

Permit # \_\_\_\_\_ Date \_\_\_\_\_  
Fee Amt \$ \_\_\_\_\_  
Date Paid \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_  
Disapproval \_\_\_\_\_ Date \_\_\_\_\_

## **BUILDING PERMIT APPLICATION CONSTRUCTION**

### **APPLICANT INFORMATION**

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **JOB SITE & WORK**

Job site address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

(No more than 2 years from Start Date as per SMC 15.04.060)

### **JOB SITE ZONE**

Residential A  Residential B  Residential C  Commercial A  
 Commercial  Limited Commercial  Other: \_\_\_\_\_

Floodplain Permit (required for area of special flood hazard defined in SMC 15.08.040(B))

### **TYPE OF CONSTRUCTION (check all that apply)**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Apartment	<input type="checkbox"/> Commercial/Industrial*
<input type="checkbox"/> One Family Residential	<input type="checkbox"/> Garage	<input type="checkbox"/> Mobile Home Set**
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Unattached Outbuilding	<input type="checkbox"/> Tiny House
<input type="checkbox"/> Duplex	<input type="checkbox"/> Alteration/Addition	<input type="checkbox"/> Other _____

\*Intended Commercial Use \_\_\_\_\_

\*\*Meeting rustic accommodation requirements per SMC 17.40.020

### **BUILDING PLAN DETAILS**

Building Height: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Siding Type: \_\_\_\_\_  
Roof Type: \_\_\_\_\_ Roof Color: \_\_\_\_\_ Siding Color: \_\_\_\_\_

Deck and/or Railing Type/Color: \_\_\_\_\_

Fill material (if applicable): \_\_\_\_\_

Describe in detail the exterior of the structure: (PLEASE PRINT & use additional page if necessary)

The above information must be reflected on the attached Building/Construction Plans. A site plan must be attached as per Building Permit Application Instructions. **No deviation of use or construction from the submitted plans will be allowed without the written approval of the Stanley City Council.**

**REQUIRED ATTACHMENTS**

- Site Plan (as per instructions)
- Building/Construction Plans and Specifications

**OTHER ATTACHMENTS**

To help expedite the approval process you may want to provide the following:

- Visual renderings and/or photos
- Sample building material will be provided at the next council meeting

The City reserves the right to request review by the City's engineering firm. The applicant is responsible for all engineering costs, if any, as per SMC 15.04.020 and 15.08.040 (D). If a review is determined necessary the applicant will be notified and may amend or withdraw the application, provide the City with their own engineering review for consideration or proceed with the city engineering review.

The city council shall act upon all applications for building permits within a reasonable time following the completion of the application, considering the complexity of the proposed project. In no event shall the council be required to act prior to the thirtieth day following submission of a complete application for a building permit, however, the council may act within the thirty-day period if it so desires and if action within that period can be reasonably taken. (SMC 15.04.030). Adequate time must be given if the need for engineering review has been determined. All permits are issued subject to the ordinances contained in the Stanley Municipal Code, as amended, and it is hereby agreed that the work will be done as shown on the plans and specifications submitted with this application for a building permit as well as the description and completion date shown above, and it will be completed in accordance with the ordinances pertaining and applicable thereto.

**The City Council may choose to act through its designated representative.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Date \_\_\_\_\_  
City Official

**External Agency Approval:** The City will verify and have sign off – see instructions

Stanley Sewer Association \_\_\_\_\_ Date \_\_\_\_\_

Sawtooth Valley Fire Department \_\_\_\_\_ Date \_\_\_\_\_

**Permit is not approved until fee is paid.**

# **Incomplete applications will not be considered.**

## **BUILDING PERMIT APPLICATION INSTRUCTIONS**

**Building Permit Application must be submitted a minimum of 10 days prior to the next scheduled City Council meeting.**

### **APPLICATION SUBMITTAL:**

1. Complete and sign Building Permit Application Form
2. Attach site plan which must include:
  - a. Specific location of the proposed project on the applicants' property
  - b. All setbacks clearly marked,
  - c. A scale drawing of the project with specifications,
  - d. Building elevations,
  - e. Indication of any drainage paths onto or off of property if affected by the building project.
  - f. Note if hillside development compliance with SMC 17.40.032
  - g. Location within floodplain (if applicable, attach Flood Hazard Development Permit, SMC 15.08.040 (B))
  - h. Locations of any roads, culverts, existing areas of critical concern
  - i. Location of easements
3. Commercial Properties must also include the following:
  - a. Parking area adequate for anticipated customer base as per SMC 15.04.020 (A)(B),
  - b. Snow removal plans including storage and anticipated spring drainage per SMC 15.40.020 (A)(B)
4. Attached documentation of approvals from applicable agencies
  - a. Stanley Sewer Association: Require notification of any new hookup or any change of usage. Verification of membership required. (stanleysewer@yahoo.com)
  - b. Sawtooth Fire Department: Require review of access, setbacks and building construction materials.

**Any building permit issued by the City of Stanley addresses only the requirements of the Stanley Municipal Code. Applicant is responsible for obtaining all other permits and certifications required by applicable law as promulgated by federal, state, county, or other local government authority.**

Some of the other permits and approvals that may be required include:

1. Section 404 Clean Water Act Fill Permit for Wetlands and Streams (U.S. Army Corp of Engineers)
2. Section 401 Clean Water Act Water Quality Certification (State of Idaho Department of Environmental Quality)
3. Endangered Species Act - terrestrial (U.S. Fish & Wildlife Service)
4. Endangered Species Act – salmon and other anadromous species (NOAA Fisheries)
5. Stream Cannel Alteration (Idaho Department of Water Resources/Department of Environmental Quality)
6. Geothermal Water Development – National Pollution Discharge Elimination System Permit (U.S. Environmental Protection Agency)
7. Copy of Building/Construction Plans and specification for City records.

## **ADDITIONAL INFORMATION:**

### **Water and Sewer Service**

A habitable or commercial property within the city limits must be connected to the Stanley Sewer Association Sewer system (SMC 13.04.010). The property owner is responsible for all connection fees as set by the Stanley Sewer Association as well as any construction expenses. All water is by private wells and is the sole responsibility of the property owner.

### **Radon**

The property owner needs to be aware of the potential for high radon levels and take appropriate actions for their own safety.

### **Dark Sky Lighting**

As per Stanley City Council Resolution #2018-1. Please accommodate appropriate outdoor lighting standards.

## **FEE INFORMATION:**

Type of Work	Permit Cost	Resolution
Accessory Buildings under 250 sq ft	\$150	2025-3
Additions under \$250 sq ft	\$150	2025-3
Remodels subject to Stanley Municipal Code Requirements	\$150	2025-3
Construction over 250 sq ft (not including new home/commercial)	\$150 plus \$0.50 per sq ft	2025-3
New Residential/Commercial	\$150 plus \$0.50 per sq ft	2025-3
Road Construction and Alteration	\$150	2025-3
Sidewalks and Boardwalks	\$150	2025-3
Decks (not attached to an existing building)	\$150	2025-3
Roof Repair or Replacement	\$150	2025-3
Tiny House Park Site Plan	\$150	2025-3
Failure to Obtain a successor Building Permit	\$50	2025-3
Building Permit Amendment	\$100	2025-3