



Building Permit Application

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

REQUIREMENT CHECKLIST:

All permit applications must be fully completed and include the following at the time of submission per City Code § 8-1-3.

- ☐ Permit Affidavit: A signed and notarized Permit Affidavit from the property owner of record must accompany the Building Permit Application. (Attached to this application.)
- ☐ Site Plan: An aerial view of the property and location, showing existing details, structures, measurements, and proposed work.
- ☐ Engineer stamped (site specific) building plans. Including project calculations.
- ☐ Total Project Valuation: includes materials, equipment, and construction cost, and any supporting documents requested.
- ☐ Fees: All fees to review plans and application are determined and required at the time of submittal
- ☐ Per City of Hayden Lake Building Inspector, all required elements are to be completed **before** processing or issuance of any permits are considered.

Note: Some applications may require Grading/Site Disturbance and/or Erosion Stormwater Control permits. See specific applications for fees and requirement details.

Issued permits are valid for 365 days from the date of issuance.

Permit extensions must be requested prior to expiration to avoid resubmittal and associated fees. (Extensions are valid for 180 days if approved)

Failure to obtain a permit, perform work prior to permit issuance, or continue work after expiration, will result in fines and constitutes city and state code violations.

DISCLOSURE: Applications may be subject to costs for all services provided by the City Engineer, City Attorney and other City Officials as well as other direct costs associated with processing the application including the costs of mailing and publishing notices.



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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/>**

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FOR OFFICE USE ONLY

Building Plan Review Fee: \$ _____ Building Permit Fee: \$ _____

Total Amount Paid \$ _____ Cash/Money Order/Check # _____

Date: _____ Employee: _____

Permit Issuance Date: _____ Permit Expiration Date: _____

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 (**Required**):

Parcel # _____ Legal Description: _____ Zoning: _____

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

Project Description:

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Project is: ☐ Commercial ☐ Residential Contractor License: # _____
New ☐ Addition ☐ Remodel ☐ Reroof ☐ Change of Use ☐ Other: _____
Single Family Dwelling ☐ Duplex ☐ Multi-Family Dwelling ☐ Other (please explain): _____

Total Sq. Ft.: _____ # of Stories: _____ # of Units: _____

Garage ☐ Shop ☐ Shed ☐ Total Sq. Ft.: _____

Total Building Construction Value: \$ _____ Total Project Valuation: \$ _____

FEES DUE AT THE TIME OF APPLICATION

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 and its representatives to enter the subject property to conduct inspections relative to this application.

Applicant Printed Name: _____

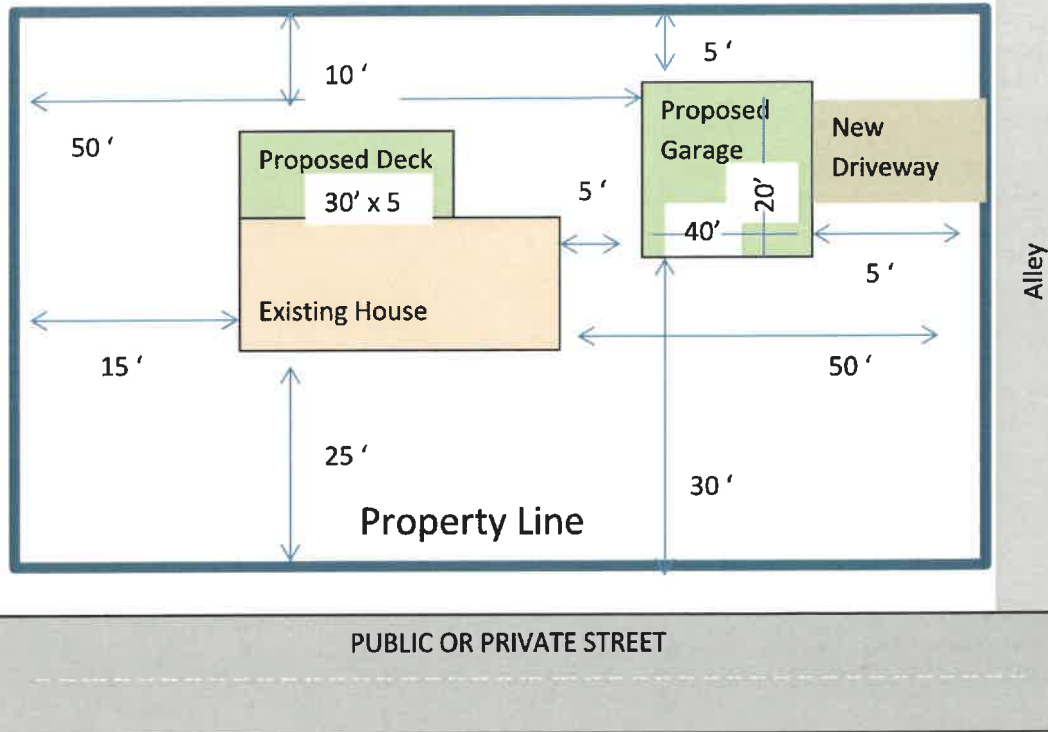
Applicant Signature: _____

Date: _____

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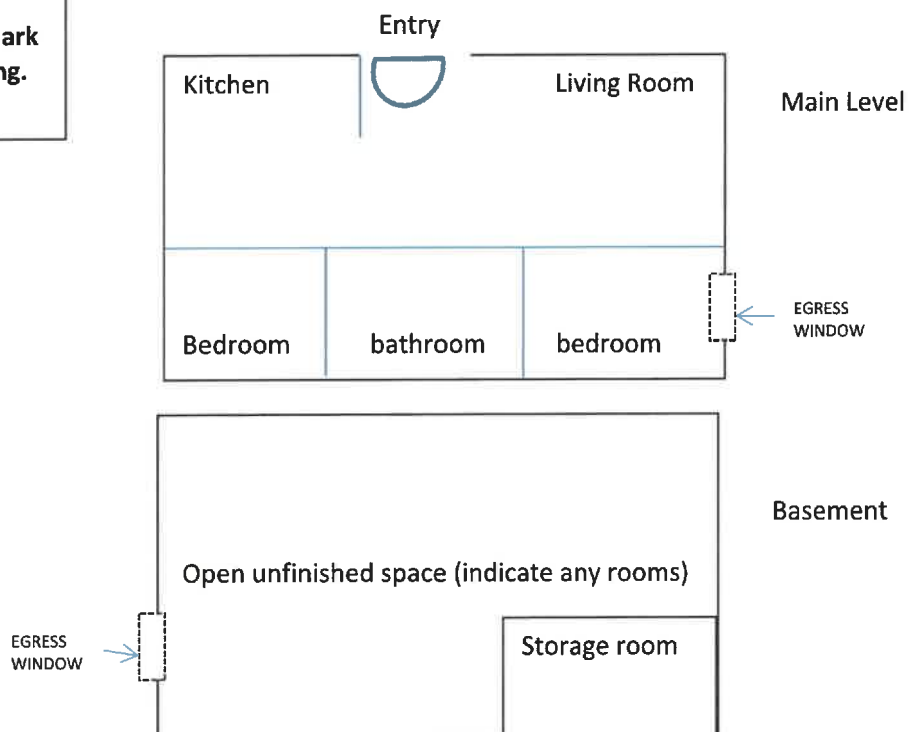


SAMPLE SITE PLAN



The Site Plan and/or Floor Plan can be hand drawn. Please make sure if using pencil, the line is dark enough for scanning.

SAMPLE FLOOR PLAN



SITE 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 requirements that will be in effect on the date of the
granting of the building permit.

Owner Name _____ Site Address _____

Signature _____ Date _____



City of Hayden Lake

Permit Affidavit

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I, _____ (Property Owner), being first duly sworn on oath, depose and say: 1) That the undersigned is the owner of the property described in the Permit Application to which this Affidavit is attached. 2) That the undersigned has been advised, and thus agrees, that it is the responsibility of the property owner to locate and determine property corners and property lines for all permits. As part of the application process, it is the responsibility of the property owner to accurately depict on the site plan property lines and accurate dimensions, locations and measurements associated with setbacks from property lines. 3) The property owner indemnifies and holds harmless the City of Hayden Lake from any action related to property lines associated with any aforementioned permit. 4) That the undersigned acknowledges that he/she has been informed, and thus agrees, that he/she shall not use any residential building for a commercial purpose.

Property Owner

Subscribed and sworn to before me this ____ day of _____, 20__

Notary Public for Idaho residing at

My Commission Expires: _____