

BUILDING PERMIT APPLICATION INSTRUCTIONS

APPLICATION SUBMITTAL:

1. Complete and **sign** the Building Permit Application Form
2. Attach site plan which must include:
 - a. Specific location of the proposed project on the applicants' property
 - b. All setbacks 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:**
 - i. Parking area adequate for anticipated customer base as per SMC 15.04.020 (A) (B)
 - ii. 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 Corps 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 and Wildlife Service)
- f. Endangered Species Act—Salmon and other anadromous species (NOAA Fisheries)

- g. Stream Channel 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 owners need 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. More information can be found at www.darksky.org.

****ALL MATERIALS AND FEES MUST BE SUBMITTED AT LEAST TEN DAYS IN ADVANCE OF A CITY COUNCIL MEETING WHERE BUILDING PERMIT AND PLANS WILL BE DISCUSSED****

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

Approved _____ Date _____
 Disapproval _____ Date _____

**CITY OF STANLEY, ID
 BUILDING PERMIT APPLICATION**

OWNER: _____ PHONE NUMBER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ZONE:

Residential A Residential B Ltd Commercial Commercial Commercial A

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

CONTRACTOR _____ PHONE _____

ARCHITECT _____ PHONE _____

ENGINEER _____ PHONE _____

START DATE _____ EST. COMPLETION DATE _____

(no more than two years from start date as per SMC 15.04.060)

TYPE OF CONSTRUCTION (check all that apply)

- | | | |
|-------------------------------|----------------------------|----------------------------|
| ___ New Construction | ___ Apartment | ___ Commercial/Industrial* |
| ___ Single Family Residential | ___ Garage | ___ Mobile Home Set** |
| ___ Multi-Family | ___ Unattached Outbuilding | ___ Tiny House |
| ___ Duplex | ___ Alteration/Addition | ___ 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 CLEARLY):

(Please use an 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: _____

CITY USE: 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 15.05.020 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 Building Inspector shall determine the permit fee based on size and type of construction. Permit fee shall be determined after the initial submission of application.

The City Council shall discuss proposed applications during City Council Meetings. Council meetings occur on the second Thursday of every month. For consideration, applications must be completed and submitted alongside applicable fees at least ten days prior to the Council meeting wherein the permit shall be discussed.

The City Council shall act upon all applications for building permits within a reasonable time following the completion and submission of the application, considering the complexity of the proposed subject. 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.

In the event of a permit denial, the decision must be appealed within ten days of the date of the administrative issuance of denial of the building permit (SMC 15.04.040).

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

Signature of Applicant _____ Date _____

Fire Chief (if applicable) _____ Date _____

Sewer Association President (if applicable) _____ Date _____

Approved by _____ Date _____

(City Official)

Permit may not be approved until fees are paid in full.

Incomplete applications will not be considered.