relocation
  - A professional engineer's certified report on the effects of the proposed project on the flood carrying capacity of the watercourse and the effects to properties located both upstream and downstream
  - Map showing the location of the current watercourse and proposed watercourse alteration or relocation
  - Idaho stream channel alteration permit approval

## OTHER DETAILS:

- ☐ **ENCLOSED AREA BELOW LOWEST FLOOR:** If structure includes an enclosed area below the lowest floor, please attach additional information detailing the use of such area and show how this area complies with floodplain standards
- ☐ **PROTECTION OF UTILITIES:** Please attach plans detailing how utilities and facilities such as sewer, gas, electrical, and water systems will be constructed to protect from flood waters. Plans shall include location details. (BFCC 13-5-1)

Landowner/Representative Affidavit: I certify that I am the landowner/representative of the above-described property and upon completion of the proposed work, I will have Section 3, Part B, of this form completed by an authorized land surveyor or engineer and will return this application to City of Bonners Ferry along with the finished construction elevation certificate, when applicable.

I further certify that no fill material or other development shall encroach into the floodway of any watercourse.

I certify that all other local, state, and federal permits required for development within the floodplain have been obtained.

A floodplain development permit shall expire one hundred eighty (180) days after issuance unless the permitted activity has commenced.

\_\_\_\_\_  
Landowner/Representative Signature

\_\_\_\_\_  
Date

|                                                                                                                               |                         |                                                |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------|
| F.I.R.M. Zone: _____                                                                                                          | F.I.R.M. Panel #: _____ | Base Flood Elevation: _____ ft above sea level |
| The proposed development is located in the <input type="checkbox"/> Floodplain <input type="checkbox"/> Floodway, Map # _____ |                         |                                                |
| Planner's Initials : _____                                                                                                    |                         | Date: _____                                    |
| COMMENTS: _____                                                                                                               |                         |                                                |

|                                                                                                                                                                                                                                                                                                                                                   |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Part A: Building Site Information:</b> (To be completed prior to construction)                                                                                                                                                                                                                                                                 |                  |
| I certify that the lowest adjacent grade at the building site, described above, is at an elevation of _____ feet, (NGVD). A TBM has been established near the building site at an elevation of _____ feet, (NGVD.) The elevation datum system used in determining the above referenced level elevations is _____.                                 |                  |
|                                                                                                                                                                                                                                                                                                                                                   |                  |
| Certifier's Name: _____                                                                                                                                                                                                                                                                                                                           | Title: _____     |
| Address: _____                                                                                                                                                                                                                                                                                                                                    |                  |
| <b>(Seal)</b>                                                                                                                                                                                                                                                                                                                                     | Signature: _____ |
| <b>Part B: Existing or Completed Structure Information</b> (To be completed prior to occupancy):                                                                                                                                                                                                                                                  |                  |
| I certify that the structure at the building site described above has the lowest floor (including basement) at an elevation of _____ NGVD (mean sea level).                                                                                                                                                                                       |                  |
| <b>ATTACH COPY OF FEMA FINISHED CONSTRUCTION ELEVATION CERTIFICATE FOR ALL RESIDENTIAL, COMMERCIAL, PUBLIC AND INDUSTRIAL STRUCTURES LOCATED WITHIN THE SPECIAL FLOOD HAZARD AREA.</b>                                                                                                                                                            |                  |
|                                                                                                                                                                                                                                                                                                                                                   |                  |
| Certifier's Name: _____                                                                                                                                                                                                                                                                                                                           | Title: _____     |
| Address: _____                                                                                                                                                                                                                                                                                                                                    |                  |
| <b>(Seal)</b>                                                                                                                                                                                                                                                                                                                                     | Signature: _____ |
| <i>FLOODPROOFING: The landowner or representative shall submit certification by a registered professional engineer or architect, on a form approved by FEMA, that the floodproofing methods for any nonresidential structure meet the flood proofing criteria of the City of Bonners Ferry Flood Damage Prevention Ordinance, BFCC 13-4-3 C2)</i> |                  |

|                                                                                                                                                                    |                                   |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------|
| Development Permit is                                                                                                                                              | <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED |
| <div style="display: flex; justify-content: space-between;"> <span>(Signature of City of Bonners Ferry Floodplain Administrator)</span> <span>(Date)</span> </div> |                                   |                                 |

*This development permit is not valid until Section 4 has been completed and approved by City of Bonners Ferry.*