



BUILDING DIVISION

Finishing Basements

Public Services Department
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Basements in homes that were built prior to January 1st, 2012 that have the basement walls framed in but not dry walled, must obtain a Building Permit to finish the areas. These were charged at a lower unfinished basement valuation.

Basements for new construction permitted on or after January 1st, 2012, will be charged the higher finished square footage valuation cost if the walls or rooms are shown as partitioned off on the submitted plans (even though they might not be dry walled). To be assessed the lower unfinished basement valuation cost no walls or rooms will be permitted to be shown on the submitted plans or built in the field – with the exception of any required bearing walls.

In addition, unfinished basements for new construction permitted on or after January 1st, 2012 and that will be finished at a later date may need to pay additional Impact Fees if bedrooms have been added. For homes that were permitted on or after January 1st, 2012, the Impact Fee charge will be:

1. If your total bedroom count for the entire home is not more than 3 there will be no additional impact fees.
2. If your total bedroom count for the entire home was 4 or more at the time the initial building permit was obtained there will be no additional impact fees.
3. If your total bedroom count at the time of the initial permitting was 3 or less and you are adding any additional bedrooms to bring your total to 4 or more, your Impact Fee charge will be \$1085 (in addition to any building permit costs).

BUILDING PERMIT PLAN SUBMITTAL REQUIREMENTS

1. Draw (to scale) an interior floor plan with room dimensions and total square footages of areas being finished. (Graph paper is helpful in drawing to scale).
2. Label the intended use of all areas (bedroom, family room, bathroom, etc).
3. Show the location of any required smoke alarms.
4. Show the room sizes and locations of any mechanical equipment and ductwork.
5. Show the sizes and locations of windows, including any required egress windows.
6. Draw a cross section to show how any new walls will be constructed showing the stud size and spacing, any pressure treated sill plates, the lumber type and grade, etc.

INSPECTIONS

1. A Framing inspection is performed after all plumbing, electrical, and mechanical have been installed and inspected.
2. An Insulation inspection (prior to drywall).
3. A Final inspection (when the project has been completed).