

COMMERCIAL TENANT IMPROVEMENT

PUBLIC SERVICES DEPARTMENT



**CITY OF
POST FALLS**

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.

Why do I have to pay for additional sewer fees if it has always been a commercial business?

Sewer fees are based on the type of business and the number of projected occupants of the business, which may increase the use of water/sewer system. Often times a commercial business, say an office, only had 1 sewer unit and it changes to a restaurant, the water/sewer use increases due to cooking, cleaning and a larger number of occupants working and being served

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COMMERCIAL TENANT IMPROVEMENT BUILDING PERMIT PROCESS

PUBLIC SERVICES
DEPARTMENT

Building Division

Black = Major Task

Red = Approx Time Line

