

**Benewah County Building Permit/Application**  
 701 College Avenue, Suite 101, St. Maries, Idaho 83861  
 Phone (208) 245-4122 • tthomson@benewahcounty.org

Design Meets:	<b>PERMIT #:</b> _____
<input type="radio"/> IBC	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL
<input type="radio"/> IRC	<b>FOR OFFICIAL USE ONLY</b>

Property owner name	Phone	Parcel number
	Email	
Site location (address and city or directions)		

Contractor/builder	E-mail	Phone	State Contractor #
Address			

**REQUIRED PROJECT INFORMATION**

Type of project (Check all that apply)	<input type="checkbox"/> New	<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Other:
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Post frame	<input type="checkbox"/> Garage (wood)	<input type="checkbox"/> Deck	<b>TOTAL building area:</b>
Sq. footage:	Sq. footage:	Sq. footage:	<input type="checkbox"/> Covered	
		Sq. footage:	<input type="checkbox"/> Sq. footage:	

<input type="checkbox"/> Re-roof	Number of SQ:	Material:	New trusses/rafter?	<input type="checkbox"/> Yes
<input type="checkbox"/> Siding				<input type="checkbox"/> No

<input type="checkbox"/> Wastewater	<input type="checkbox"/> Septic	Number of bedrooms:	Floodplain?	<input type="checkbox"/> Yes
	<input type="checkbox"/> Sewer			<input type="checkbox"/> No

**Description of work being completed**

Valuation (commercial only):

Applicant or Authorized Signature	Date
Applicant's Name (printed)	

I HEREBY ACKNOWLEDGE THAT THE ATTACHED SITE PLAN IS A TRUE AND ACCURATE REPRESENTATION OF THE SITE. I ATTEST THAT THE BUILDING PERIMETER AND PROPERTY LINES WILL BE CLEARLY MARKED AT THE TIME OF THE FIRST INSPECTION. I ASSUME ALL RESPONSIBILITY FOR ANY INACCURACIES CONTAINED HEREIN. I HAVE ALSO CAREFULLY READ AND COMPLETED THIS APPLICATION AND ACKNOWLEDGE THAT THE SAME IS TRUE AND CORRECT.

**OFFICIAL USE ONLY**

Project Valuation	Permit Fee	Plan Review Fee	Floodplain Dev. Fee	TOTAL
Type of Construction	Occupancy Group	Building Area (Sq. Ft.)	Design IBC/IRC	Snow Load Wind load 75-95mph

Required

- COUNTY ENGINEER \_\_\_\_\_ Date \_\_\_\_\_
- BUILDING OFFICIAL \_\_\_\_\_ Date \_\_\_\_\_
- FIRE DISTRICT \_\_\_\_\_ Date \_\_\_\_\_
- WASTEWATER:  PHD  SEWER \_\_\_\_\_ Date \_\_\_\_\_
- DIKE DISTRICT \_\_\_\_\_ Date \_\_\_\_\_
- APPROACH (PUBLIC WORKS) \_\_\_\_\_ Date \_\_\_\_\_
- OTHER: \_\_\_\_\_ Date \_\_\_\_\_

**New proposed change for 2025**

Approved for Issuance by \_\_\_\_\_ Date \_\_\_\_\_

PROCESSING OF THIS PERMIT WILL NOT BEGIN UNTIL THE FOLLOWING INFORMATION HAS BEEN VERIFIED  
AND SUBMITTED TO THE PLANNING OFFICE:

**COMPLETED BUILDING PERMIT APPLICATION**

SITE PLAN MUST SHOW BOUNDARIES AND DIMENSIONS OF PROPERTY, EXISTING STRUCTURES, DRAIN FIELDS, UTILITIES, AND SETBACKS FROM ALL PROPERTY LINES

**TWO (2) SETS OF PLANS**—DIGITAL SETS MAY BE EMAILED TO [tthomson@benewahcounty.org](mailto:tthomson@benewahcounty.org)  
BUILDING PERMIT ADDENDUM AND CHECKLIST (IF APPLICABLE)

**ELECTRICAL, PLUMBING, AND MECHANICAL PERMITS ARE ISSUED AND INSPECTED**

**BY THE STATE OF IDAHO:**

**1 800 955 3044, DBS.IDAHO.GOV**

**RIGHT OF APPEAL**

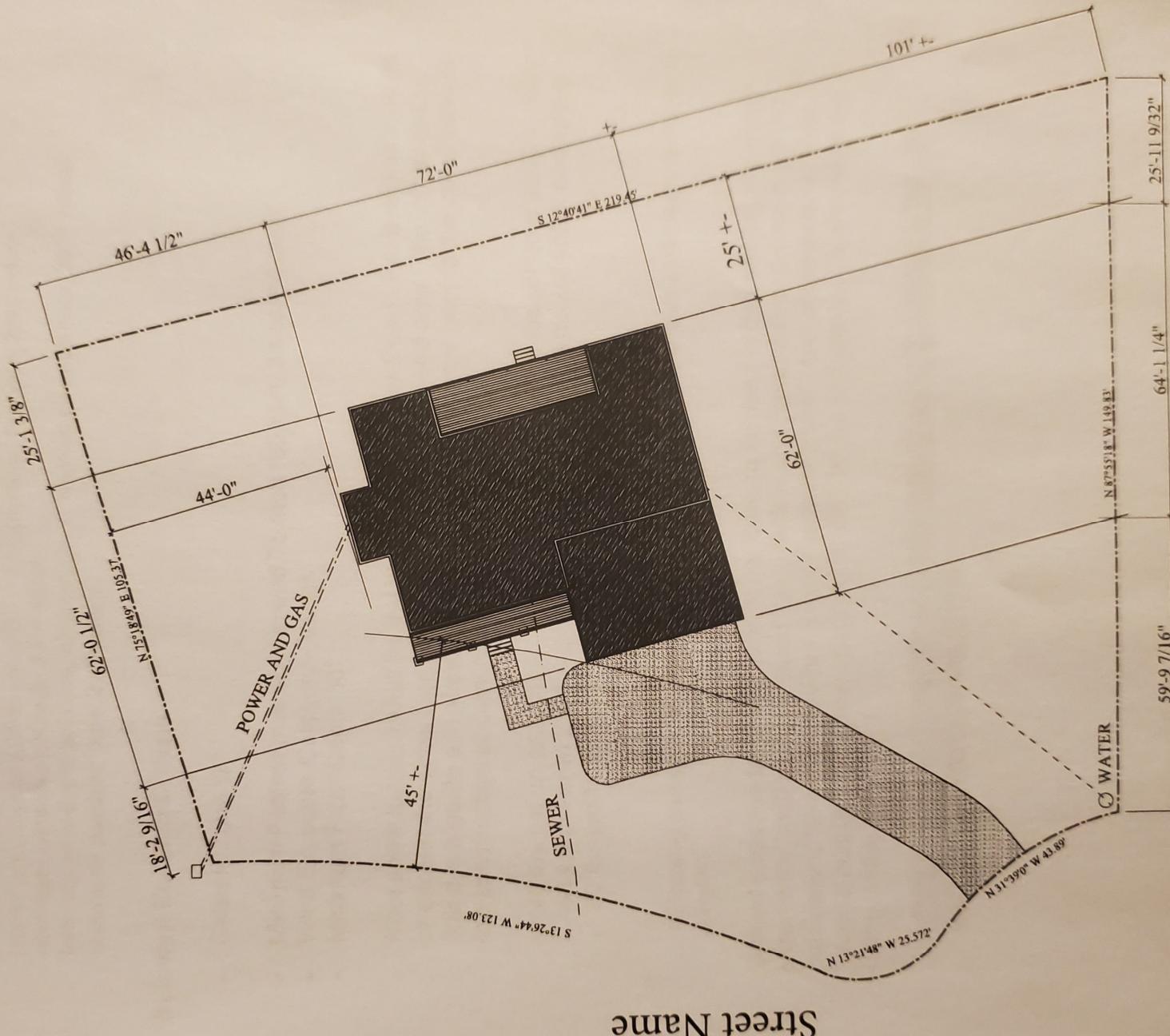
AN APPLICATION FOR APPEAL SHALL BE FILED ON A FORM PROVIDED BY THE JURISDICTION WITHIN  
20 DAYS AFTER NOTICE OF VIOLATION.

NOTICE: The primary goal in issuing building permits and performing building inspections is to  
confirm that buildings and structures in Benewah County are sound and in compliance with fire  
and life safety standards.

THE GRANTING OF A BUILDING PERMIT DOES NOT GUARANTEE:

- DESIGN COMPLIANCE OR QUALITY
- CONSTRUCTION COMPLIANCE OR QUALITY; OR
- COMPATIBILITY OR APPROPRIATENESS OF THE SITE.

SITE PLAN EXAMPLE



## New proposed changes for 2025

### THE FOLLOWING ARE THE RELEVANT CODES AND DESIGN CRITERIA FOR CONSTRUCTION AND SHALL BE NOTED ON THE PLANS:

- International building code, 2018 edition.
- International residential code, 2018 edition (parts I, II, III and IX).
- International energy conservation code, 2018 edition.
- Uniform building code for abatement of dangerous buildings, 1997 edition.
- International fire code, 2018 edition. • International fire code, 2018 edition.
- International mechanical code, 2018 edition.
- International fuel and gas code, 2018 edition. • National electrical code, 2017 edition.
- Idaho state plumbing code, 2017 edition.

### Relevant Building Criteria

- Seismic Zone C
- Minimum Fastest mile wind speed 75 mph (90mph, 3 second gust).
- Wind Exposure Category - Varies
- Minimum Frost Depth 30"
- Roof snow loads: It shall be the responsibility of the Design Professional to meet or exceed the snow load requirements in the proposed area. The information listed is a guide and should be verified by the designer prior to the completion of the construction document submittal.
  - 40 lbs psf up to 2349'
  - 60 lbs psf from 2350' – 3000'
  - 80 lbs psf from 3001' – 3799'
  - 100 lbs psf from 3800' – 4500'
  - 120 lbs psf 4500' and above

*All building site elevations will be verified by the Planning Department at the time application is accepted.*

**Ground snow loads:** The ground snow loads to be used in determining the design snow loads shall be determined using factors and methodology contained in the publication, "Ground and Roof Snow Loads for Idaho", and accompanying map, "Normalized Ground Snow Loads for Idaho", by the University of Idaho, Moscow, Idaho, 1986.

**NOTE:** The state of Idaho Division of Building Safety governs plumbing, electrical, and mechanical permits.

## **RESIDENTIAL BUILDING PERMIT** **SUBMITTAL REQUIREMENTS AND CHECKLIST**

- Each application must have **ONE PERSON WHO IS RESPONSIBLE** for compiling a complete and accurate submittal package. Unless stated otherwise, that person is the applicant.
- Permit applications will not be accepted without a current **IDAHO CONTRACTOR REGISTRATION NUMBER**, or a signed declaration of exemption. Owners performing work on their own property are exempt from this requirement
- The **SQUARE FOOTAGES** of the living spaces, garage, and decks **MUST** be on the cover page of the plans or the plans will not be accepted.
- **Please ask how to submit plans and construction documents electronically**
- **Provide two copies of each required document.**
- Building Codes require construction documents to be of sufficient clarity to show in detail that the proposed construction will conform to the provision of code and relevant laws, ordinance, rules and regulations. **They must be clear enough that a qualified 3<sup>rd</sup> party is able to understand the proposed project without any prior knowledge.** All construction requirements must be clearly and accurately indicated in the plans.
  - If generic details are used on the plan, include **ONLY** those which specifically apply to your project.
  - Purchased stock plans **MUST** be re-drafted if any changes are to be made.
  - Mirrored plans will not be accepted.
- The following are notes that are **NOT** acceptable on submitted documents:
  - Notations such as "See Engineering", "PRELIMINARY", "BY OTHERS" or similar.
- Staff will gladly answer questions about submittal requirements, but **MUST NOT** assist with the design of the project.
- Please check off each item on the **CHECKLIST** as the submittal documents are prepared.
  - If it does not apply, place N/A next to it.
  - Submit the signed and dated Checklist as part of the application package.
- Most delays in the permit process are as a result of incomplete, inaccurate, conflicting or unclear documents.
  - If the plans and required construction documents (see checklist) are incomplete, inaccurate, or unclear, a **CORRECTION LETTER** will be sent to the applicant. This may require re-submittal of the corrected construction documents and delay issuing the permit.

## **MOST COMMON ENGINEERING REQUIREMENTS:**

If engineering is required, **SUPPORTING CALCULATIONS ARE REQUIRED**. All engineering requirements MUST be transferred onto the plan and MUST be consistent with all other submitted documentation. All pages of the plan which contain an engineered design must bear the seal and signature of a registered design professional licensed to practice in the State of Idaho. At least one set of the submittal documents must be "wet stamped" or provided with an electronic signature. A letter of compliance from a registered design professional for someone else's work which has not been done under their direct supervision will not be accepted.

### **THIS LIST INCLUDES THE MOST COMMONLY REQUIRED "STAMPED" ENGINEERING AND IS NOT INTENDED TO BE A COMPLETE LIST. FURTHER ENGINEERING MAY BE REQUIRED ON AN INDIVIDUAL BASIS IN ORDER TO ACHIEVE COMPLETE DEMONSTRATION OF CODE COMPLIANCE.**

1. All structures exceeding two stories in height by the International Residential Code definition.
2. Any design which is not a prescriptive method found in the International Residential Residential Code.
3. Any alteration which is attached to or affects the structural members of an engineered design
4. Any alteration or addition to a manufactured or mobile home.
5. Unrestrained wood stud bearing walls exceeding 10' in height.
6. If beams are not loaded uniformly, support a concentrated load, or span more than 25' between supports.
7. Floor cantilevers exceeding those in accordance with R502.3.3, Table R502.3.3 (1), or Table R502.3.3 (2).
8. Any restrained concrete or masonry wall with unbalanced backfill exceeding the heights listed in Section R404 or any cantilever retaining wall regardless of material used exceeding 4' in height measured from the bottom of the footing to the top of the wall requires a sealed and signed engineered design. (Retaining walls less than 4' in height may require an engineered design depending on the retained surcharge).
9. Any building site exceeding 15% slope requires a sealed and signed engineered foundation design.
10. Any cut or fill slope which exceeds a ratio of 2 horizontal to 1 vertical requires some method of restraint.
11. Other items may require engineered design as determined by Plan Reviewer.

**NOTE: If the Code Official requires SPECIAL INSPECTION for any proposed project, a letter of retainer from an approved Special Inspection Agency must be provided prior to issuance of the building permit.**

**"CHECK LIST" OF ITEMS REQUIRED ON ALL CONSTRUCTION PLANS:**

- Plans are drawn to a recognized scale and of sufficient clarity to read. (1/4" per ft. preferred).
- The square footages of all habitable areas, garage, and decks must be noted on the cover page of the plan.
- The relevant codes and design criteria must be noted on the plan.
- Floor plans for each level which indicate:
  1. The intended use of each room including bonus rooms.
  2. All window and door sizes and type. Indicate all required emergency egress openings.
  3. Indicate the locations of all required smoke detectors.
  4. All header sizes and material. Provide design calculations for any header exceeding 6' in length.
  5. Indicate required safety glazing at all hazardous locations in accordance with R308.4.
  6. Location, type, and fuel source of all fuel burning appliances (special requirements for LPG in basements apply).
  7. Indicate the location and type of vehicle impact protection devices (such as bollards).
  8. Indicate the location and CFM of all required mechanical ventilation.
  9. All required fire separation detailed on the plan
- Elevation view of all sides of the structure.
  1. Accurately indicate the adjacent grade and slope within 20' in all directions from the structure.
- Foundation plan and details. (Include decks)
  1. All footing, stem wall, pier sizes, and retaining walls.
  2. Size and placement of all reinforcement.
  3. Depth of footings below grade for frost burial.
  5. Type and location of all anchorage hardware. Include the **SPECIFIC** type of hold downs.
  6. Method and amount of crawl space ventilation.
  7. Crawl space access location and opening size.
- Floor framing plan for each floor
  1. Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
  2. All beam sizes on the plan (include design calculations if more than 6').
  3. Layout of submitted floor trusses must match plan layout.
  4. Deck framing including ledger attachment and specific hardware.
  5. Methods of support and all connecting hardware.
- Roof framing plan
  1. Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
  2. Truss layout diagram and specification details for each truss.
  3. All beam sizes on the plan (include design calculations).
  4. Layout of submitted roof trusses **MUST** match plan layout.
  5. Complete details of over-framing support and connections.
  6. Methods of support and all connecting hardware.
  7. All methods of uplift restraint indicate **SPECIFIC** hardware to be used.
- Building bracing plan which indicates: (Any approved method is allowed for each braced wall line)
  1. Methods and locations of all wall bracing; braced wall panels, alternate panel or narrow portal, continuously sheathed or engineered shear design. **INCLUDE** required interior braced wall lines.
  2. All hold-down locations. Indicate the specific hardware which is to be used.
  3. Provide **COMPLETE** details, including standard exterior and interior, alternate, narrow portal, or engineered.

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4. If the benefits of continuous sheathing provisions are to be used, provide the percentages of countable panels.  
 Building cross sections which clearly show all levels of the structure. (One or more section may be required for clarity)
  1. Identify all construction materials
  2. Complete stair, handrail, and guard details.
  3. Slope of adjacent grade and clearance to framing and siding.
- Mechanical System Plan
  1. Show all locations of all furnaces and mechanical systems
  2. Include all BTU/HR for **all** fuel burning appliances, KW/hr for all elect. heating
  3. Detail how appliances will be vented and any sources of combustion make up air
  4. Show all exhaust fan locations and their CFM rating.
- RESCHECK energy compliance certificate or show other method of demonstrating energy code compliance. Free software download available: [http://www.wbdg.org/tools/tools\\_cat.php?c=4](http://www.wbdg.org/tools/tools_cat.php?c=4)  
NOTE: RESCHECK must match the insulation values on the plan.

Applicant Name (printed): \_\_\_\_\_

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

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

# BUILDING PERMIT ADDENDUM CONTRACTOR REGISTRATION EXEMPTION DECLARATION

Effective immediately Benewah County will not accept a building Permit application unless the applicant provides proof of registration as required by Idaho Code 54-5209

If you are exempt from the contractor registration you are required to:

- Complete the following addendum by indicating that you are exempt from the registration as provided by Idaho Code 54-5205.
- In order to complete the addendum you must identify the basis for your exemption including a reference to the Idaho Code subsection creating the exemption

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I certify, under penalty of perjury, that I am exempt from the contractor registration requirement of I.C. 54-5209.

I am exempt because of subsection \_\_\_\_\_ Which is an established exemption by I.C. 54-5205 (Pick One)  
\*Most Common Below\*

(L) An owner performing construction on the owner's personal residential real property, whether or not occupied by the owner, provided however, this exemption shall not apply to an owner who is otherwise regulated by this chapter who constructs a building, residence or other improvement on the owner's property with the intention and for the purpose of promptly selling the improved property, unless the owner has continuously occupied the property as the owner's primary residence for not less than twelve (12) months prior to the sale of such property

(M) Owners of commercial properties, or lessees of commercial properties with the consent of the owner, who, whether themselves or with their own employees, perform maintenance, repair, alteration or construction work in or upon the properties

(N) A real estate licensee acting within the scope of his license pursuant to chapter 20, title 54, Idaho Code, who, incident to a regulated real estate transaction, assists his clients in scheduling or performing nominal maintenance and repairs upon such properties being transferred; provided however, nothing in this section shall otherwise authorize a real estate licensee or a property manager to act in the capacity of a contractor unless registered with the board

(P) A person working on the person's own residence, if the residence is owned by a person other than the resident

For a full list visit: <http://legislature.idaho.gov/idstat>Title54/T54CH52SECT54-5205.htm>

I understand that acting in the capacity of a contractor within the meaning of Idaho Code Chapter 54 Title 52 without a current registration with the Idaho Bureau of Occupational Licenses or without being exempt as defined by Idaho Code 54-5205, is a misdemeanor punishable by a fine not to exceed \$1000.00 or by imprisonment in the county jail for a term not to exceed six months, or both.

Name: (Please Print) \_\_\_\_\_

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