

DO I NEED A PERMIT?



WHO TO CALL WHEN YOU HAVE A PERMITTING QUESTION

While not a complete listing, this brochure is intended to steer you in the right direction.



IDAHO TRANSPORTATION DEPARTMENT (ITD)

600 W Prairie Ave.
Coeur d'Alene, ID 83815
208-772-1297
www.itd.idaho.gov

1. **Approach Permits** — Permits are required for all driveway and road development within the right-of-way of state highways.
2. **Utility Permits** — Permits are required for all utility work done within the right-of-way of state highways.
3. **Other Encroachment Permits** — Permits are required for all other activity within the right-of-way of state highways, including signs and banners of either temporary or permanent nature.



INDEPENDENT HIGHWAY DISTRICT (IHD)

1805 Baldy Mountain Rd.
Sandpoint, ID 83864
208-255-8121

1. **Approach Permits** — Permits are required for all driveway and road development within the right-of-way of IHD roads.
2. **Utility Permits** — Permits are required for all utility work done within the right-of-way of IHD roads.



BONNER COUNTY ROAD & BRIDGE

1500 Hwy 2 Ste. 101
Sandpoint, ID 83864
208-255-5681
www.bonnercountyyid.gov/departments/roadbridge

1. **Encroachment Permits** — Permits are required for all driveway and road construction and paving within the right-of-way of county roads.
2. **Weight Limits** — Weight limits may be imposed on county roads during spring melt.
3. **Utility Permits** — Permits are required for all utility work done within the right-of-way of county roads.
4. **Event Permits** — Permits are required for events, such as parades or road races, occurring in the right-of-way of county roads.



IDAHO DIVISION OF BUILDING SAFETY (DBS)

1250 Ironwood Dr. Ste. 220
Coeur d'Alene, ID 83814
1-800-955-3044
www.dbs.idaho.gov

1. **Construction Permits** — Permits are required for electrical wiring, plumbing, and HVAC systems.
2. **Digging & Excavation** — Call 811 before you dig. Find current state statues and rules for digging and excavation at dbs.idaho.gov/rules/current.html
3. **Electrical Licenses** — Registration and licensing of electrician apprentices, journeymen, and contractors.
4. **HVAC Licenses** — Registration and licensing of HVAC apprentices, journeymen, and contractors.
5. **Plumbing Licenses** — Registration and licensing of plumber apprentices, journeymen, and contractors.
6. **Contractor Licensing** — Registration and licensing general contractors.
7. **Elevators** — Register elevators, conduct yearly inspections, and track accidents.

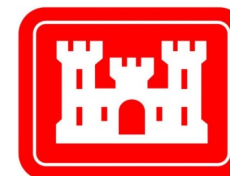


Public Health
Prevent. Promote. Protect.
Panhandle Health District

PANHANDLE HEALTH DISTRICT (PHD)

2101 W Pine Street
Sandpoint, ID 83864
208-265-6384
www.panhandlehealthdistrict.org

1. **Septic Permits** — Permits are required for all subsurface sewage disposal systems.
2. **Septic Tank Pumps** — Licensing.
3. **Public Drinking Water Permitting** — Water systems serving 25 people or 15 connections or more require approval.
4. **Solid Waste** — Inspect municipal and non-municipal solid waste facilities and programs, complaint investigation.
5. **Shallow Injection Well** — Registers all shallow injection wells constructed after October 1, 1997.
6. **Food Safety** — Enforce sanitation regulations, issue permits, inspect establishments, complaint investigation.
7. **Public Pools** — Permitting and annual inspections, complaint investigation.
8. **Marinas and Public Docks** — Permit requirement for facilities to have pump-out stations and on-shore restrooms for customers.
9. **Aquifer Program** — To protect the Rathdrum Aquifer there are restrictions placed on sewage loading and disposal of non-domestic wastewater as well as chemical storage and disposal.



US ARMY CORPS OF ENGINEERS

Albeni Falls Dam
2376 E Hwy 2
Oldtown, ID 83822
208-437-3133
www.nws.usace.army.mil

1. **Navigable Lakes and Rivers** — Permits required for activities occurring in, over or under navigable waters, or which affect the course, location, condition or capacity of such waters.
2. **Fill & Discharge** — Permits required to discharge dredged or fill material into US waters or wetlands.



IDAHO DEPARTMENT OF WATER RESOURCES (IDWR)

7600 N Mineral Dr. Ste 100
Coeur d'Alene, ID 83815
208-762-2800
www.idwr.idaho.gov

1. **Water Wells** — Permits are required.
2. **Injection Wells** — Permits are required for injection wells greater than 18 feet in depth.
3. **Dry Wells** — Inventory sheet is required for wells less than 18 feet in depth.
4. **Water Rights** — Obtaining or transferring water rights.
5. **Stream Channel Alteration** — Permits may be required for work done below the ordinary high water mark of a stream or river.
6. **Dam Safety** — Certification is required for construction or maintenance of dams, including stockponds and mine tailings impoundments.



IDAHO DEPARTMENT OF LANDS (IDL)

Sandpoint Office	Coolin Office
2550 Hwy 2	4053 Cavanaugh Bay Rd.
Sandpoint, ID 83864	Coolin, ID 83821
208-263-5104	208-443-2516

www.idl.idaho.gov

1. **Timber Harvesting** — The Forest Practices Act sets forth the rules and regulations for harvesting timber on federal, state and private lands. Notification is required.
2. **Burn Permits** — Permits are required for burning related to forestry activities. For other types of burning contact your local fire department.
3. **Forest Stewardship Program** — Assistance with private forest management plans.
4. **Lake Encroachment Permit** — Permits are required for work done in a lake or reservoir below the ordinary high water mark, including docks, water supply lines, shoreline alteration, boat launches, etc.
5. **Surface Mining & Dredging** — Reclamation plans must be submitted, approved and bonded prior to development.



Bonner County Fire Districts

Coolin-Cavanaugh Bay Fire

171 Cavanaugh Bay Rd.
Coolin, ID 83821
208-443-3118

www.coolinfire.org

North of the Narrows Fire

14374 Eastshore Rd.
Coolin, ID 83821
208-443-2979

North Side Fire

437 Cedar Ave.
Ponderay, ID 83852
208-265-4114

www.northsidefire.org

Selkirk Fire

1123 Lake St.
Sandpoint, ID 83864
208-263-3502

www.selkirkfire.com

Sam Owen Fire

17 Old Sam Owen Rd.
Hope, ID 83836
208-264-5745

www.samowenfire.org

Schweitzer Fire

7094 Schweitzer Mountain Rd.
Sandpoint, ID 83864
208-265-4741

Spirit Lake Fire

32182 N 6th Ave.
Spirit Lake, ID 83869
208-623-5800

www.spiritlakefire.com

Timberlake Fire Protection District

5985 E Hwy 54
Athol, ID 83801
208-683-3333

www.timberlakefire.com

West Pend Oreille Fire Department

1104 W Branch Rd.
Priest River, ID 83856
208-448-2035

West Priest Lake Fire

4777 W Lakeshore Rd.
Priest Lake ID 83856
208-443-2551



IDAHO DEPT OF ENVIRONMENTAL QUALITY (DEQ)

2110 Ironwood Parkway
Coeur d'Alene, ID 83814
208-769-1422
www.deq.idaho.gov

- Air Quality Permitting** — Any business or industry that emits or has the potential to emit pollutants into the air is required to have an air pollution control permit from DEQ.
- Outdoor Burning** — Outdoor burning is regulated, please call for more information.
- Water Quality Permitting** — Land application of wastewater and operation of swine facilities requires a permit.
- Waste Management Permitting** — Facilities that treat, store, or dispose of wastes as well as certain ore processing facilities require permits.
- Hazardous Materials Oversight** — Facilities that generate or dispose of hazardous waste must report annually, information. For Emergencies call 1-800-632-8000.
- Underground Storage Tanks** — Regulation and inspection.



IDAHO DEPARTMENT OF FISH & GAME

2885 W Kathleen Ave.
Coeur d'Alene, ID 83815
208-769-1414
www.idfg.idaho.gov

- Hunting** — Regulates seasons and rules regarding hunting and trapping of birds and mammals. Hunting license required.
- Fishing** — Regulates seasons and rules regarding fishing. Fishing license required.
- Anti-Poaching** — Enforces anti-poaching laws through investigation and prosecution. Citizens Against Poaching Hotline: 1-800-632-5999.
- Invasive Species** — Inspects vessels and provides washing stations to prevent the introduction of aquatic invasive species.



US ENVIRONMENTAL PROTECTION AGENCY (EPA)

1910 Northwest Blvd.
Coeur d'Alene, ID 83814
208-664-4588
www.epa.gov

- Air Pollution** — Regulates air pollutants including from sources like chemical plants, utilities, and steel mills. Also regulates emission of radiation.
- Water Pollution** — Regulates discharges of pollutants into public waters and protects waters actually or potentially designed for drinking use.
- Toxic Substances** — Regulates the manufacturing, processing, distribution, use, and disposal of commercial and industrial chemicals.
- Hazardous Waste** — Regulates identification, classification, generation, management and disposal of hazardous wastes.



IDAHO STATE DEPARTMENT OF AGRICULTURE

2270 Old Penitentiary Rd.
Boise, ID 83712
208-332-8500
www.agri.idaho.gov

- Organic Certification** — Crops, livestock and processing facilities can apply for certification as organic.
- Agricultural Inspections** — Conducts fresh fruit and vegetable inspection and grading. Implements weights and measures, warehouse, and organic programs.
- Animal Industries** — Regulates and monitors Idaho livestock including dairy farm and processing plant inspections, range programs, animal health, and CAFO inspections.
- Pesticide Licensing** — Licensing required for professional and private pesticide applicators and dealers.

Local Planning & Building Departments

Bonner County Planning Department

1500 Hwy 2
Sandpoint, ID 83864
208-265-1458

www.bonnercountyid.gov

Clark Fork Planning & Zoning

110 E 3rd Ave.
Clark Fork, ID 83811
208-266-1315

www.clarkforkidaho.org

City of Dover Planning & Zoning Department

699 Lakeshore Ave.
Dover, ID 83825
208-265-8339

www.cityofdover.id.gov

City of East Hope Planning & Zoning

110 School Rd.
East Hope ID 83836
208-264-5877

www.cityofeasthope.com

Hope City Office

146 W Main St.
Hope, ID 83836
208-264-5314

City of Kootenai City Hall

204 Spokane St.
Kootenai, ID 83840
208-265-2431

www.cityofkootenai.org

Oldtown City Hall

215 N Washington Ave.
Oldtown, ID 83822
208-437-3833

Ponderay Planning & Zoning

288 Fourth St.
Ponderay, ID 83852
208-256-5468

www.cityofponderay.org

Priest River Building, Planning & Zoning Department

552 High St.
Priest River, ID 83856
208-448-2123

www.priestriver-id.gov

Sandpoint Planning & Building Department

1123 Lake St.
Sandpoint, ID 83864
208-263-3158

www.sandpointidaho.gov