



Building Permit Extension

Hayden Lake Building Department
9393 North Strahorn Road
Hayden Lake, ID 83835
208-772-2161
deputyclerk@cityofhaydenlake.us

A. All permits for construction, demolition, repair or alteration, including fences, shall become invalid unless the work on the site authorized by such permit is commenced within sixty (60) days after its issuance, if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred eighty (180) days after the time the work is commenced, or if such work is not completed within one (1) year (365 days) of the date that the permit is issued.

The Code Enforcement Officer is authorized to grant one (1) extension of time for a period of one hundred eighty (180) days. **The extension shall be requested in writing before the subject time period expires and justifiable cause must be demonstrated.** A late extension request may be submitted in writing within thirty (30) days from the permit expiration date. These late extension requests shall only be granted by the City Council after justifiable cause is demonstrated. Additional extensions beyond a first granted extension may be requested in writing and granted by the City Council upon an additional showing of justifiable cause. Fees for all extensions shall be required and set by future resolution of the City Council. All extension requests that must be granted by the City Council shall be considered by the City Council as an administrative item at a regular or special meeting of the Council. No public hearing shall be required.

If a building permit or extension thereof is allowed to expire before a certificate of occupancy is issued, or for projects that do not require a certificate of occupancy, before a final inspection has been performed, and no request for renewal of the permit or an extension thereof has been submitted in writing before the permit or a previously granted extension expires, the Code Enforcement Officer shall implement the code enforcement procedures set forth in subsection 1-11-4A of this Code, which shall include the issuance of a "stop work order" in accordance with subsection 1-11-4A1 of this Code. Should the thirty (30) day compliance period referenced in subsections 1-11-4A2, A3 and 1-11-5C of this Code expire without compliance being achieved to the satisfaction of the Code Enforcement Officer and without an appeal being timely filed in accordance with section 1-11-5 of this Code, the notice of violation referenced in subsection 1-11-4A1 of this Code shall be recorded in the records of Kootenai County. A copy of the recorded notice shall be mailed to the property owner via certified mail. If an appeal of the notice of violation is timely filed pursuant to section 1-11-5 of this Code, the notice of violation shall not be recorded unless such action is required in the decision issued by the City Council pursuant to subsection 1-11-5F of this Code. In addition to the other requirements of subsection 1-11-5F of this Code, the decision of the City Council shall also address what applicable fees, if any, the appellant shall be required to pay. If a notice of violation is recorded in accordance with this section, a release shall be recorded by the Code Enforcement Officer upon compliance being achieved to the satisfaction of the Code Enforcement Officer, or if a timely appeal is filed and heard pursuant to section 1-11-5 of this Code, upon full compliance with the decision of the City Council. Any violation of this section is subject to the general civil penalty of one hundred dollars (\$100.00) for each day that the violation continues pursuant to sections 1-4-1 and 1-4-2 of this Code. (Ord. 275, 2-2-2016)

B. If fees for building permits are established independently from the fees provided in the adopted building code, such fees for building permits shall be established by resolution of the City Council. The City Council shall also establish by resolution penalty fees for constructing (or starting construction of) a building without an approved building permit.

C. The City Council shall fix by resolution the minimum number of days required by the City to review and issue or deny a building permit.

D. A request for a building permit shall be accompanied by a scale map or drawing showing actual dimensions of the lot or parcel, the location and size of any building and such other information as may be requested by the City.

E. A request for a building permit shall be accompanied by proof in writing that all required fees imposed by other public agencies have been paid and other conditions imposed by other public agencies with jurisdiction have been met.

F. A request for a building permit shall be accompanied by a stamped certification from a licensed design professional stating that the design professional has inspected and verified that all of the required erosion control measures are in place prior to commencing ground disturbing activities.

City Code § 8-1-3.

**Electrical and plumbing permits are issued separately by the State of Idaho at:
<https://dopl.idaho.gov/ele/ele-permits-and-inspections/>**

DISCLOSURE: Extensions do not include changes to project plans or deviations from original approved permit applications. Prorations are applicable to projects completed, inspected, and issued a Certificate of Occupancy/Completion. All fees related to permitted project due for engineering, publication, and/or legal review must be paid in full before refund of prorated monies will be issued.



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FOR OFFICE USE ONLY

Original Project Permit # _____ Original Permit Fee Paid \$ _____
Total Extension Fee Paid \$ _____
Cash/Money Order/Check # _____ Date: _____
Permit Issuance Date _____
Permit Expiration Date _____
Permit Extension Date _____
Permit Extension Expiration Date _____
City Employee Issuing Extension: _____

Permit #: _____ Permit Date Received/By: _____

Applicant Name: _____ Applicant Phone Number: _____

Applicant Address: _____ City, State, and Zip Code: _____

Applicant Email Address: _____

Project Address: _____ City, State, and Zip Code: _____

Owner: Name, Phone Number, and Email (If different than above):

Parcel # _____ Legal Description: _____ Zoning: _____

General Contractor (If Applicable): Name, Address, City, State, Zip Code, Phone Number & Email, & Contractor Registration #:

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Please explain why an extension is necessary to complete this project.

Please give a detailed description of the incomplete work and the tentative project scheduled completion dates for each uncompleted project.

Signature of contractor/project manager: _____

Date: _____

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