

**CITY OF HAYDEN LAKE**

**BUILDING PERMIT APPLICATION CHECKLIST**

- \_\_\_\_ 3 complete construction drawings of structure.
- \_\_\_\_ Information required by the International Building Code, including the following:
  - \_\_\_\_ Floor plan for each floor.
  - \_\_\_\_ Footing and foundation detail.
  - \_\_\_\_ Typical cross-section of building, including footing foundation, floor(s), walls, and roof assemblies. Show type and grade of lumber for all framing.
  - \_\_\_\_ Elevations of building, identified as North, South, East, West or Front, Rear, Left and Right. Include existing and finish grade.
  - \_\_\_\_ Window and door schedules showing type and U-values.
  - \_\_\_\_ Electrical and mechanical details.
  - \_\_\_\_ IF TRUSSES ARE TO BE USED: include the truss engineer design data sheets and truss bracing details designed and certified by a licensed engineer.
  - \_\_\_\_ Drawings must show all plumbing, heating, ventilation system and finish work details.
- \_\_\_\_ Payment of all required fees.
- \_\_\_\_ Completed review by other agencies and a copy of conditions (if any) added by each agency, including the following:
  - \_\_\_\_ Northern Lakes Fire District.
  - \_\_\_\_ Hayden Lake Recreational Water & Sewer District.
  - \_\_\_\_ Lakes Highway District.
  - \_\_\_\_ Idaho Department of Environmental Quality.
  - \_\_\_\_ Panhandle Health District.
  - \_\_\_\_ Idaho Department of Lands.
  - \_\_\_\_ Idaho Department of Water Resources.
- \_\_\_\_ One scale site plan which includes the following information:
  - \_\_\_\_ Two (2) foot contour intervals shown on site plan.
  - \_\_\_\_ Actual size and dimensions of lot shown.
  - \_\_\_\_ Exact location and dimension of proposed structure clearly showing proposed height.
  - \_\_\_\_ Location and dimensions of all other structures on the lot.
  - \_\_\_\_ Location of all property lines.
  - \_\_\_\_ Location of all easements.
  - \_\_\_\_ Building limitations, if any, for each easement.
  - \_\_\_\_ Distance from eve line of each side of structure to adjoining property line.

- \_\_\_\_\_ Distance from eve line of front of structure to paved area of street fronting the proposed structure.
- \_\_\_\_\_ Distance from eve line of side of structure to any adjoining easement line.
- \_\_\_\_\_ Location and description of all grading proposed on the site (may be a separate site plan).
- \_\_\_\_\_ Location and description of all site disturbance proposed on site including earthwork, fills and retaining walls (may be a separate site plan).
- \_\_\_\_\_ location of all current and proposed utility lines on site.
- \_\_\_\_\_ location and names of all adjoining streets.
- \_\_\_\_\_ Location of driveways and other roads (current or proposed) located on the site.
- \_\_\_\_\_ Location and type of backflow prevention device(s).

- \_\_\_\_\_ Identification of mean high water mark and distance from proposed structure to mean high water mark if lot is within 500' of the current ordinary high water mark Hayden Lake.
- \_\_\_\_\_ Identification of all streams, intermittent streams and or wetlands areas on the site and/or within 500 feet from the boundaries of the site.
- \_\_\_\_\_ Report from City Engineer that activities meet the requirements of Title 11 of the City Code (Flood Control and Stormwater Management) if the lot is less than 500 feet from any surface water; stream, intermittent stream, river, pond, lake, or wetland.
- \_\_\_\_\_ Report from City Engineer that activities meet the requirements of Title 2, Chapter 2 of the City Code, if any land-disturbing activity is to occur on any part of the site with a slope greater than 15%.
- \_\_\_\_\_ Proposed exterior materials are shown for accessory buildings.
- \_\_\_\_\_ Proposed docks are shown.
- \_\_\_\_\_ Report of Engineer or Architect if more than 10% of a structure is to be removed or replaced.

Date Application and Fee Received: \_\_\_\_\_, 20\_\_\_\_,

by City Clerk: \_\_\_\_\_.

Date Application Accepted as Complete: \_\_\_\_\_, 20\_\_\_\_,

by City Clerk: \_\_\_\_\_.