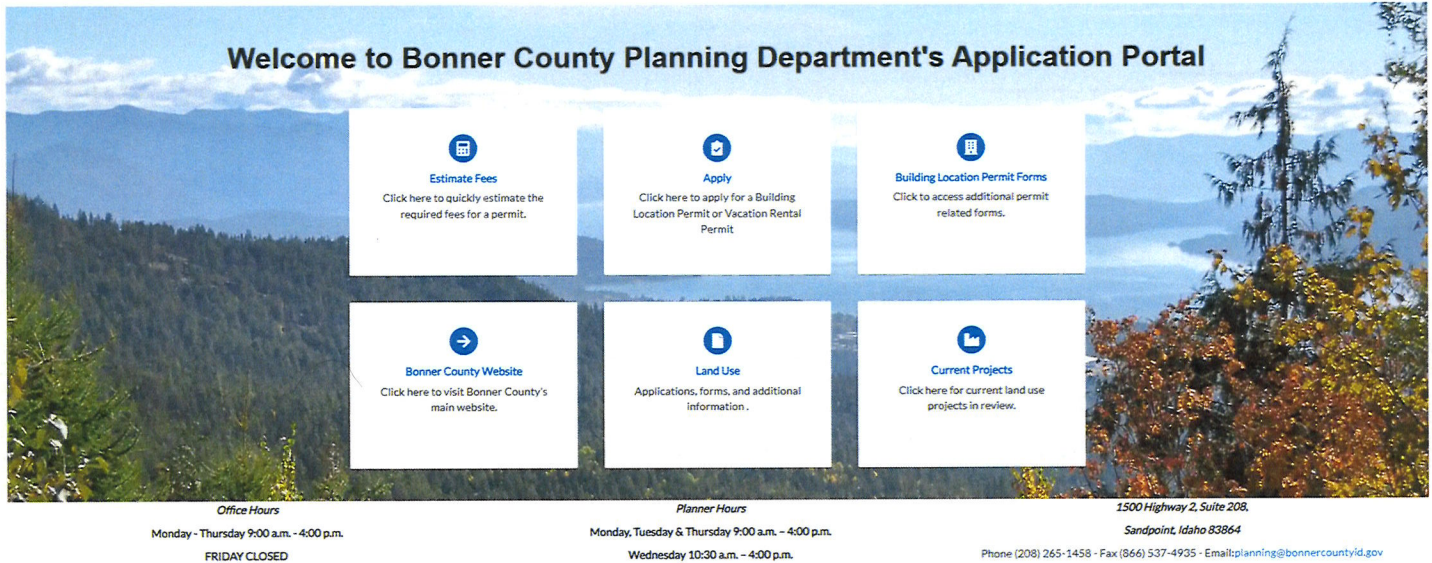


PORTAL APPLICATION GUIDE



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

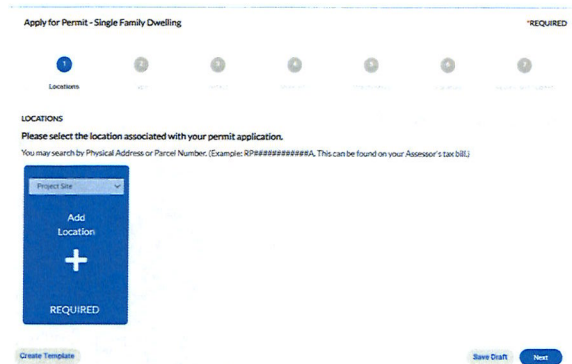
Search for application names and keywords

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

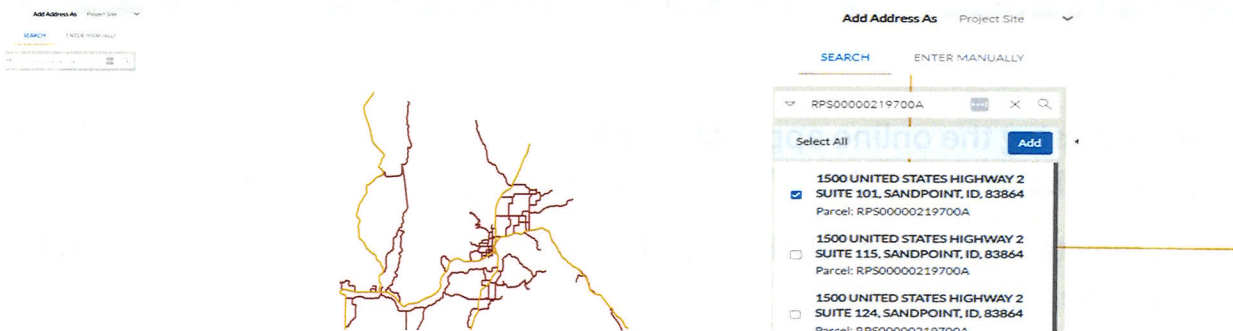
* From the list click the **“Apply”** button next to the appropriate permit type.

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.



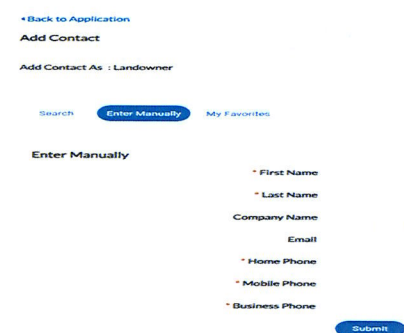
* Click the blue “Next” button at the bottom right. Note: you can save your work as you progress by clicking the “Save Draft” option beside the blue “Next” button.

* 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 "Next Section | Top | Main Menu" link. Below the header is a description: "Detached garage, shop, general purpose residential accessory structures, agricultural structures with sewage disposal and additions to such structures that are open shell structures." There are several checkboxes for different categories: "1000 sq ft or less", "1001 up to 2000 sq ft", "2001 up to 3000 sq ft", "3001 up to 5000 sq ft", "5001 sq ft and over", "Fence / Wall", "Small structure", and "Conversion of residential dwelling to accessory". At the bottom, there is a section for "ILP Info" with fields for "Total number of units" and "Number of stories". A "Previous Section | Top | Main Menu" link is also present.

* 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:

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.*" There are four document cards: "Elevation Drawings" (Building Location Permit Application 0.7.18 Fillable.pdf, Size: 1.37 MB), "Floor Plan" (Declaration of Exempt Structure Official Fillable..., Size: 421.34 KB), "Site Plan" (Declaration of Exempt Structure Official Fillable..., Size: 299.52 KB), and an "Add Attachment" button with a plus sign. Below the cards are buttons for "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.

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.

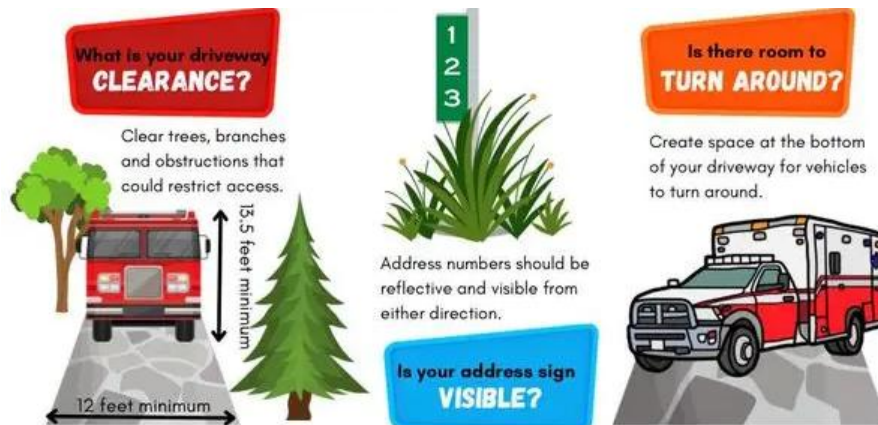
- Post an address highly visible from the street
- We recommend at least 3" numbers on a contrasting background
- Ensure it is not blocked by shrubs or trees
- We would ask that you **do not** use black or dark numbers
- Please avoid cursive writing



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:



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: _____