

COMMERCIAL MECHANICAL 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 Building Code
- International Fire Code
- P.F. Tree Planting Manual
- Water, Sewer & Transportation Master Plans

General Information Continued

It is an applicant's responsibility to provide plans/permits to and coordinate review/inspection by other reviewing entities outside of the relevant City departments. Such parties include, but are not limited to, Kootenai Fire and Rescue, ID Dept. of Transportation, , Dept. of Environmental Quality, Ross Point or East Greenacres Irrigation District, Panhandle Health District, Post Falls School District, and the U.S. Post Office.

Depending upon the request, other permits or requirements might be triggered. Such may include, but is not limited to, submittal of Technical Studies, a Special Use Permit for a use not permitted outright, or a Right-of-Way permit for activity within public ROW.

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Building Division

Black = Major Task

Red = Approx Time Line

