



Residential Permit Application Instructions

APPLICATION METHOD:

Construction Documents: Submit complete, signed application and all applicable conformed .pdf documents directly to <https://www.bsaonline.com/?uid=2689>.

Electronic media shall be actual sheet size and formatted to .pdf files ordered as follows:

Building Plans – Site plan shall be first sheet followed by all architectural and structural drawings.

Mechanical Docs – Rescheck shall be first sheet followed by all required mechanical documents.

Structural Docs – Structural calculations for vertical and lateral design. *A design professional is required for all non-prescriptive elements.*

Truss Docs – Truss layout shall be first sheet followed by truss design documents

Building Permit Application - Complete, sign and date the application form. Additional signatures required prior to permit submittal are:

- Water District
- Panhandle Health Department (for septic systems only)

Building Plans – Fully dimensioned floor, foundation, framing, and wall bracing plans drawn to scale. Mechanical equipment size, efficiency, model and manufacturer shall be provided on plans. Four (4) building elevations and two (2) section views drawn to scale. Wind and gravity load analysis. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed.

Site Plan – Show to scale, the property lines, adjacent streets, all existing and proposed site elements, driveway approach, lot drainage patterns, required planting, utilities, setbacks, and easements. Fully annotate and dimension site plan. Include the site address, lot area, assessor's parcel number, lot & block, North arrow, and drawing scale.

Truss Layout & Calculations

REScheck energy compliance certificate - (Kootenai County, Idaho, Zone 5) <https://www.energycodes.gov/rescheck> Certificate shall be signed and dated by the designer. Show "Prescriptive Measures" on plans when utilized.

Plumbing, Sewer & Electrical Permits/Inspections - Contact the State of Idaho, Division of Building Safety at (800)955-3044 or apply online <https://dbs.idaho.gov/>. State Permits must be final approved prior to scheduling a City Final Inspection.

Plan Review: Acceptance of submittal depends upon a completed application and all supporting documents. Reviews take up to 1 month. Upload documents to <https://www.bsaonline.com/?uid=2689>. Revision documents must be sent in through the link provided by staff. Subsequent reviews have the same 1 month review timeline.

Permit Issuance: Once the review is complete and approved, an email will be sent out asking for the permit fees and any remaining administrative items. Permits will be issued after the review is complete and all fees and administrative items have been collected.

PROPOSED WORK

Work Site Address: _____ Valuation\$: _____
 Parcel Number: _____ Square Feet: _____
 Describe Work(include proposed use and project name): _____

PROPERTY OWNER(S)

Name(s): _____
 Address: _____
 Email: _____ Phone: _____

CONTRACTORS

General Contractor: _____ ID State Reg # _____
 Address: _____ Email: _____
Contact Person: _____ Contact Phone: _____
Mechanical Contractor: _____ ID HVAC Lic #: _____
 Contact Person: _____ Contact Phone: _____
 Contract Amount (Attach Contract for all commercial projects or complete a Res Mechanical Worksheet for residential): _____

NOTICE TO OTHER JURISDICTIONS

OBTAIN SIGNATURES PRIOR TO SUBMITTING APPLICATIONS

Water District:	District:	Date:	Approved: <input type="checkbox"/>	In Review: <input type="checkbox"/>
Fire Dept:	District:	Date:	Approved: <input type="checkbox"/>	In Review: <input type="checkbox"/>
Panhandle Health:		Date:	Approved: <input type="checkbox"/>	In Review: <input type="checkbox"/>
Other:	District:	Date:	Approved: <input type="checkbox"/>	In Review: <input type="checkbox"/>

CERTIFICATIONS

I hereby certify that I have read the application and that the information provided in this application is true and accurate.
 I hereby certify that the proposed work is authorized by the Owner of Record and that I have been authorized by the Owner to submit this application as his/her agent.
 I hereby certify that I am responsible for all fees associated with this application and subsequent permit once approved. I understand that all additional fees incurred after permit issuance will be invoiced to me as the applicant.
 I hereby certify that construction shall be installed in accordance with the building codes adopted by the City of Hayden and the approved construction documents. Any changes that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.
 I understand that this application becomes null & void if not purchased within 180 days from submittal date unless application has been pursued in good faith and permit has been issued.

I understand & agree that marking this box is a substitute for & will be accepted as my signature.

Applicant Signature

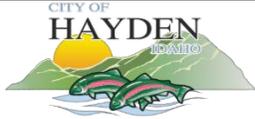
Print/Type Name: _____ Date: _____
 Company: _____ Owner Other: _____
 Applicant Email: _____ Phone: _____

Visit our [Building Department Webpage](#) for helpful checklists and information.

The City of Hayden provides services to its citizens without regard to race, religion, color, sex, age, national origin or disability.

8930 N Government Way · Hayden, ID 83835 · Phone: (208) 209-2022

PERMITS@CITYOFHAYDENID.US*bsaonline.com/?uid=2689



RESIDENTIAL MECHANICAL WORKSHEET

Community Development Department

8930 N Government Way, Hayden, ID 83835

Submit all permits online at <https://www.bsaonline.com/?uid=2689>

(208) 209-2025

PROPOSED WORK

Work Site Address:

Parcel #: H

Work Description:

PROPERTY OWNER(S)

Owner Name(s):

Address:

Phone:

E-Mail:

Cell:

SCOPE OF WORK

Description of Items	Qty	\$ Fee	\$ Totals
Processing Fee	1	\$40	\$40
Additional Ductwork		\$21	
Gas Water Heater		\$21	
Gas Equipment (Furnace)		\$25	
Gas Piping (each outlet)		\$3	
Boiler / Refrigerator < 100,000 BTU		\$20	
Boiler / Refrigerator 101-400 M BTU		\$36	
Boiler / Refrigerator 401-1000 M BTU		\$49	
Boiler / Refrigerator 1,001-1750M BTU		\$78	
Boiler / Refrigerator >1750M BTU		\$78	
Heat Pump or A/C < 3 tons		\$21	
Heat Pump or A/C > 3 - 15 tons		\$38	
Heat Pump or A/C > 15-30 tons		\$53	
Heat Pump or A/C > 30-50 tons		\$78	
Heat Pump or A/C >50 tons		\$130	
Ventilating Fans		\$10	
Evaporative Coolers		\$14	
Type I or II Hood		\$16	
Clothes Dryer		\$16	
Gas Range / Cook Top		\$21	
Gas Fireplace, Free Standing Stove, Barbeque		\$21	
Unlisted Gas Appliance <400,000 BTU		\$99	
Unlisted Gas Appliance >400,000 BTU		\$166	
Air Handler <10,000 CFM		\$16	
Air Handler > 10,000 CFM		\$27	
Solid fuel fireplace/woodstove (listed)		\$38	
		Total Fees:	

SUBMITTED BY

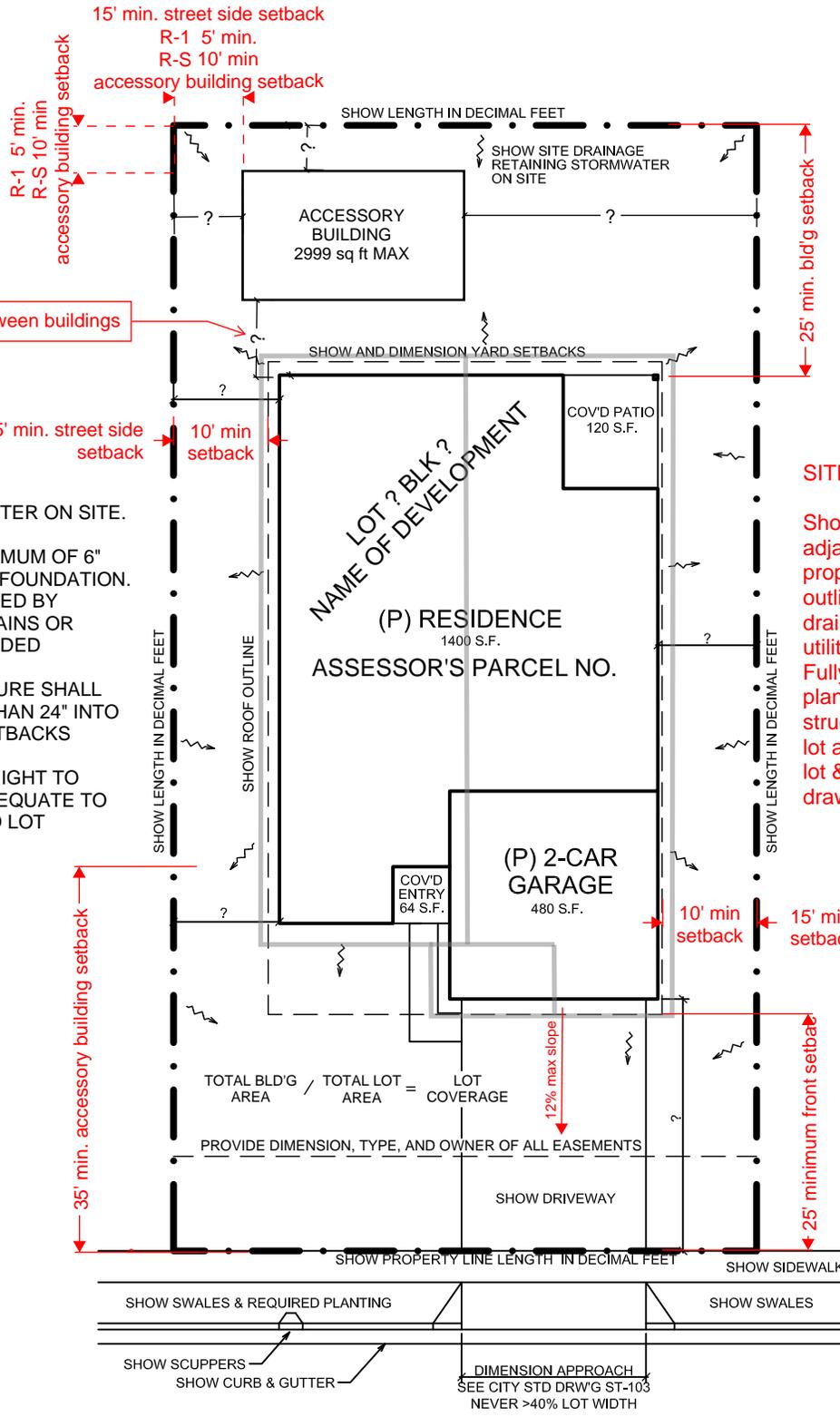
Name:

Company:

Email:

Phone:

Date:



SITE NOTES

1. RETAIN ALL STORMWATER ON SITE.
2. GRADE TO FALL A MINIMUM OF 6" WITHIN THE FIRST 10' OF FOUNDATION. WHERE FALL IS PROHIBITED BY PHYSICAL BARRIERS, DRAINS OR SWALES SHALL BE PROVIDED
3. ROOF OF ANY STRUCTURE SHALL NOT OVERHANG MORE THAN 24" INTO ANY REQUIRED YARD SETBACKS
4. FOUNDATION WALL HEIGHT TO FINISH AT ELEVATION ADEQUATE TO ACCOMODATE REQUIRED LOT DRAINAGE PATTERNS

SITE PLAN INSTRUCTIONS

Show to scale, the property lines, adjacent streets, all existing and proposed structures including roof outline, driveway, approach, lot drainage patterns, required planting, utilities, setbacks, and easements. Fully annotate and dimension site plan including distances between structures. Include the site address, lot area, assessor's parcel number, lot & block, North arrow, and drawing scale.

1234 STREET NAME

SITE PLAN



SCALE 1" = 10'-0"

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OTHER JURISDICTIONS

FIRE DISTRICTS - *Fire Department sign off is required on applications for all commercial/light industrial building permits for new structures, remodels and additions.*

NORTHERN LAKES FIRE DEPARTMENT

125 W Hayden Avenue
Hayden, ID 83835

Phone: (208) 772-5711

KOOTENAI COUNTY FIRE & RESCUE - *servicing areas south of Prairie Ave only*

1590 E Seltice Way
Post Falls, ID 83854

Phone: (208) 777 8500

WATER DISTRICTS – *The water purveyor must sign off on all applications for new structures. There are multiple water districts and are operated independently from the City of Hayden.*

AVONDALE IRRIGATION DISTRICT

207 E Hayden Avenue
Hayden, ID 83835-0081

Phone: (208) 772-5657

HAYDEN LAKE IRRIGATION DIST

2160 W Dakota Avenue
Hayden, ID 83835

Phone: (208) 772-2612

NORTH KOOTENAI WATER DISTRICT

13649 N Meyer Road
Rathdrum, ID 83858

Phone: (208) 687-6593

HAYDEN LAKE WATER & SEWER DISTRICT

9393 N Strahorn Road
Hayden, ID 83835

Phone: (208) 772-4379

PLUMBING, SEWER & ELECTRIC PERMITS

STATE OF IDAHO – DIVISION OF BUILDING SAFETY

1250 W Ironwood Drive, Suite 220
Coeur d'Alene, ID 83814-2679

Phone: (800) 955-3044

Inspections: (800) 839-9239

<http://dbs.idaho.gov/>

HEALTH DISTRICT – *Panhandle Health District sign off is required on all commercial/light industrial building applications for new structures, remodels and additions as well as septic systems.*

PANHANDLE HEALTH DISTRICT – Environmental Department

8500 N Atlas Road
Hayden, ID 83835

Phone: (208) 415-5100

SEWER (Wastewater Treatment)

HAYDEN AREA REGIONAL SEWER BOARD

10789 N Atlas Road
Hayden, ID 83835

Phone: (208) 772-0672

HIGHWAY DISTRICT

LAKES HIGHWAY DISTRICT

11341 N Ramsey Road
Hayden, ID 83835

Phone: (208) 772-7527



RESIDENTIAL ENERGY CODE PRESCRIPTIVE FORM

The prescriptive package approach, found in the 2018 International Energy Conservation Code, lists the minimum requirements for energy compliance required by code. As an alternative one may use the ResCheck software program which may be downloaded for free at www.energycodes.gov. With the prescriptive approach chart [402.1.2](#), shown in part below, used for insulation and windows requirements for Zone 5, which is the Climate Zone Hayden is located within.

The chart gives the minimum insulation levels and glazing U-factors which needs to meet or exceed all the insulation and glazing U-factors listed in the package in order to achieve compliance. There is also available a U-factor alternative which is required to find the U-factor for all the building components and match them to Table [402.1.4](#), being equal to or less than what is shown. (2018 IECC)

Also note that for vaulted ceilings you are allowed to use R-30 insulation if the depth of the rafters is limited, but the area cannot exceed 500 square feet or 20 percent of the total insulated ceiling area, whichever is less. (Section [402.2.2](#))

If you decide to go with the prescriptive method of energy efficiency, you must follow Sections [402.1](#) through 402.4(2018 IECC), using the chart below as the minimum requirements. ***If you need to talk to City Staff about this process, please call (208) 209-2025 to speak to an inspector.***

Contractor Name _____ Date _____

Contractor Address _____

Work site Address _____

Submitted by _____ Phone _____

Insulation and Fenestration Requirements by Component for Climate Zone 5

Climate Zone	Fenestration ^b U-Factor	Skylight ^b U-Factor	Glazed Fenestration SHGC ^{b,e}	Ceiling R-Value	Wood Frame Wall R-Value	Mass wall R-Value ⁱ	Floor R-Value	Basement ^c Wall R-Value	Slab ^d R-Value & Depth	Crawl Space ^c Wall R-Value
5	0.32	0.55	NR	38	20 or 13 + 5 ^h	13/17	30 ^g	15/19	10, 2ft	15/19

- a. R-values are minimums. U-factors and SHGC are maximums. R-19 batts compressed into a nominal 2x6 framing cavity such that the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value.
- b. The Fenestration U-factor column excluded skylights. The SHGC column applies to all glazed fenestrations.
- c. "15/19" means R-15 continuous insulated sheathing on the interior or exterior of the home or R-19 cavity insulation at the interior basement wall. "15-19" shall be permitted to be met with R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulated sheathing on the interior or exterior of the home.
- d. R-5 shall be added to the required slab edge R-Values for heated slabs. The slab edge insulation for heated slabs shall not be required to extend below the slab.
- e. There are no SHGC requirements for marine zones.
- f. Basement wall insulation is not required in warm-humid locations as defined by Figure [301.1](#) and Table 301.1.
- g. Alternatively, insulation sufficient to fill the framing cavity, R-19 minimum.
- h. "13+5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required when structural sheathing is used. If structural sheathing covers more than 25 percent of the exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2.
- i. The second R-value applies when more than half the insulation is on the interior of the mass wall([R402.2.5](#)).



HVAC CERTIFICATION FORM

PROJECT ADDRESS: _____ Hayden, ID

1. Duct Leakage Certification.

Conditioned Floor Area from Approved Plans: _____ sq ft

Flow Ring(s) Used in Test: Open 1 2 3

Duct Tester Location: _____ Pressure Tap Location: _____

TEST METHOD AND MAXIMUM DUCT LEAKAGE:

Post Construction, total duct leakage: (floor area X .12) = _____ CFM @ 25 Pa

Post Construction, duct leakage to outdoors: (floor area X .08) = _____ CFM @ 25 Pa

Rough-in, total duct with air handler installed: (floor area X .06) = _____ CFM @ 25 Pa

Rough-in, total duct with air handler not installed: (floor area X .04) = _____ CFM @ 25 Pa

Amount of Duct Leakage Recorded in Test: _____ CFM @ 25 Pa

DUCT LEAKAGE TEST RESULT: PASS FAIL

I certify that these duct leakage rates are accurate and measured using standard testing protocol.

Print Name:		Date:	
Signature:		Phone:	

=====

2. Air Balance Certification

Test Instrument Used		Date of Balance Test	
Equipment Information			
Furnace/Blower BTU Output		Outdoor Unit Rated Tons	
Indoor Coil Rated Tons			
Measured Performance			
Design Total Static Pressure		Design Total CFM	
Measured Total Static Pressure		Measured Total CFM	

I declare for the above mentioned address the load calculations, equipment selection, and duct design were rigorously performed in accordance with ACCA Manual J or other approved heating and cooling calculation methods.

I declare for the above mentioned address the duct sizing shall be installed in accordance with ACCA Manual D or other approved methods.

Print Name:		Date:	
Signature:		Phone:	
Company:		Certification #	