

RESIDENTIAL ADDITION PERMIT PROCESS

PUBLIC SERVICES DEPARTMENT



General

Public Services Dept. Information

A Building Permit application is needed in multiple situations, including new construction, remodels, and changes of use/occupancy. This permit can frequently be circulated for review concurrently with an associated Site Plan Review application.

A Site Plan Review (SPR) application is needed for new non-residential developments, multi-family development projects (three or more units), or expansions thereof in the amount of 25% or greater. Changes of use often trigger the SPR process.

Departmental areas of concern:

Building- vertical construction
Engineering- site/frontage/off-site improvements
Planning- site improvements
Urban Forestry- site/frontage improvements

Code Examples:

City Ordinances/Resolutions
Design/Development Standards
International Residential Code
International Fire Code
P.F. Tree Planting Manual
Water, Sewer & Transportation Master Plans

FAQ's

Can I draw the plans myself?

For a residential type project, anyone is permitted to draw the plans as long as they are still drawn to scale and describe fully the nature of the work taking place and that it meets the prescriptive design values established in the building codes.

How much will my permit cost?

The permit cost itself is based on a square foot valuation dependant on the type of structure, and then a percentage of that is the true building permit cost. As an example, if the deck is 250 square foot and does not have a roof over it, we base the square foot cost a \$7 for a total valuation of \$1,750. The permit fee comes from that number and is approximately \$61.60. The plan check fee is figured as 20% of the building permit fee, approximately \$12.32.

How long will it take once I submit plans to pick up my building permit?

The length of time for approval of the plans can vary depending on how complete the initial submittal is but also on how busy the construction season itself is. Typically plans are reviewed on a first come first served basis. The planning and building reviews are performed simultaneously and without any corrections or resubmittal of material needed, your building permit could be ready within a 2 week time period. If resubmittal is required, the time is extended out solely based on our waiting for the material to be sent back to us.

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Building Division

Black = Major Task

Red = Approx Time Line

