

The following fire districts have specific requirements for fire sign-off or approval:

Northside Fire District

Selkirk Fire Rescue & EMS

Spirit Lake Fire District

If you live in one of these fire districts, please see attached instructions for the appropriate fire district.

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:



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:

- Preferred method by email: inspections@selkirkfire.us
- In-person / By Appointment Only: 2689 Gun Club Rd. Sagle · Phone: (208) 263-7929
- 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, that includes the BLP #.
- A copy of the Bonner County “Building Location Permit” Application Summary
- A copy of your “plat” (if applicable). ALL pages.
- A site plan
- Driveway details (on the site plan), including slope, width, clearance above the driveway, length, surface type, location & dimensions 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 (if applicable)

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: \$70.00

We accept check or credit/debit cards. (4% processing fee is applied to credit cards). No cash accepted.

An invoice will be emailed to you if needed.

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.

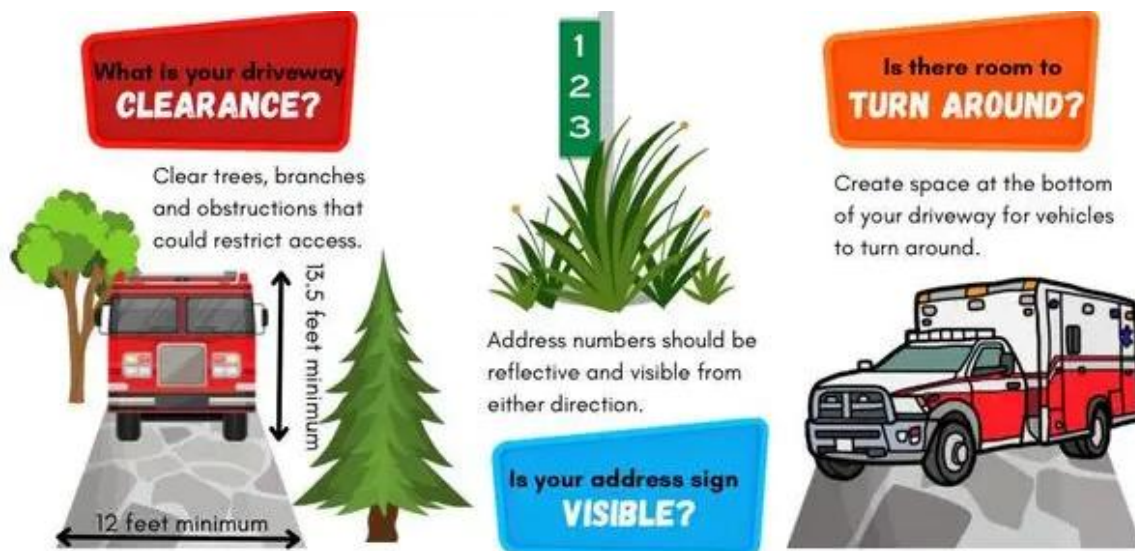
- Post an address highly visible from the street
- We recommend at least 3" numbers on a contrasting background
- Ensure it is not blocked by shrubs or trees
- We would ask that you **do not** use black or dark numbers
- Please avoid cursive writing



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 Fire District Signoff Instructions

Fire District Signoffs for residential construction may be submitted using one of the following methods:

1. **Email (preferred):** rwebber@spiritlakefire.com
2. **In person (by appointment only):** 32182 N 6th Avenue, Spirit Lake
Phone: (208) 623-5800, Contact: Deputy Chief/Fire Marshal Robert Webber
3. **By mail:** Attn: Deputy Chief/Fire Marshal R. Webber, PO Box 116, Spirit Lake, ID 83869

Required Submittal Documents

To allow Spirit Lake Fire District staff to review your fire sign-off request, please provide the following:

- A completed **Bonner County Fire Signoff form**, including the **BLP number**
- A copy of the **Bonner County Building Location Permit (BLP) Application Summary**
- A copy of the **plat**, if applicable (include all pages)
- A **site plan** showing:
 - **Driveway details**, including slope, width, vertical clearance, length, surface type, turnaround location and dimensions (required for driveways longer than 150 feet)
 - Location of proposed or existing **address markings**
- Your **contact information**

A complete list of residential permit requirements is available at
<https://www.spiritlakefire.com/s/Residential-permit-requirements-2025.pdf>

If applicable, fire sprinkler plans are reviewed by the State Fire Marshal's Office

Review Timeline and Approval

Once all required documents are received, we make every effort to complete the review and issue approval within **seven (7) days**. When submitting by email, please indicate whether the property is accessible if a site visit or inspection is required. Approved fire signoffs will be **emailed directly to Bonner County**. Please contact Bonner County for next steps in the permitting process.

Fees and Payment

Fee: \$25.00

We accept payments by **cash, check, e-check, credit card, or debit card**. For e-check, credit, or debit card payments:

1. Visit www.spiritlakefire.com
2. Click "Pay Here" in the upper right-hand corner
3. Select "Plan Review Fee" from the transaction drop-down menu

A 3% processing fee applies to credit card payments. Final fire signoffs will not be issued until all fees are paid.

Commercial Projects and Developments

For **commercial projects and development**, including subdivisions of **five (5) homes or more**, please contact us by phone or email to request a **Commercial Plan Review Application**. Commercial fire sprinkler plans are reviewed by the State Fire Marshal's Office; however, copies of **fire sprinkler and fire alarm system plans** must also be submitted to Spirit Lake Fire Protection District staff **for review purposes only**.