

CITY OF POTLATCH



Accessory Pole Building Information Packet

Contents:

- Building Permit Application
- Site Plan
- Driveway Requirements
- Requirements for Pole Buildings
- Purlin or Rafter Span Table
- Page A, B, & C *(are to be filled in and submitted with the application)*

Submit plans to PB@LatahCountyID.Gov

Other Permit Contacts

Septic Permits and Inspections:

North Latah Health Department

(208) 882-7506

333 E Palouse River Drive, Moscow

Roadway Access Approvals:

Idaho Transportation Department

(208) 799-5090

North Latah Highway District

(208) 882-7490

South Latah Highway District

(208) 285-1412

State of Idaho Inspections:

Electrical and Plumbing

Permit Support:

(208) 334-3950

State Inspection Request Line

(Electric and Plumbing)

(800) 839-9239

Permit site: dbs.idaho.gov

Idaho Department of Water Resources

(208) 762-2800



BUILDING PERMIT APPLICATION

LATAH COUNTY DEPARTMENT OF PLANNING & BUILDING

Leave blank or write in parcel number (if known) if no address has been assigned

↓ BP #

JOB ADDRESS:			
(number)	(road name)	(city)	(zip code)
IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED.			
1. Proposed approaches will not be approved for an address. A copy of your highway district or ITD approval must be submitted, and all approaches must be constructed prior to any address being issued. Driveways with three or more existing or potential users will be required to be named as a lane .			
2. Attach a map showing the location of your approved constructed approach including measurements to property lines, the public road, and proposed and existing structures.			
Point of Contact: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Engineer/Architect		Preferred Method of Contact: <input type="checkbox"/> Text <input type="checkbox"/> Phone <input type="checkbox"/> Email	
<input type="checkbox"/> Other:			
OWNER:		Mailing Address:	
Phone:	Cell #:	Email:	
CONTRACTOR:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
ENGINEER/ARCHITECT:		Mailing Address:	
Phone:	Cell #:	Email:	License #:
This building has: <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> None		Plumbing permit:	Electrical permit:
We will not schedule a framing inspection if you haven't submitted your state electrical and plumbing permit numbers to this office. Please get us these numbers as soon as they are issued.			
# Of Existing Dwellings on Parcel	# Of other structures on parcel	Uses on parcel:	
Please describe the type of work you will be completing and what this structure will be used for:			
*Many types of structures are required to have plans stamped by a design professional. Please contact the Building Department prior to plan submittal for a determination.			
Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Move <input type="checkbox"/> Change of Use		Approximate size of new structure:	
Authorization and Notice			
THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE AND/OR IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS FROM THE MOST RECENT INSPECTION. THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION.			
THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY.			
COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW.			
I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.			
a. Signature of Property Owner* (required)	b. Date	c. Signature of Applicant (if different than property owner)	d. Date
a. Signature of Contractor	b. Date		
Office Use Only			
ASSESORS PARCEL NUMBER:			
	APPROVED BY	DATE	COMMENTS
SEPTIC/SEWER			
ROAD ACCESS			

INSTRUCTIONS FOR PREPARING A SITE PLAN

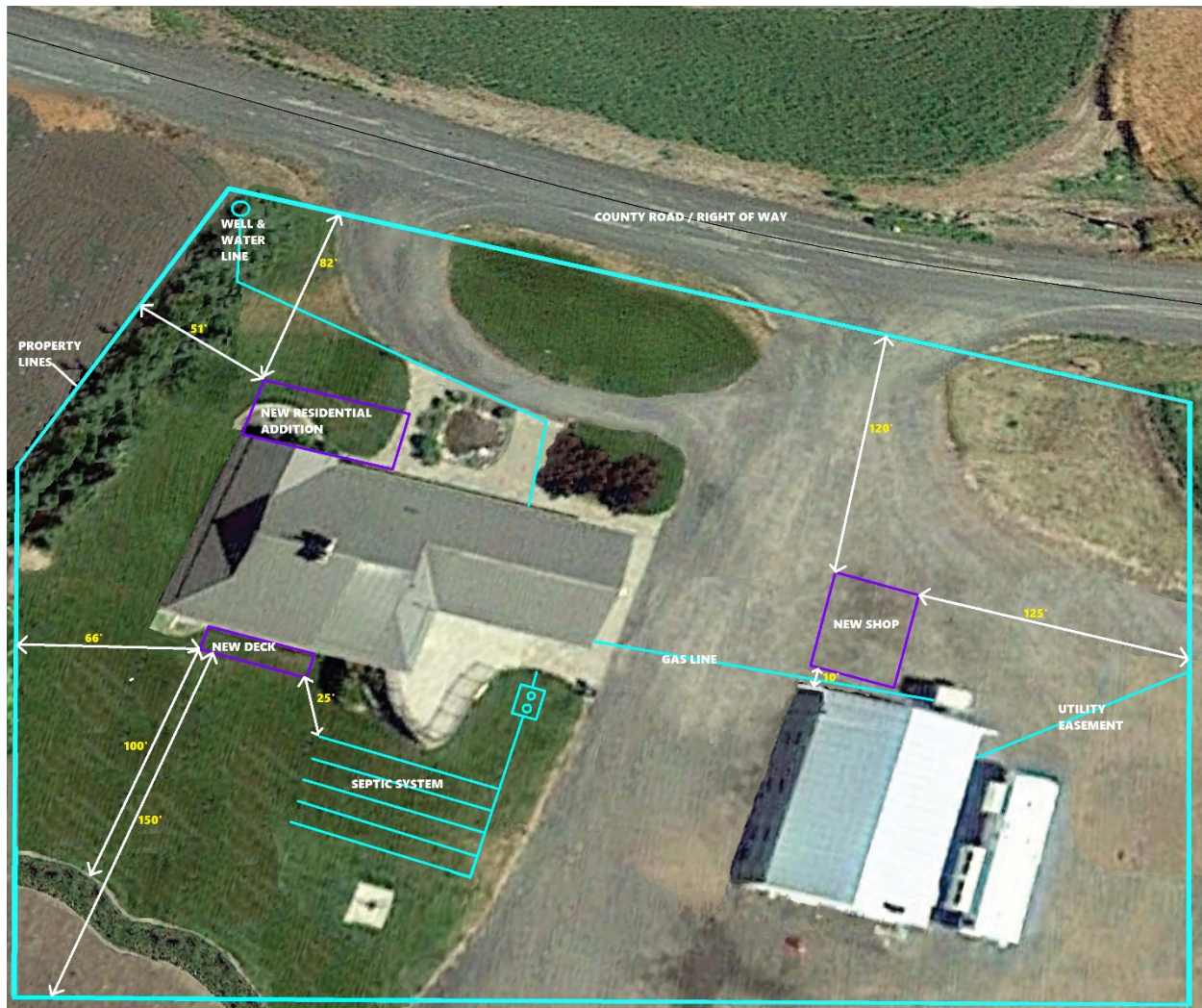
Please refer to the example diagram below

The site plan shows us if your new structure will meet the required setbacks to property lines, roadways, septic systems, streams, etc.

Upon request, we will provide you with an aerial photo as well as the required setbacks for your zoning designation. You can access an aerial photo under the “maps” tab at www.latahcountyid.gov

Include, at a minimum:

- The new structure(s) and measured distances to property lines, other structures, streams, septic system, well, and roadways.
- Easements, water lines and gas lines that cross your property
- Areas on your property that have been filled with soil or other materials





LATAH COUNTY PLANNING & BUILDING

Latah County Courthouse

PO Box 8068, 522 South Adams

Moscow, ID 83843

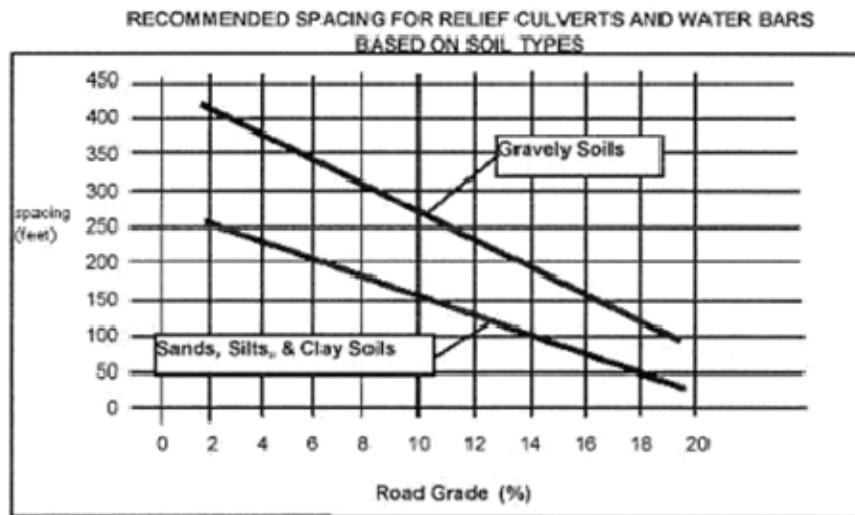
(208) 883-7220 ♦ FAX (208) 883-7225 ♦ E-Mail: pb@latah.id.us

DRIVEWAY REQUIREMENTS

Please check with the Planning Department prior to starting driveway construction to see if your development approval (as per another section of this code) required that your driveway have a 20' width.

ALL DRIVEWAYS SHALL:

1. Have a graveled or paved width of at least 10 feet, with a turnaround at the residence, building or structure which allows a safe opposite change of direction for emergency equipment 40 feet long and 15 feet high.
2. Have graveled or paved turnouts 50 feet long and 10 additional feet wide for every 1000 lineal feet of driveway, except where line of site is obstructed in which case such turnouts shall be located every 500 feet.
3. Have a turning radius for all curves which will accommodate emergency equipment 40 feet long.
4. Have side slopes (cut or fill slopes) re-vegetated using species mixtures, seeding techniques, and scheduled as recommended by the Natural Resources Conservation Service until such time that permanent vegetation is established. Alternative methods that control weeds, runoff and erosion may be utilized. Side slopes shall not be left to over-winter without appropriate treatment.
5. Have water breaks or water bars or culverts constructed at the recommended spacing based on the graph below:



6. Have driveway plan designed by a professional engineer licensed in the State of Idaho when any one of the following conditions will result from construction:
 - a. Driveways cross any stream shown on a U.S. Geological Survey 7.5 Minute Series Topographic map.
 - b. Driveways that have a grade that will exceed 10% for more than 100 feet.
 - c. Driveways with side slopes (cut or fill slopes) that exceed two horizontal to one vertical on heights of four feet or more.
7. Have access approved in writing by the responsible highway district and be constructed in accordance with the highway district standards.



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Moscow, ID 83843

(208) 883-7220 ♦ FAX (208) 883-7225 ♦ E-Mail: pb@latah.id.us_ ♦ In Latah County, Toll Free: 1-800-691-2012

Requirements for Pole Buildings

Because pole buildings do not generally qualify as Heavy Timber Type IV construction and do not follow standard light frame construction methods, there are circumstances under which engineering is required. If you have any questions not specifically addressed by the following list or the building permit application packet, please contact the Building Department to have the answers clarified prior to permit application and issuance.

Pole Structures are required to have engineering if they exceed these parameters:

Bays from 8'-12' in width.

Poles/posts buried at least 42" with concrete in the bottom of the hole and backfilled with gravel that is tamped, or with concrete.

Girts and/or purlins to meet snow load requirements for the site.

Engineered stamps truss specification sheets for the roof.

Individual roof structures 36 ft. or less in width.

Roof snow loads 60 lb. or less.

Maximum wall height of 12' with 6x6 post, maximum height of 14' with 6x8 post.

Engineering requirements:

Fully engineered plans, stamped by an Idaho Design Licensed Professional, showing dimensions of the current project; must have current date, and location relevant snow load, exposure, and any other site specific needs, including pole setting depth.

Truss specification sheet, stamped by an Idaho Design Licensed Professional addressing the snow load, spacing on the trusses, and showing bracing required, as well as proper setting of trusses on posts or beams with blocking requirements identified. If trusses are to carry a ceiling on the bottom chord, the truss specification sheet should indicate load carrying capacity for this feature.

All pole buildings must meet all zoning, floodplain and other state permit requirements, i.e., plumbing and electrical, regardless of any exemption from the building permit requirement afforded to agricultural buildings.

If a builder wishes to use exact plans from another or previous project, the footprint of the new structure must be exactly the same, the site conditions must be the same: snow load and exposure, etc. A new site plan would be required showing setbacks at the pertinent site.

Exterior infill walls in pole buildings

Infilling between posts with vertical stud walls which are attached to both the posts and roof framing members is **not** allowed without a frost depth slab edge which is at least as thick as the studs which it supports above. All exterior walls which are subject to potential frost heave must have footings that extend below the frost line. In Latah County that frost line depth is 30 inches. Although these infill walls are technically exterior walls, they are non-bearing in nature and as such, do not require the full size footing as a normal exterior bearing wall.

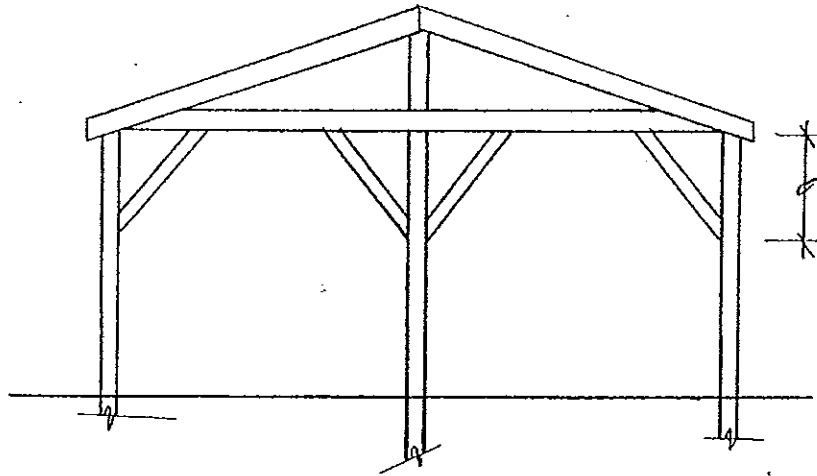
Purlin or Rafter Span Table

2"x 6" -DF #2		Maximum Span Table			Roof Pitch 3/12 – 5/12	
Snow Load	30 #	40#	60#	80#		
Purlin Spacing						
12" O.C.	13'-3"	12'	10'-3"	9'		
16" O.C.	11'-9"	10'-6"	9'	7'-9"		
19.2" O.C.	10'-9"	9'-8"	8'-3"	7'-3"		
24" O.C.	9'-8"	8'-8"	7'-4"	6'-6"		

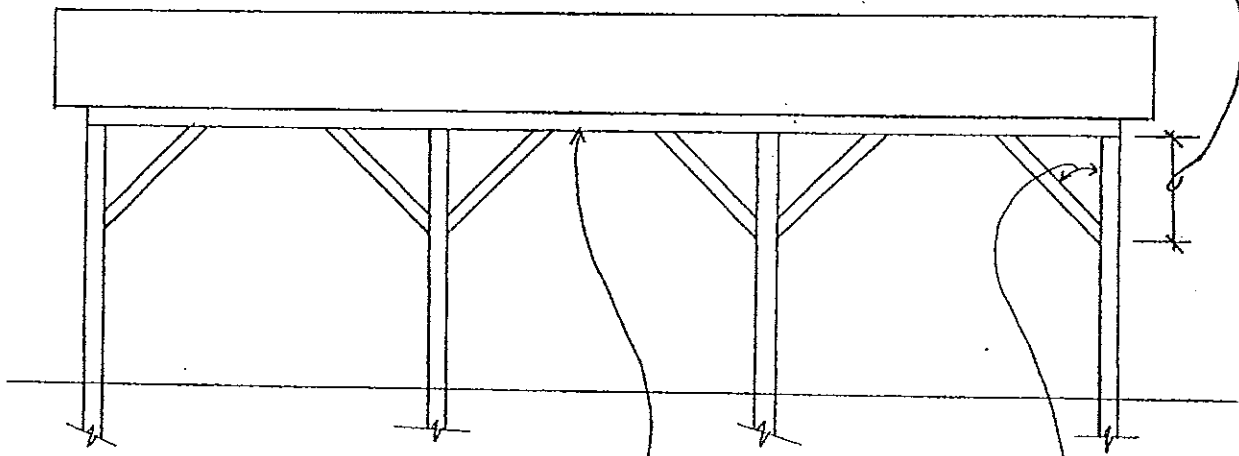
2"x 8" -DF #2		Maximum Span Table			Roof Pitch 3/12 – 5/12	
Snow Load	30 #	40#	60#	80#		
Purlin Spacing						
12" O.C.	17'-4"	15'-4"	13'	11'-6"		
16" O.C.	15'	13'-4"	11'-4"	10'		
19.2" O.C.	13'-8"	12'-3"	10'-4"	9'		
24" O.C.	12'-3"	11'	9'-3"	8'		

2"x 10" -DF #2		Maximum Span Table			Roof Pitch 3/12 – 5/12	
Snow Load	30 #	40#	60#	80#		
Purlin Spacing						
12" O.C.	21'	18'-9"	16'	14'		
16" O.C.	18'-3"	16'-4"	13'-9"	12'-3"		
19.2" O.C.	16'-8"	15'	12'-8"	11'		
24" O.C.	15'	13'-4"	11'-4"	10'		

OPEN SIDED BUILDINGS



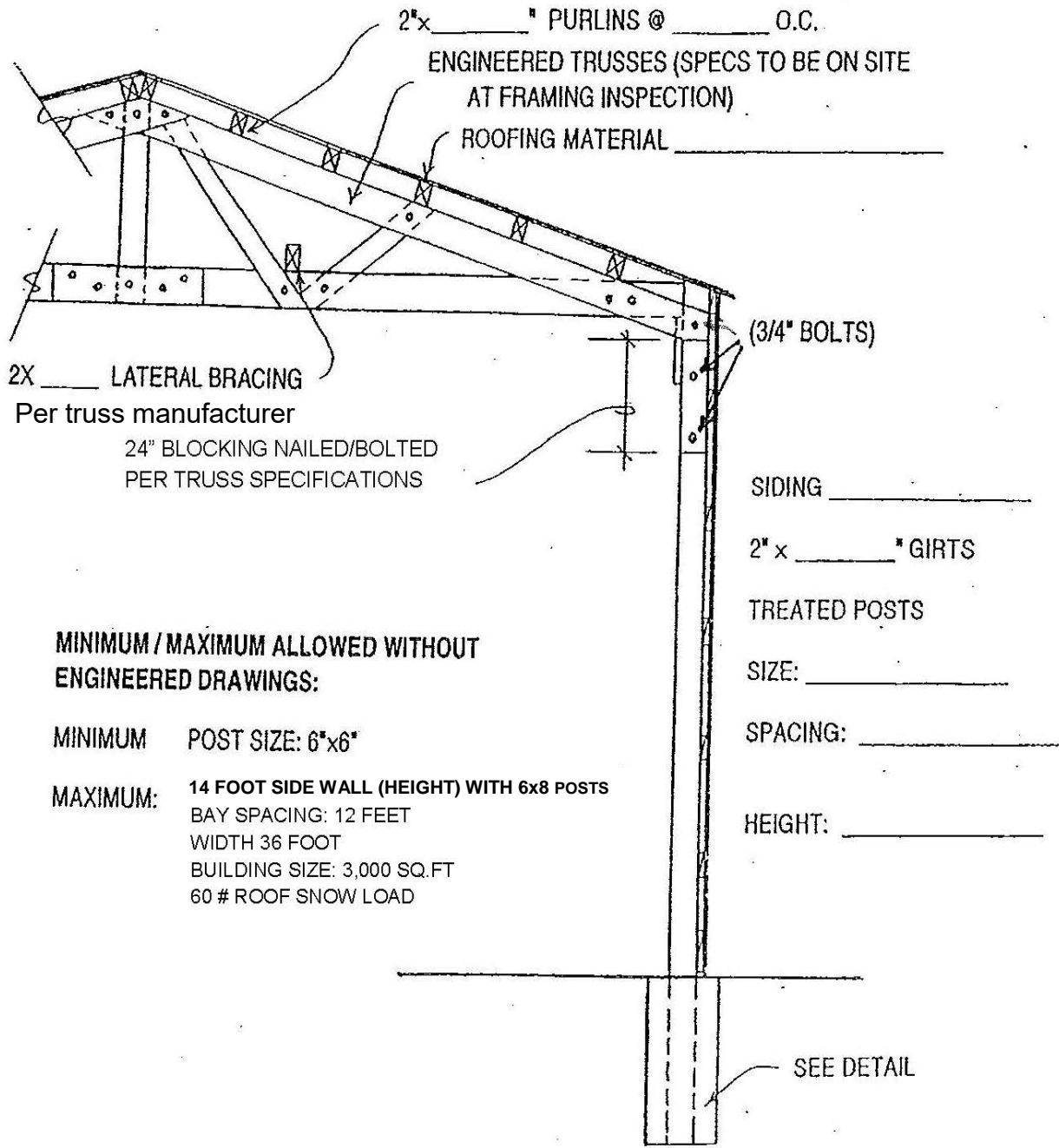
TYPICAL BRACING - 1/4 THE POLE HEIGHT 2 FEET MINIMUM



2" x _____ OR HEADER AS REQUIRED

45 DEGREES MAXIMUM

Page A. – Please submit with application.



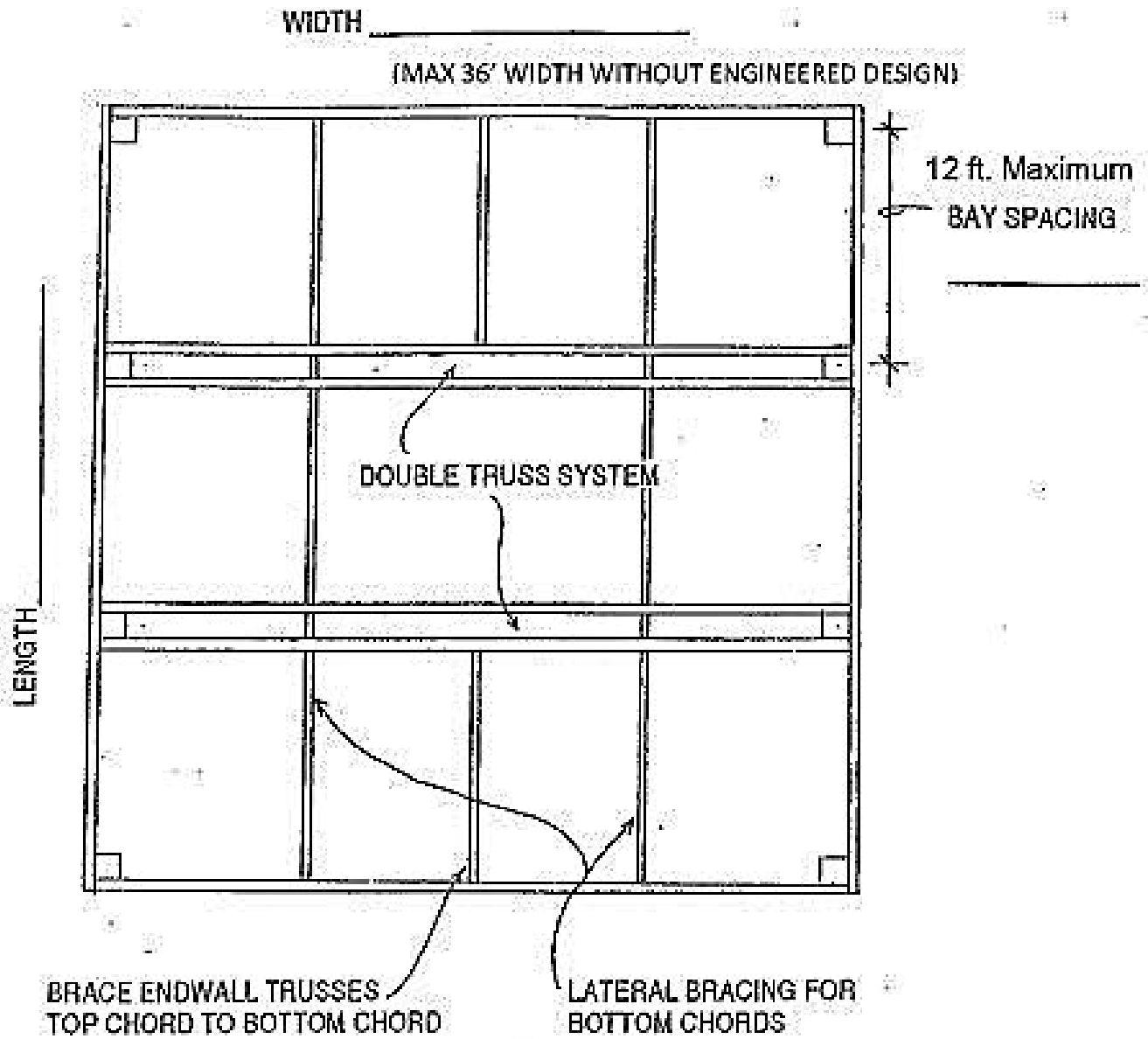
MINIMUM / MAXIMUM ALLOWED WITHOUT ENGINEERED DRAWINGS:

MINIMUM POST SIZE: 6"x6"
MAXIMUM: 14 FOOT SIDE WALL (HEIGHT) WITH 6x8 POSTS
 BAY SPACING: 12 FEET
 WIDTH 36 FOOT
 BUILDING SIZE: 3,000 SQ.FT
 60 # ROOF SNOW LOAD

NOTES: ALL ENGINEERED SITE-BUILT TRUSSES REQUIRE KNEE-BRACING.

ALL FASTENERS USED IN TREATED WOOD SHALL BE GALVANIZED OR STAINLESS STEEL

Page B. – Please submit with application.



Page C. - Please submit with application.

