



CITY OF POTLATCH

Deck Application and Checklist

Requirements for Permit Submittal:

1. Plans, two sets provided if on paper
2. Provide 1 plot plan, electronic or on 8.5 x 11 in paper
3. Fill out Building Permit Application

Electronic Submittal

- All files submitted should be in PDF format, print ready, easily legible and setup so that there is no data outside the print page.
- Email plans to pb@latah.id.us or send or drop plans by via thumb drive. If files are large and you want to email, you may bundle them into a zip file.
- Once the deck permit has been issued, it is required that the approved stamped plans, that are sent back to the applicant, are printed to scale and available at the job site for the inspector.

Permit Contacts

- For locating your septic, contact the Health Department:
(208) 882-7506
333 E Palouse River Drive, Moscow



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:
# 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:			
<i>*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.</i>			
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			
<p>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.</p> <p>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.</p> <p>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.</p>			
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

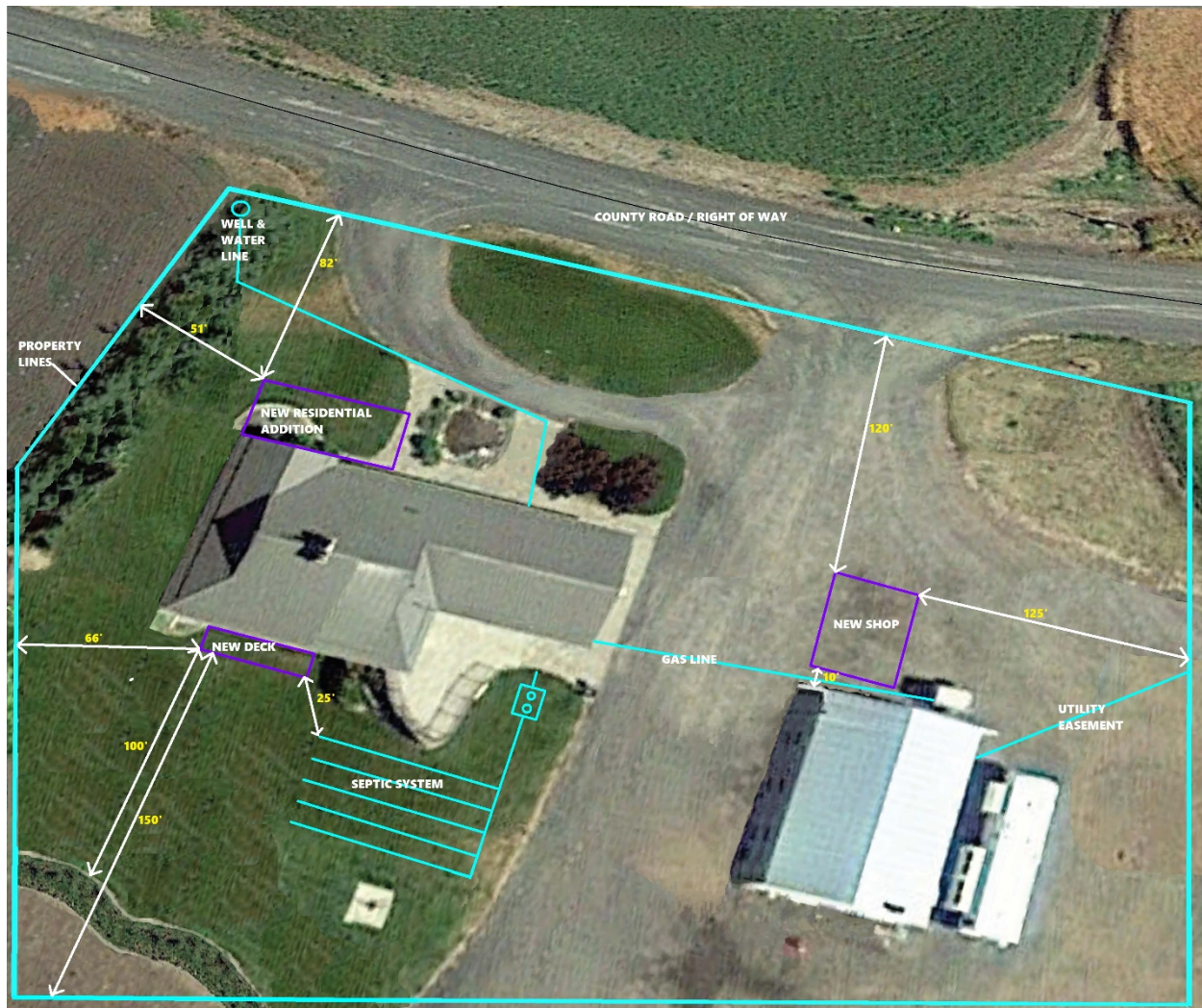
Please refer to the example diagram below

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

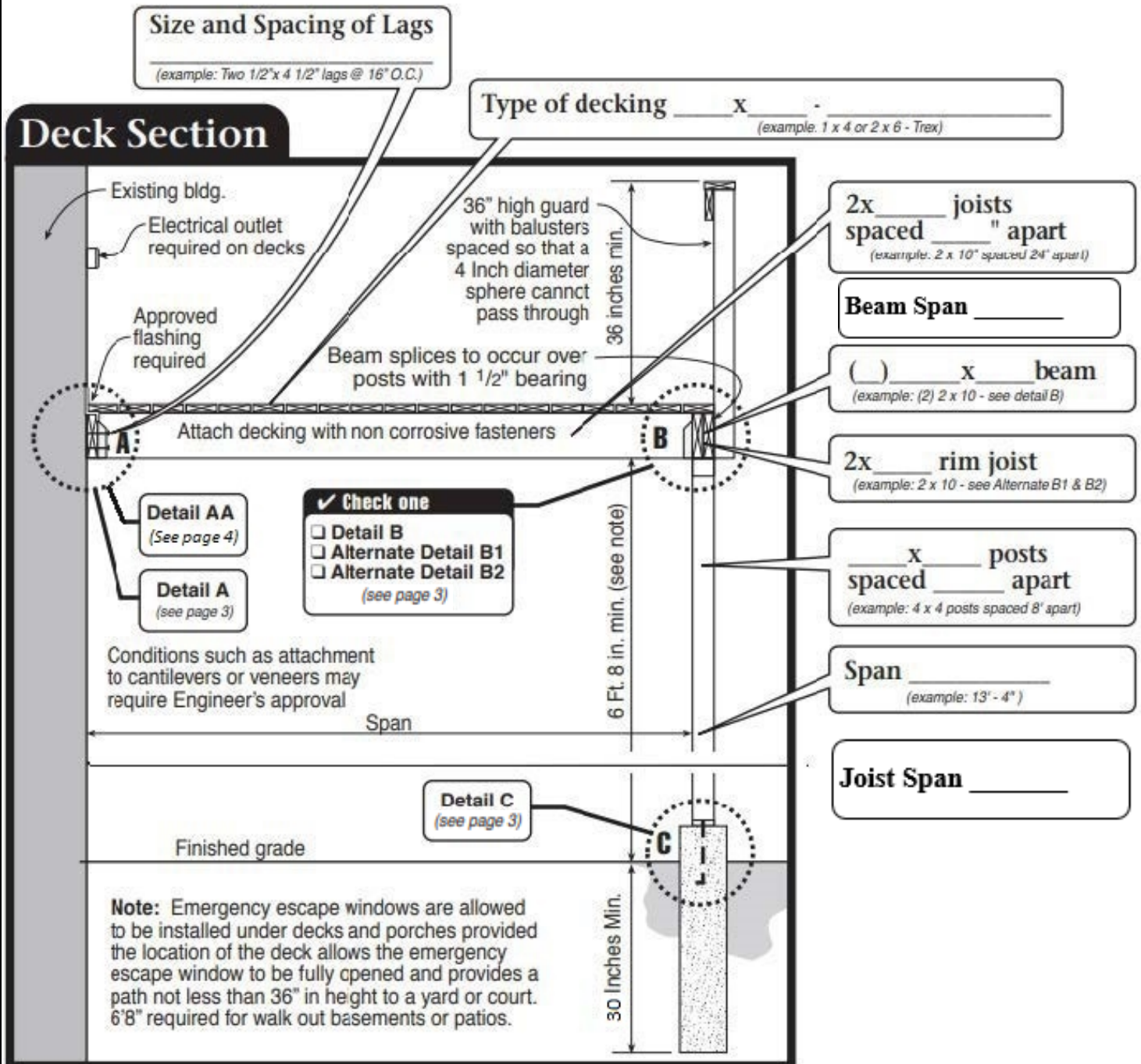
Include, at a minimum:

- 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



Directions:

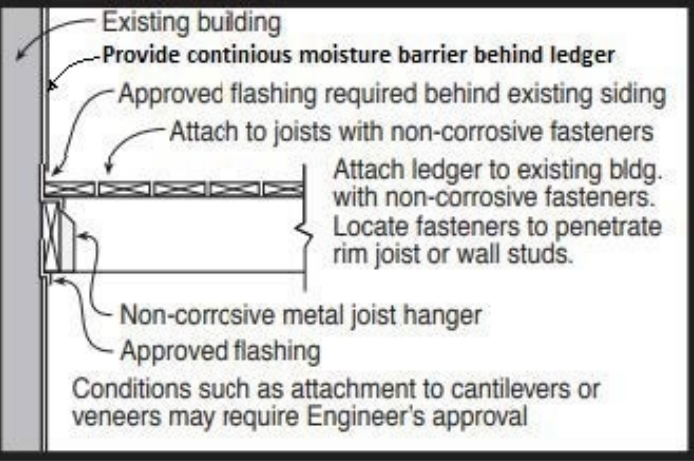
1. Fill in the blanks in the worksheet below and include dimensions and materials used.
2. Use the check boxes in the worksheet to specify which details (page 3) will be used.



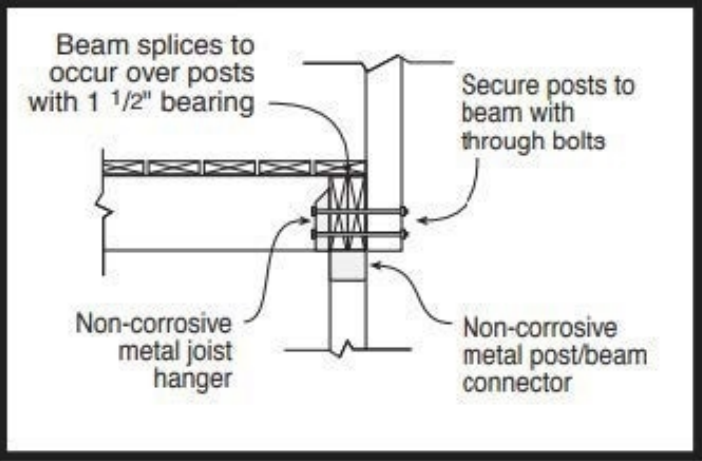
Height of Deck (Above Grade) _____

Size of Footing _____

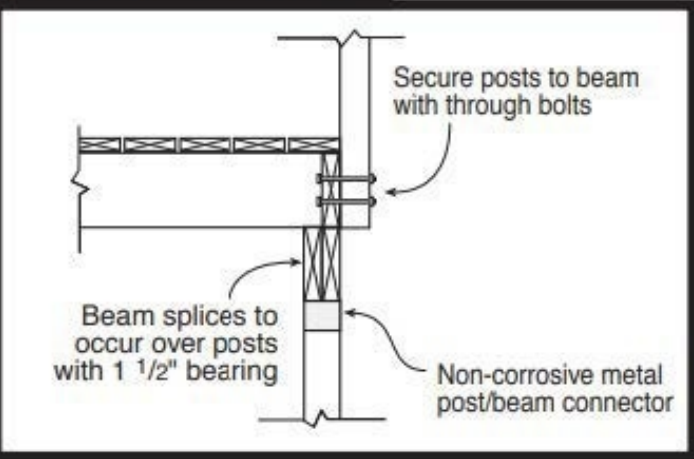
Detail A



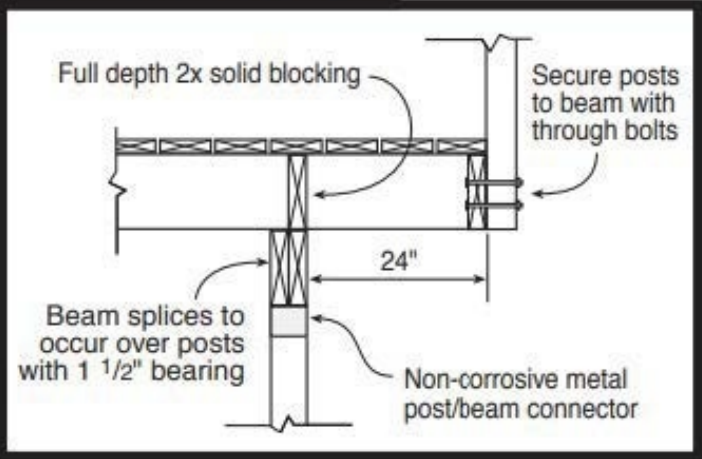
Detail B



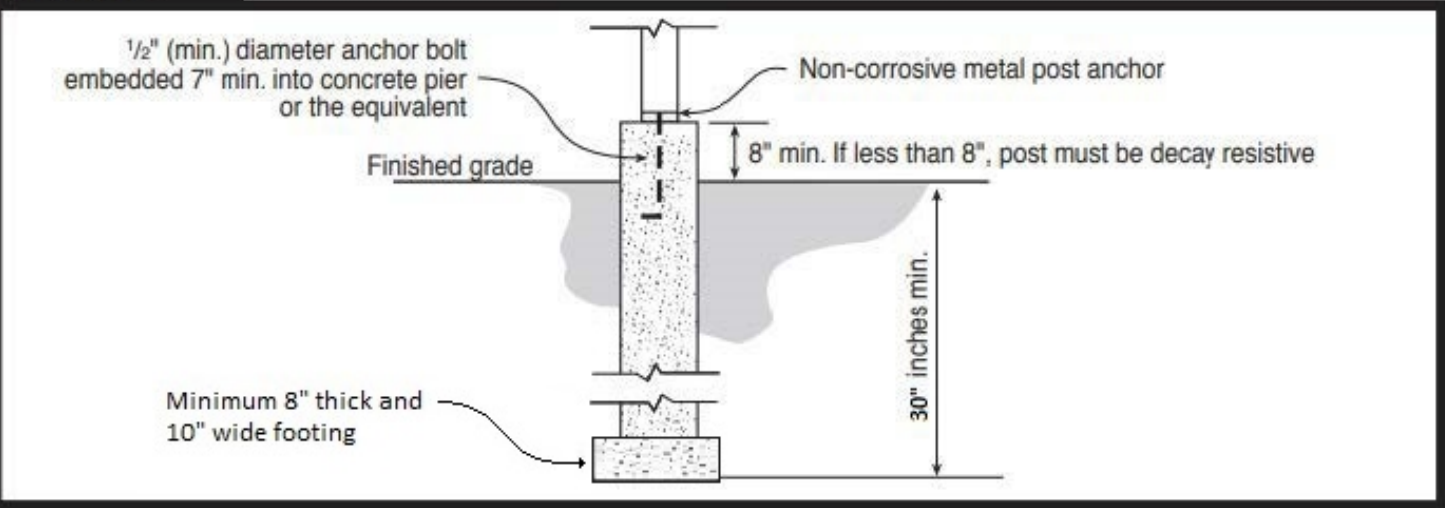
Alternate Detail B1



Alternate Detail B2

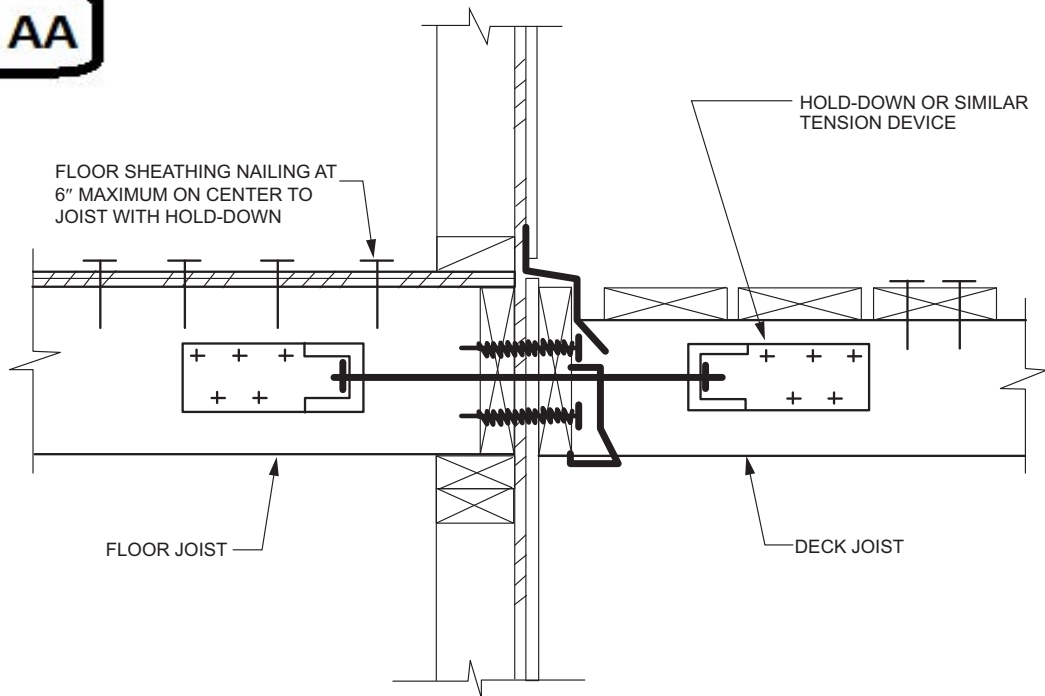


Detail C



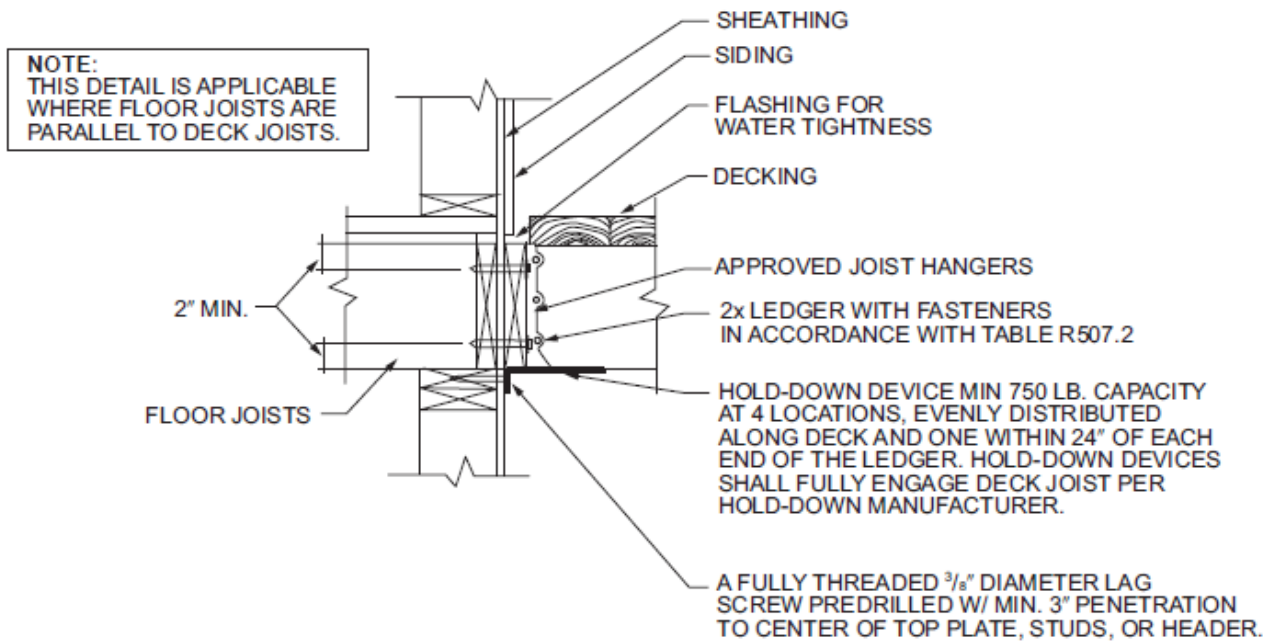
Lateral Hold Down Tension Device

Detail AA



For SI: 1 inch = 25.4 mm.

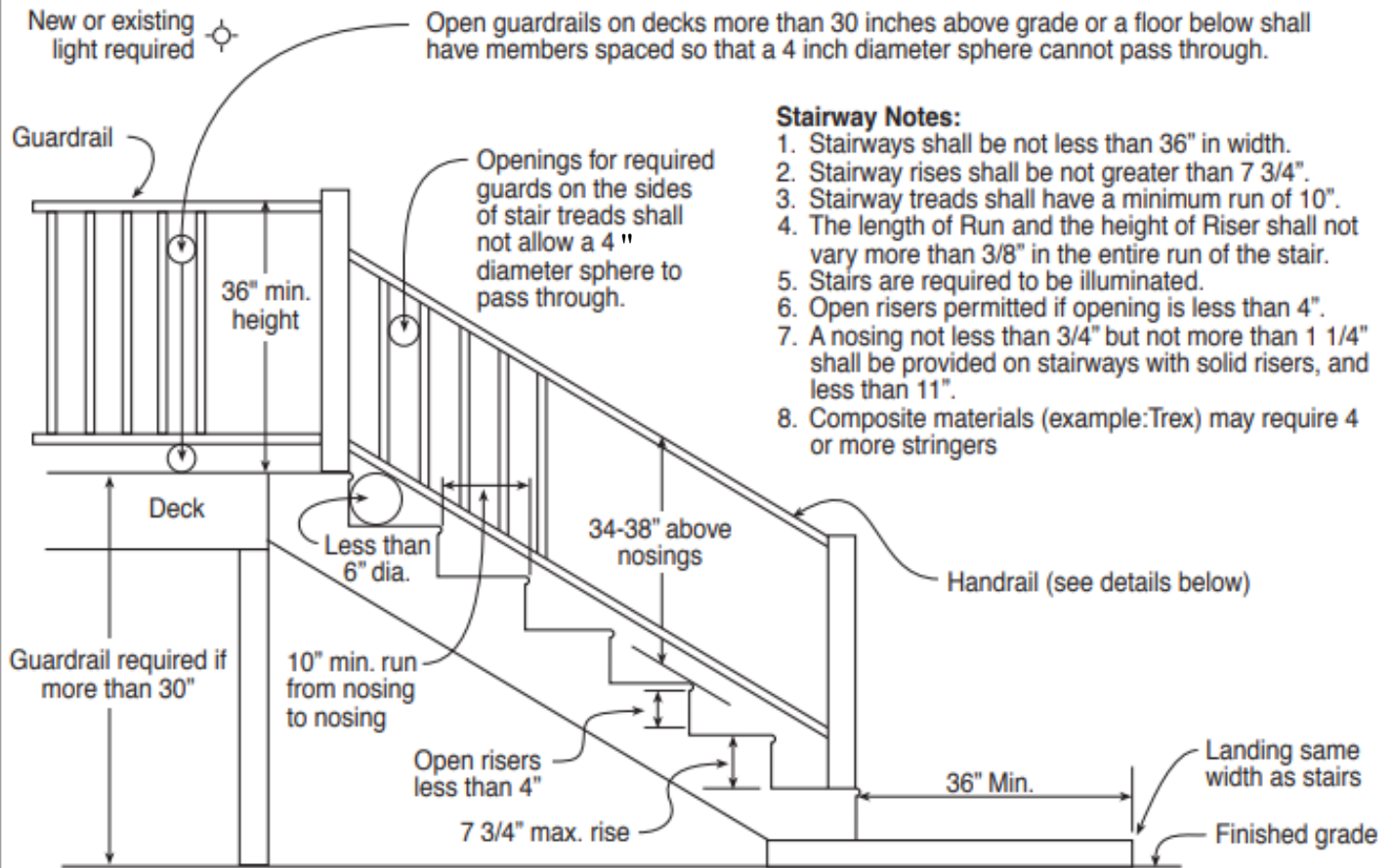
FIGURE R507.9.2(1)
DECK ATTACHMENT FOR LATERAL LOADS



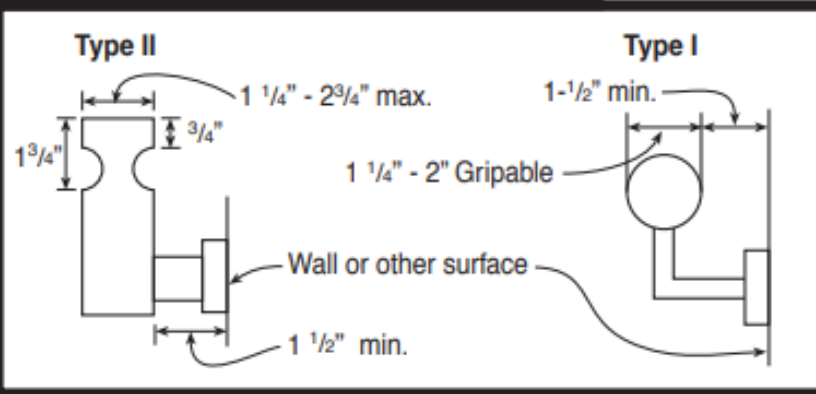
For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

FIGURE R507.9.2(2)
DECK ATTACHMENT FOR LATERAL LOADS

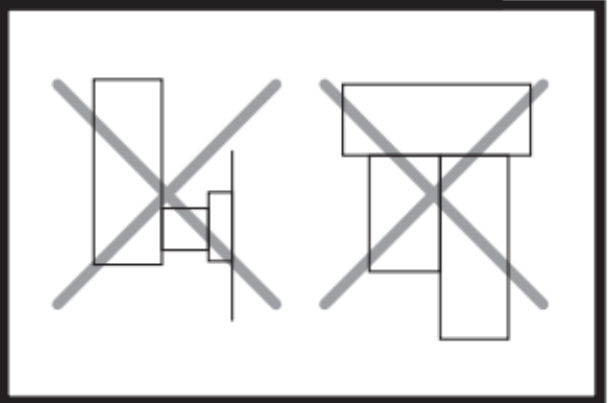
Stair & Handrail Specifications



Acceptable Handrail Details



Unacceptable Handrails



NOTE:

1. Handrails shall be continuous on at least one side of stairs with 4 or more risers.
2. Top of the handrails shall be placed not less than 34 inches nor more than 38 inches above stair nosings.
3. The hand-grip portion of handrails shall be not less that 1-1/4 inches nor more than 2-1/4 inches in cross section for non circular handrails.
4. Handrails shall be placed not less than 1-1/2 inches from any wall or other surface
5. Handrails to be returned to wall, post, or safety terminal (per 311..8.2 IRC).