

SINGLE FAMILY RESIDENCE

PUBLIC SERVICES DEPARTMENT



FAQ's

What forms do I need to fill out?

You will need the following as applicable. If you have questions of the specific documents, it is best then to contact the Permit Technician.

- Completed building permit application
- 2 sets of construction plans
- 2 site plans
- 2 sets of energy calculations
- A completed utility registration form

Can I draw the plans myself?

For a residential 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 does a permit cost for a new house?

Putting down a specific number is difficult to do as there can be a lot of variables, so the following are "typical" fees associated with a new house about 1,600 square feet. The following fees do not include the electrical or plumbing permits which are administered by the State of Idaho itself.

The building permit fee is approximately \$1,300

The building plan check fee is a flat rate of \$150.

The mechanical permit fee varies on what is installed in the house, with a gas central furnace, bath fans, etc; the permit can run \$130 or more.

In addition to those specific building permit fees, additional fees are required from the planning and engineering side of the process, which in most cases are as follows:

Right of way fee \$150

Sewer cap fee \$5,375.22

Water cap fee, but only if hooking to city water, \$2,009.83

Water meter fee if hooked to city water \$290

Utility deposit \$60

City Impact Fees

Roads \$828

Parks \$2,013

FAQ's (cont.)

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

The length of time for approval of a typical house plan can vary depending on how complete the initial submittal is but also on how busy the construction season itself is, as 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.

How long is my permit good for?

Once we have approved a permit, it is valid for a 6 month time span until it is paid for and picked up. Once you or your contractor picks up the permit to start construction, it is good for as long as it takes to complete the work, unless work stops for over a 6 month period. If that happens, it will need to be reviewed which in most cases can be as simple as submitting a letter to the building official with a valid and legitimate reason. Typically if no work takes place for over a years time span, you may be required to pay half the building permit fee to renew it.

City of Post Falls

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SINGLE FAMILY RESIDENCE PERMIT PROCESS

PUBLIC SERVICES
DEPARTMENT

Building Division

Black = Major Task

Red = Approx Time Line

