

# BUILDING PERMIT APPLICATION INSTRUCTIONS

## APPLICATION SUBMITTAL:

1. Complete and **sign** Building Permit Application Form
2. Attach site plan which **must** include:
  - a. Specific location of the proposed project on the applicants' property
  - b. All set backs clearly marked,
  - c. A scale drawing of the project with specifications,
  - d. Building elevations,
  - e. Indication of any drainage paths onto or off of property if affected by the building project
  - f. Note if hillside development compliance with SMC 17.40.032
  - g. Location within floodplain (if applicable, attach Flood Hazard Development Permit, SMC 15.08.040 (B)
  - h. Locations of any roads, culverts, existing areas of critical concern
  - i. Location of easements
  - j. **Commercial Properties must also include the following:**
    - a. Parking area adequate for anticipated customer base as per SMC 15.04.020 (A)(B),
    - b. Snow removal plans including storage and anticipated spring drainage per SMC 15.40.020 (A)(B)
3. Attached documentation of approvals from applicable agencies
  - a. Stanley Sewer Association: Require notification of any new hookup or any change of usage. Verification of membership required. (stanleysewer@yahoo.com)
  - b. Sawtooth Fire Department: Require review of access, setbacks and building construction materials.

**Any building permit issued by the City of Stanley addresses only the requirements of the Stanley Municipal Code. Applicant is responsible for obtaining all other permits and certifications required by applicable law as promulgated by federal, state, county, or other local government authority.**

Some of the other permits and approvals that may be required include:

- c. Section 404 Clean Water Act Fill Permit for Wetlands and Streams (U.S. Army Corp of Engineers)
  - d. Section 401 Clean Water Act Water Quality Certification (State of Idaho Department of Environmental Quality)
  - e. Endangered Species Act - terrestrial (U.S. Fish & Wildlife Service)
  - f. Endangered Species Act – salmon and other anadromous species (NOAA Fisheries)
  - g. Stream Cannel Alteration (Idaho Department of Water Resources/Department of Environmental Quality)
  - h. Geothermal Water Development – National Pollution Discharge Elimination System Permit (U.S. Environmental Protection Agency)
4. Copy of Building/Construction Plans and specification for City records.

**ADDITIONAL INFORMATION:**

**Water and Sewer Service:**

A habitable or commercial property within the city limits must be connected to the Stanley Sewer Association Sewer system (SMC 13.04.010). The property owner is responsible for all connection fees as set by the Stanley Sewer Association as well as any construction expenses. All water is by private wells and is the sole responsibility of the property owner.

**Radon**

Property owner needs to be aware of the potential for high radon levels and take appropriate actions for their own safety.

**Dark Sky Lighting**

As per Stanley City Council Resolution #2018-1. Please accommodate appropriate outdoor lighting standards.

Permit # _____	Date _____
Applicant Name _____	
Fee Amt\$ _____	Date Paid _____

Approval _____	Date _____
Disapproval _____	Date _____

**BUILDING PERMIT APPLICATION**

OWNER: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

ZONE: \_\_\_ Residential A: \_\_\_ Residential B: \_\_\_ Residential C: \_\_\_ Limited Commercial: \_\_\_  
 Commercial: \_\_\_ Commercial A \_\_\_

Floodplain Permit (required for area of special flood hazard defined in SMC 15.08.040(B))

CONTRACTOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ARCHITECT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 ENGINEER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
 BEGINNING DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

**TYPE OF CONSTRUCTION (check all that apply)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> New Construction       | <input type="checkbox"/> Apartment              | <input type="checkbox"/> Commercial/Industrial* |
| <input type="checkbox"/> One Family Residential | <input type="checkbox"/> Garage                 | <input type="checkbox"/> Mobile Home Set**      |
| <input type="checkbox"/> Multi-Family           | <input type="checkbox"/> Unattached Outbuilding | <input type="checkbox"/> Tiny House             |
| <input type="checkbox"/> Duplex                 | <input type="checkbox"/> Alteration/Addition    | <input type="checkbox"/> Other _____            |

\*Intended Commercial Use \_\_\_\_\_

\*\*Meeting rustic accommodation requirements per SMC 17.40.020

**BUILDING PLAN DETAILS**

Building Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Siding Type: \_\_\_\_\_

Roof Type: \_\_\_\_\_ Roof Color: \_\_\_\_\_ Siding Color \_\_\_\_\_

Fill material (if applicable) \_\_\_\_\_

Describe in detail the exterior of the structure:(PLEASE PRINT)

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(use additional page if necessary)

The above information must be reflected on the attached Building/Construction Plans. A site plan must be attached as per Building Permit Application Instructions. **No deviation of use or construction from the submitted plans will be allowed without the written approval of the Stanley City Council.**

**REQUIRED ATTACHMENTS**

\_\_\_\_\_ Site Plan (as per instructions) \_\_\_\_\_ Building/Construction Plans and Specifications  
**External Agency Approval (if applicable. See Instructions)( City will verify and have agency sign off)**

\_\_\_\_\_ Stanley Sewer Association: \_\_\_\_\_ Sawtooth Valley Fire Department

The City reserves the right to request review by the City’s engineering firm. The applicant is responsible for all engineering costs, if any, as per SMC 15.04.020 and 15.08.040 (D). If a review is determined necessary the applicant will be notified and may amend or withdraw the application, provide the City with their own engineering review for consideration or proceed with the city engineering review.

**The city council shall act upon all applications for building permits within a reasonable time following the completion of the application, considering the complexity of the proposed project. In no event shall the council be required to act prior to the thirtieth day following submission of a complete application for a building permit, however, the council may act within the thirty-day period if it so desires and if action within that period can be reasonably taken. (SMC 15.04.030). Adequate time must be given if the need for engineering review has been determined. All permits are issued subject to the ordinances contained in the Stanley Municipal Code, as amended, and it is hereby agreed that the work will be done as shown on the plans and specifications submitted with this application for a building permit as well as the description and completion date shown above, and it will be completed in accordance with the ordinances pertaining and applicable thereto.**

**The City Council may choose to act through its designated representative**

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Approved By \_\_\_\_\_

Date \_\_\_\_\_

City Official

**Permit is not approved until fee is paid.**

Per Title 17;Ord #213:

Building permit holders shall be notified by the City at least 30 days prior to a permit expiration date if construction has already started. Any person not completing the work described in valid building permit by the termination date on the permit and who has not applied for a successor building permit shall be fined fifty dollars (\$50) per month until a successor building permit is approved. In addition, the incomplete construction may be declared a public nuisance.

**Incomplete applications will not be considered.**