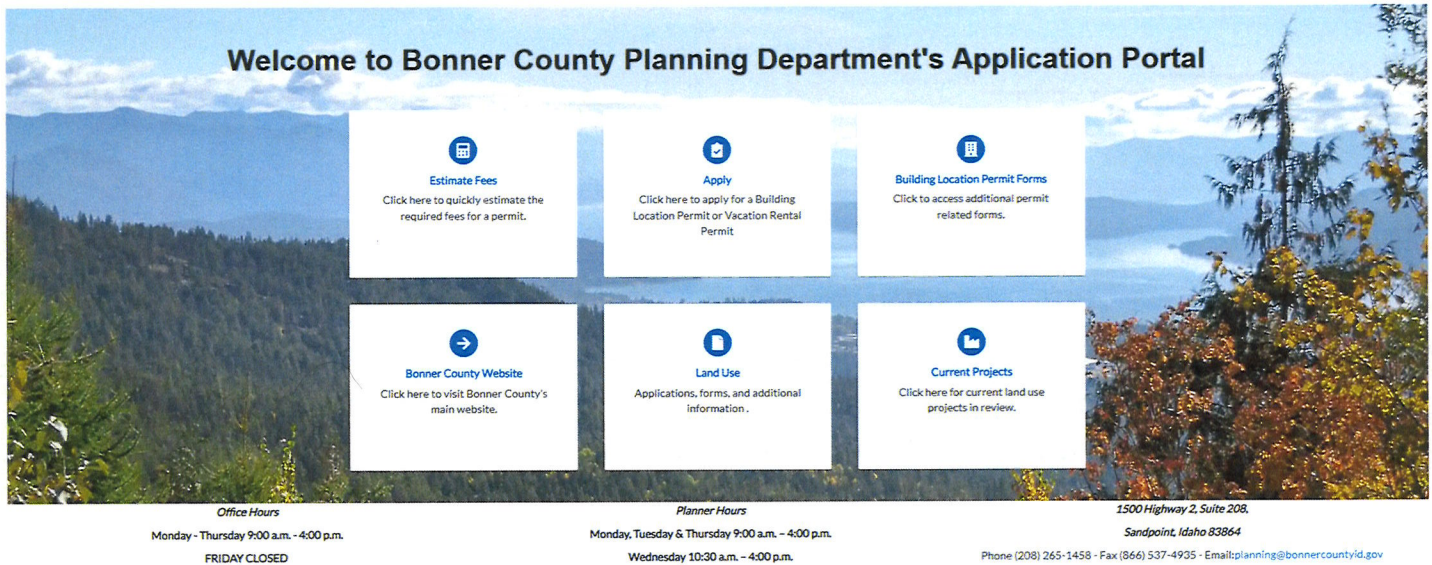


PORTAL APPLICATION GUIDE



If this is your first time using the online application portal you will need to register. Login or register by clicking the **“Login or Register”** option at the top right of the page.

* After you login or register, you can click the **“Apply”** button, which will take you directly to the applications page.

* Click the **“Permit”** button.

Application Assistant

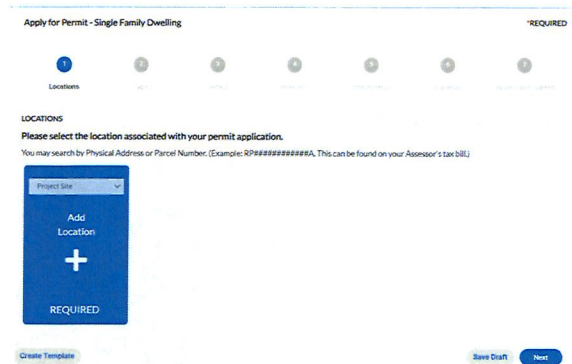
Search for application names and keywords

[All](#) [Trending](#) [My History](#) [PERMIT](#)

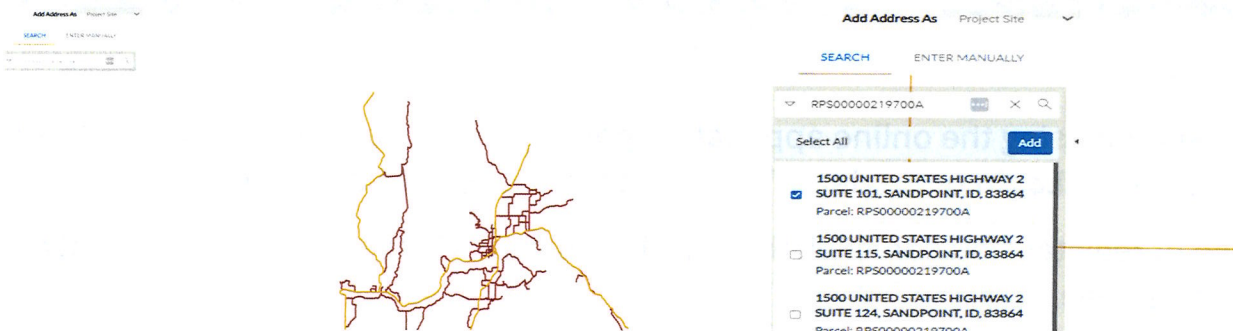
* From the list click the **“Apply”** button next to the appropriate permit type.

Addition Category Name: Addition	Description: Addition	Apply
Agricultural Category Name: Agricultural	Description: Agricultural	Apply
Change of Use Category Name: Change of Use	Description: Change of Use	Apply
Commercial Category Name: Commercial/Industrial/Public New or Additions	Description: Commercial	Apply
Industrial Category Name: Commercial/Industrial/Public New or Additions	Description: Industrial	Apply

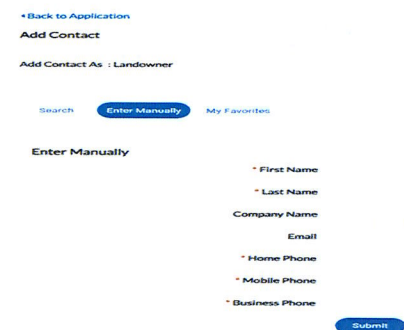
* Click on the white plus sign (+) on the “Add Location” button to search for the address of the permit/project location.



* Enter the permit/project location address in the field at the top left of the page. Once the address pulls up in the list, check the box next to the correct address and click the blue “Add” button. This will add the address into your application.



- * Click the blue “Next” button at the bottom right. Note: you can save your work as you progress by clicking the “Save Draft” option beside the blue “Next” button.
- * Enter the description of your project. (Examples: single family dwelling, shop, garage, accessory dwelling unit, lean-to, etc.)
- * Enter the total square feet of the project. Total square footage of outside dimensions of the structure including decks, patios, garage, lean-to, etc.
- * Save draft and click “Next” to continue.
- * Search for the “Landowner” by clicking the white plus sign (+). If landowner’s information does not show up when you click search you may enter the information manually.



* Complete the necessary project details by checking the appropriate boxes and filling in the fields.

The screenshot shows a web form with a header "Deck/Lean-to" and a sub-header "Detached garage, shop, general purpose residential accessory structures, agricultural structures with sewage disposal and additions to such structures that are open shell structures." Below this, there are several radio button options for square footage: "1000 sq ft or less", "1001 up to 2000 sq ft", "2001 up to 3000 sq ft", "3001 up to 5000 sq ft", and "5001 sq ft and over". There are also radio button options for "Fence / Wall" and "Small structure". At the bottom, there is a section for "ILP Info" with fields for "Total number of units" and "Number of stories". Navigation links "Previous Section | Top | Main Menu" are visible at the top and bottom right.

* Fire District and Sewer District sign-off forms are required. You will find a copy of these forms at the end of this guide. 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 have a septic or are served by Panhandle Health District, a sewer sign-off form is not needed.

* Attach your supporting documentation. Click on the white plus (+) sign to upload documents. You will be taken to the folder where your documents were downloaded to on this computer. Select your documents one at a time.

Required Documents

- Elevation Drawings: Side and front view of the structure
- Floor Plan
- Site Plan

The screenshot shows the "Attachments" section of the form. It includes a note: "Please attach the required documents below: *Note: The Planning department may request additional documents if required.*" Below this, there are four document cards. The first card is "Elevation Drawings" with a PDF icon, description "Building Location Permit Application 0.7.18 Fillable.pdf", size "1.37 MB", and a "Remove" button. The second card is "Floor Plan" with a PDF icon, description "Declaration of Exempt Structure Official Fillable...", size "421.34 KB", and a "Remove" button. The third card is "Site Plan" with a PDF icon, description "Declaration of Exempt Structure Official Fillable...", size "299.52 KB", and a "Remove" button. The fourth card is "Add Attachment" with a large white plus sign on a blue background, a "Select Type" dropdown, and a list of supported file types: pdf, jpeg, png, jpg, gif, doc, docx, xls, xlsx, text, csv, rtf, txt. At the bottom, there are navigation buttons: "Back", "Create Template", "Save Draft", and "Next".

You may add additional supporting documents if you wish.

* Type your name in the signature field. Enable Type Signature button and re-enter your name for signature.

SIGNATURE

I certify that I have read and examined this application and know the statements and depictions to be true and correct. I certify that the proposed construction will conform to the dimensions and uses shown above and that no changes will be made without first obtaining approval from Bonner County Planning Department. I understand that additional information may be necessary for a complete review of this application by the Planning Department, and submission of this application does not constitute approval. I further grant permission to Bonner County Planning Department employees to enter upon the subject land to make examinations or review the premises relative to this application. I understand nothing in the processing or granting of this permit shall be construed to relieve me from compliance with any other requirements contained within Bonner County Revised Code, Idaho Code, state or federal regulations.

* Please type your name as consent to electronically sign this application.

Citizen Jones

Enable Type Signature

Citizen Jones

Jeannie Welter
June 02 2025

Citizen Jones

Back

Create Template

Save Draft

Next

* Click next and click submit.

Your application has been submitted to the Planning Department. Planning staff will conduct an initial assessment in order of submittals received. Please note, the fees showing on the portal are an estimate only. You will receive an invoice showing the actual required application fees, which may be paid by check, cash, or credit card. All application fees, including fire district impact fees, are required to be paid in full before review of this application begins. Once fees have been paid, an "Application Acceptance Assessment" will be conducted to determine if additional documentation, information, or fees are required in order to process the application. A member of the planning staff will contact you regarding details of your application. Total processing and review time is generally between four and six weeks after fees have been paid. Please visit the portal for updates regarding the status of your application.

NORTHSIDE FIRE DISTRICT
437 CEDAR AVENUE
PONDERAY, IDAHO
208-265-4114
FIRE DISTRICT SIGN OFF INSTRUCTIONS

1. Northside Fire District will accept Plan Review Applications in person for fire Sign Off every Tuesday between 8:30 a.m. and 3:30 p.m. for review of compliance with the International Fire Code. We will also accept submissions via email at any time during the week. You can send the documents to kquenell@northsidefire.org.
2. Northside Fire will need your complete Building Location Permit application and a Site Plan in order to process the sign off. 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. We will inform you if additional documents are needed for review.
3. For development requiring an automated sprinkler system, Northside Fire may authorize a conditional approval. You will receive a letter containing all of the conditions that must be met during the course of the development. Northside Fire will need the sprinkler plans and an Approval Letter from the Idaho State Fire Marshall's Office.
4. Please allow time for review. We will return the documents to you, including the Fire Sign Off form, on the following Tuesday. We can also email the Fire Sign Off form to you.



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 Anne Boisvert at admin@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. We will inform you if additional documents are needed for review.
3. Please allow time for review. We will return all documents, including the fire signoff, to you within one
(1) to three (3) business days via email or you may pick them up.
4. Spirit Lake Fire District has adopted a fee schedule. Final residential and commercial site plan reviews and inspections are \$60.00. Once we have completed your final review/inspection, we will send you instructions on how to complete payment to Spirit Lake Fire Protection District. We accept cash, check, e-check, credit and debit cards. Final fire signoffs will not be issued until all fees have been paid.



SELKIRK FIRE RESCUE & EMS

PO Box 760 · Sagle, ID 83860 · 208/263-7929 · www.selkirkfire.us

Proudly Serving Sagle & Westside Communities

Fire Sign Offs for Sagle & Westside Fire Districts: **RESIDENTIAL PROPERTIES ONLY**

**Commercial properties = please contact the Fire Administrator for additional information.*

Documents needed:

- ☐ Bonner County Building Location Permit Application, including Site Plan
- ☐ Personalized Bonner County Sign-Off form
- ☐ If the parcel is platted, a Plat Map is required
- ☐ Driveway details: length, width, slope and surface type to be indicated on Site Plan. If driveway is longer than 150', turn-around dimensions are also required on the Site Plan

FEE: \$15.00

We accept cash (exact change), checks or credit/debit cards (additional 4% processing fee will be applied)

Please email the above to tmiller@selkirkfire.us. An invoice will be emailed to you.
or

In person at our Administrative Office – Sagle Fire Station:

- 2689 Gun Club Rd.

It is quite possible no one will be at the station to collect the forms so please call ahead to schedule a time. Your packet will not be reviewed at the time of submission.

The Fire Chief or designee will review the packet, and we will reach out to you with any questions. This process may take up to two weeks after all documents and payment are received.

Thank you,

Tammy Miller

Fire Administrator

03.13.2025

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:



Bonner County Planning Department

"Protecting property rights and enhancing property value"

1500 Highway 2, Suite 208, Sandpoint, Idaho 83864

Phone (208) 265-1458 - Fax (208) 265-1463

Email: planning@bonnercountyid.gov - Web site: www.bonnercountyid.gov

The following information is required before your Building Location Permit can be accepted by the Planning Department.

Building Location Permit No: _____

Landowner Name: _____

Site Address: _____

Parcel Number: _____

Sewer District Name: _____

Sewer District Comments: _____

Approved:

☐ Yes

☐ No

Sewer District Signature: _____ Date: _____