



**BUILDING DIVISION**

# BUILDING PERMIT APPLICATION

Public Services Department  
408 N. Spokane St. – Post Falls, ID 83854  
Phone: (208)773-8708 Fax: (208)773-2505  
www.postfallsidaho.org

**TYPE OR PRINT CLEARLY USING BLACK OR BLUE INK ONLY**  
Fill out all sections as fully as applicable in order to expedite the approval process.  
A separate building permit application is required for each structure including for each town house.

## PROPERTY INFORMATION

PROJECT ADDRESS: \_\_\_\_\_ SUITE/ UNIT #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS (IF DIFFERENT THAN ABOVE): \_\_\_\_\_

CONTACT (IF DIFFERENT THAN OWNER): \_\_\_\_\_ PHONE #: \_\_\_\_\_

PROPOSED DESCRIPTION: \_\_\_\_\_ VALUATION: \_\_\_\_\_

NEW SINGLE FAMILY RESIDENCE TOTAL # OF BEDROOMS: \_\_\_\_\_

**COMMERCIAL OCCUPANCY(S):** OCCUPANCY(S): \_\_\_\_\_ SQ FT: \_\_\_\_\_ TYPE OF CONST: \_\_\_\_\_

## CONTACT INFORMATION

**CONTRACTOR:** \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

LICENSE #: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ENGINEER:** \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct.  
This application does not authorize any type of work to be started. A building permit will be issued after a review of this application and necessary plans for building, engineering and planning compliance.  
This application becomes null and void if not purchased within 180 days from submittal date below.

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER/ AGENT/ OR CONTRACTOR DATE

\_\_\_\_\_  
PLEASE PRINT NAME

REFER TO NEXT PAGE FOR REQUIRED FORM SUBMITTALS

## **REQUIRED ADDITIONAL FORMS**

To expedite processing of your project the following forms need to be filled out and submitted with your application.  
Your application may not be accepted without these forms.

### **Commercial**

- Building Permit Application
- Development Impact Fees
- Fire District User Fees
- Wastewater Survey for Nonresidential Establishments & Application for Wastewater Discharge Permit
- Panhandle Health District Confirmation of Notification (signed by Panhandle Health personnel)
- Utility Registration (new construction only)
- Commercial Building Permit Submittal Requirements (form)

### **Residential**

- Building Permit Application
- Utility Registration (new construction only)
- ResCheck or Prescriptive Residential Energy Efficiency Form (new construction and additions only)
- Site Plan