



# Mechanical 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 Mechanical Permit Application. (Attached to this application.)

Associated Mechanical Plans: As required by city.

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

Fees: All fees to review plans and calculate permit costs are determined by the mechanical permit fee calculator and required at the time of the submission.

Per City of Hayden Lake 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 constitute 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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## 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/Contractor Name:

Applicant Phone Number:

\_\_\_\_\_

Applicant/ Contractor 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Single Family Dwelling \_\_\_\_\_ Garage \_\_\_\_\_ Shop \_\_\_\_\_ Storage/Other (please explain): \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_ # of Stories: \_\_\_\_\_ # of Units: \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_

Total Project Valuation: \$ \_\_\_\_\_ (please attach project bid/quote)

## 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 scope of work 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 related to this application.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## 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

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

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: \_\_\_\_\_

**MECHANICAL PERMIT FEE CALCULATOR**

TABLE 2

| <b>BOILERS</b>                                    |  | <b>FEES EACH</b> | <b>QUANTITY</b> |
|---------------------------------------------------|--|------------------|-----------------|
| Boiler/Refrig 1-100M BTU                          |  | \$14.70          |                 |
| Boiler/Refrig 100-500M BTU                        |  | \$27.15          |                 |
| Boiler/Refrig 501-1000M BTU                       |  | \$37.25          |                 |
| Boiler/Refrig 1001-1750M BTU                      |  | \$59.00          |                 |
| Boiler/Refrig >1750M BTU                          |  | \$98.00          |                 |
| <b>HEAT PUMPS &amp; A/C</b>                       |  |                  |                 |
| Heat Pump & NC O -3 Ton                           |  | \$16.00          |                 |
| Heat Pump & NC 3-15 tons                          |  | \$29.00          |                 |
| Heat Pump & NC 15-30 loos                         |  | \$40.00          |                 |
| Heat Pump & NC 30 - 50 Ions                       |  | \$59.00          |                 |
| Heat Pump & NC > 50 tons                          |  | \$98.00          |                 |
| <b>GAS EQUIPMENT</b>                              |  |                  |                 |
| Gas Fireplace                                     |  | \$16.00          |                 |
| Gas Water Heater                                  |  | \$16.00          |                 |
| Gas Log                                           |  | \$16.00          |                 |
| Gas Range                                         |  | \$16.00          |                 |
| Gas Equipment <100,000 BTU                        |  | \$14.80          |                 |
| Gas Equipment >100,000 BTU                        |  | \$18.20          |                 |
| Gas Piping (each outlet)                          |  | \$2.00           |                 |
| Used Appliance <400,000 BTU                       |  | \$75.00          |                 |
| Used Appliance >400,000 BTU                       |  | \$125.00         |                 |
| Clothes Dryer                                     |  | \$12.00          |                 |
| Unlisted Gas Appliance <400,000 BTU               |  | \$75.00          |                 |
| Unlisted Gas Appliance >400,000 BTU               |  | \$125.00         |                 |
| <b>EVAPORATIVE COOLERS</b>                        |  |                  |                 |
| Evaporative Cooler                                |  | \$10.65          |                 |
| <b>SOLID FUEL APPLIANCE</b>                       |  |                  |                 |
| Wood Stoves, Wood Burning Insert,<br>Pellet Stove |  | \$20.00          |                 |
| <b>ELECTRIC/DUCTWORK (SEPARATE SYSTEM)</b>        |  |                  |                 |
| Electric /Ductwork (Separate System)              |  | \$16.00          |                 |
| <b>AIR HANDLERS</b>                               |  |                  |                 |
| Air Handler Unit/Fan Coil <10,000 CF              |  | \$12.00          |                 |
| Air Handler Unit/Fan Coil >10,000 CF              |  | \$12.00          |                 |
| <b>VENTILATION &amp; EXHAUST</b>                  |  |                  |                 |
| Ventilating Fan                                   |  | \$7.25           |                 |
| Type I Hood (per 12"portion or thereof)           |  | \$12.00          |                 |
| Type II Hood                                      |  | \$12.00          |                 |
| Appliance Venting (not covered by other permits)  |  | \$8.00           |                 |
| <b>MISCELLANEOUS</b>                              |  |                  |                 |
| Not covered elsewhere                             |  | \$36.00          |                 |
| <b>PERMIT BASE FEE</b>                            |  |                  |                 |
| Plan Review & Inspections                         |  | \$100.00         | \$100.00        |
| Processing Fee                                    |  | \$45.00          | \$45.00         |

TOTAL:

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