



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

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

*Please be advised: All tram applicants are required to submit Erosion Control Stormwater & Site Disturbance applications.*

**A.** All permits for construction, demolition, repair or alteration, including fences, elevators, and tramways 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 (including tramway-elevator permits) 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)

Damage to public roadways, city right of way, utilities, and/or neighboring properties as a result of permitted work, are required to be repaired to the industry standard as defined by the city. Completion of repairs, and all associated costs are the responsibility of the applicant and must be inspected and satisfied prior to the issuance of Certificate of Occupancy/Completion.

**B.** If fees for tramway-elevator permits are established independently from the fees provided in the adopted building code, such fees for tramway-elevator permits shall be established by resolution of the City Council. The City Council shall also establish penalty fees by resolution for constructing (or starting construction of) a tramway-elevator 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 tramway-elevator permit.

**D.** A request for a building tramway-elevator 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 tramway-elevator 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 tramway-elevator shall be accompanied by a stamped certification from a licensed design professional stating that the design professional has inspected and verified that all 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: 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.



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

*Please be advised: All tram applicants are required to submit Erosion Control Stormwater & Site Disturbance applications.*

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

## 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 Tramway-Elevator Permit Application. (Attached to this application.)

Site Plan: An aerial view of the specific property and location, showing existing details, structures, measurements, and proposed work.

Idaho Engineer stamped (site specific) building plans. Including project calculations.

Total Project Valuation: includes materials, equipment, and construction cost, and any supporting documents requested.

Fees: Permit fees are paid at the time the application is submitted plus the cost of inspection of the property and other related work by the City Engineer, City Attorney and other City Officials payable to the City of Hayden Lake.

Erosion Control & Site Disturbance application fees are \$50 **each** to process and review plans.

Tram application fees are calculated and required at the time of submittal.

Per City of Hayden Lake Building Official, all required elements are to be completed **before** processing or issuance of any permits are considered.

***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 constitute city and state code violations.***

***Damage to public roadways, city right of way, utilities, and/or neighboring properties as a result of permitted work, are required to be repaired to the industry standard as defined by the city. Completion of repairs, and all associated costs are the responsibility of the applicant and must be inspected and satisfied prior to the issuance of Certificate of Occupancy/Completion.***

***Fees are calculated based on the 2018 IBC Table 1-A - Building Permit Fees***

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.



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

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

*Please be advised: All tram applicants are required to submit  
Erosion Control Stormwater & Site Disturbance applications.*

### FOR OFFICE USE ONLY

Tram Plan Review Fee: \$ \_\_\_\_\_ Tram 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: Name, Address, City, State, Zip Code, Phone Number & Email, & Contractor  
Registration # (**Required**):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

*Please be advised: All tram applicants are required to submit Erosion Control Stormwater & Site Disturbance applications.*

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

Project is: \_\_\_\_\_ Commercial \_\_\_\_\_ Residential Contractor License: # \_\_\_\_\_

New Repair Maintenance Decommission Other: \_\_\_\_\_

Manufacturer Name, Address, City, State, Zip Code, Phone Number & Email, & Active License #  
**(Required):**

\_\_\_\_\_

Engineer Name, Address, City, State, Zip Code, Phone Number & Email, & Active License #  
**(Required):**

\_\_\_\_\_

Total Linear Ft.: \_\_\_\_\_ Model#: \_\_\_\_\_ Serial#: \_\_\_\_\_

\_\_\_\_\_

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:** \_\_\_\_\_

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.



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

*Please be advised: All tram applicants are required to submit  
Erosion Control Stormwater & Site Disturbance applications.*

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

## Erosion Control & Stormwater

Please include a copy of all documents required by the City Engineer including an accurate scale drawing of the site showing: a) any affected adjacent property, b) the location of all streams, intermittent streams, wetlands, ponds and other bodies of water on or adjoining and within 500 feet horizontally from or vertically below the site, c) all areas proposed for grading, site disturbance, road construction, retaining walls and any other land-disturbing activity, a description of the nature of the land-disturbing activities, the location of all existing and proposed structures, streets, easements, property lines, driveways, and utilities. (Municipal Code Section 11.2 *et. seq.*)

An Erosion Control and Stormwater Management Plan, prepared and stamped by a licensed design professional is required, in accordance with Municipal Code Section 11.2 *et. seq.*

A narrative describing your request, stating:

1. The exact nature of the land-disturbing activity proposed and amount of grading proposed: \_\_\_\_\_

---

---

---

2. What, if any, effect the requested activity would have on adjacent property and improvements: \_\_\_\_\_

---

---

---

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.



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

*Please be advised: All tram applicants are required to submit  
Erosion Control Stormwater & Site Disturbance applications.*

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

## Grading/Site Disturbance

Please include the area and the nature of the proposed grading/site disturbance, the location of all existing and proposed structures, streets, easements, property lines, driveways, pedestrian walkways, off-street parking and off-street loading facilities and landscaped areas. Include site plan and details.

Engineer or Surveyor (**Required**):

Name, Address, Phone Number, Email, & License #:

---

---

### PROJECT DESCRIPTION:

A narrative describing your request, stating:

1. The exact nature of the grading being requested, and amount of grading proposed:

---

---

---

---

---

2. What, if any, effect the requested grading would have on adjacent property and improvements: \_\_\_\_\_

---

---

---

3. Why the grading is necessary: \_\_\_\_\_

---

---

---

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.



# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

*Please be advised: All tram applicants are required to submit  
Erosion Control Stormwater & Site Disturbance applications.*

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

# City of Hayden Lake

## Permit Affidavit

CITY OF HAYDEN LAKE PERMITAFFIDAVIT | REVISED 7-23-2025

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: \_\_\_\_\_

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.





# CITY OF HAYDEN LAKE

## Tramway-Elevator Permit Application

*Please be advised: All tram applicants are required to submit  
Erosion Control Stormwater & Site Disturbance applications.*

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

---

### ***FOR OFFICE USE ONLY***

#### **PERMIT DETERMINATION**

This Permit Application having been reviewed by the City Engineer is hereby:

\_\_\_\_\_ DENIED for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ APPROVED with the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATED \_\_\_\_\_  
City Engineer

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.