

Spirit Lake Fire Protection District
32182 N 6th Ave. Spirit Lake, ID (208) 623-5800
Fire District Sign-Off Instructions



1. Spirit Lake Fire District will accept plan review applications in person for fire signoff Monday through Thursday between 7:00 a.m. and 4:00 p.m. for review of compliance with the International Fire Code. We will also accept submissions via email at any time during the week. Please email your documents to Chief Dave England at chief@spiritlakefire.com.
2. Spirit Lake Fire District will need your complete building location permit application and a site plan in order to process the signoff. The site plan should contain the address of the project, all structures existing and proposed, and the driveway with dimensions including width, length, and percent of grade. If your driveway is longer than 150 feet, turn-around dimensions are also required on the site plan. We will inform you if additional documents are needed for review. You may find a complete list of residential permit requirements at <https://www.spiritlakefire.com/s/Residential-permit-requirements-2025.pdf>
3. Please allow time for review. We will return all documents, including the fire signoff, to you within three (3) business days via email or you may pick them up.
4. Spirit Lake Fire District has adopted a fee schedule. Residential and commercial site plan reviews and inspections are \$25.00. We accept payments in cash, check, e-check, credit and debit cards. For e-check, credit and debit card payments, please visit www.spiritlakefire.com, click on "Pay here" in the upper right-hand corner, and use the drop-down menu for transaction item "Plan Review Fee." Final fire signoffs will not be issued until all fees have been paid.



RESIDENTIAL FIRE SIGNOFFS



SAGLE FIRE DISTRICT

WESTSIDE FIRE DISTRICT

NORTHSIDE FIRE DISTRICT

“Fire signoffs” for residential construction within the three (3) above fire districts, can be submitted in the following ways:

- Email: inspections@selkirkfire.us
- In-person: 2689 Gun Club Rd. Sagle · Monday – Thursday, 8AM – 4PM
Phone: (208) 263-7929 (please call ahead to drop off in-person, staff may be out)
- Or by mail: PO Box 760 Sagle, ID. 83860

In order for our staff to review the fire signoff, we will need the following documents:

- A completed Bonner County Fire Signoff form (with your contact information)
- A copy of the Bonner County “Building Location Permit” Application
- A copy of your “plat” (if applicable)
- A site plan
- Driveway details (if not included in the site plan), including slope, width, clearance, length, surface, location of turnaround (required for driveways longer than 150’)
- Location of proposed address markings (see prior page)
- Fire Sprinkler plans are reviewed by the State Fire Marshal’s Office

Requirements for residential access, addressing, and water supply, are found in the Idaho Administrative Code 18.08.01 and the International Fire Code 503.1

- Once received, we make every attempt to review and provide approval or comments within 7 days.
- When submitted please be sure to provide your contact information.
- When emailing, we also request that you indicate if the property is accessible if a site visit or inspection is required.
- Properties over 5 acres are exempt from access and water requirements per IC 41-253

Fee: \$15.00

We accept check (preferred), exact cash or credit/debit cards. (4% processing fee is applied to credit cards)

For Commercial projects and development (including subdivisions of five homes or more), please email or call for a ‘Commercial Plan Review Application’. Commercial Fire Sprinkler Plans are also reviewed by the State Fire Marshal’s Office.



If we can't find you – we can't help you!

We need your help. There are an increasing number of homes that we cannot easily identify the address for. Please help us to locate your residence more easily in an emergency. Make sure to provide this same address to the 911 call taker in the event of an emergency.

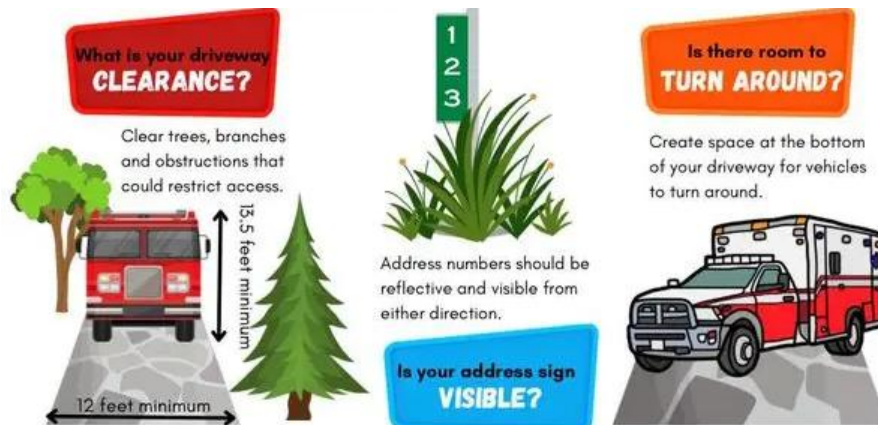
- Post an address highly visible from the street
- We recommend at least 3" numbers on a contrasting background
- Ensure it is not blocked by shrubs or trees
- We would ask that you **do not** use black or dark numbers
- Please avoid cursive writing



If we can't get to you – we can't help you!

Residential driveways are critical for Fire and EMS access to your home and property. If you are building a new home, or making improvements to your property, please look at these requirements and recommendations from your local Fire District:

- To allow for access, driveways must be no steeper than a 10% grade
- A minimum width of 12' is **required** for a fire engine to access your driveway. A clearance of 13.5' is highly recommended
- Driveways longer than 150' **must** provide a turnaround
- An all-weather surface should be considered
- Year-round snow removal is highly recommended
- Residential access and addressing requirements are required by State Code



Bonner County Planning Department – Fire Sign Off

A copy of your proposed plans and plat map will be required at the time of Fire District review.

Applicant Name: _____

BLP#: _____

Parcel number (RP#): _____

Project Address: _____

Platted Lot: Yes ☐ No ☐

Subdivision Name: _____

Block & Lot: _____

Fire District: _____

(Fire District use below)

Requirements: _____

Cistern/Storage Tank: ☐ Fire Suppression: ☐ Sprinkler System: ☐

Other: _____

Approved: Yes ☐ No ☐

Fire District Signature: _____ Date: _____

Comments:
