

# City of Dalton Gardens Plumbing/Sewer Permit Application Checklist

- Application submitted to the City of Dalton Gardens (hours 9:00 am-1:00 pm)
- Pre-construction site inspection performed by City of Coeur d'Alene Wastewater Department to verify existing conditions prior to permit issuance. Contact Wastewater at 208-769-2281 or 208-769-2268.
- All questions regarding the City of Coeur d'Alene's Sewer CAP Fee or Sewer CAP Fee Adjustments. Contact Wastewater at 208-769-2281 or 208-769-2268.
- A site plan with interior plumbing plan conforming to the Idaho State Plumbing Code is required with the following information: Contact Building Department at 208-769-2267 (hours 8:00 am-4:00pm).
  - ✓ Show property lines with dimensions to all structures on the site
  - ✓ Show the location of the existing septic tank and Dalton Water Association water meter
  - ✓ Show the use of each structure and/or space (ex.: office, restaurant, retail, bar, storage, etc.)
  - ✓ Show all plumbing fixtures, floor drains, etc. (to be discussed during pretreatment inspection)
  - ✓ Show all exterior sewer piping on site plan
  - ✓ If changing the use of the structure, applicant needs to provide the proposed new use of the structure and/or spaces
  - ✓ Provide the square footage of each structure and/or each separate area within structure
  - ✓ Provide the number of employees, seats, beds, students, etc., for the structure if applicable (student count, restaurant seat count, etc.)
- Complete and submit to the City of Coeur d'Alene Building Department the attached **Wastewater Non-Residential Form (NRF)** for each unit/space in each structure for all new, expanded-use or change-in-use projects.
- Complete and submit to the City of Coeur d'Alene Building Department the attached **Authorization for Release of Water Use Records.**

- Complete and submit to the City of Coeur d’Alene Building Department the attached **Covenant Respecting Discontinuance of Water Service.**
  - Copy of Title or Warranty Deed including Exhibit A
  
- Complete and submit to the City of Coeur d’Alene Building Department the attached, signed **Panhandle Health District Confirmation of Notification.** Contact Panhandle Health District, 208-415-5220, 8500 N. Atlas Road, Hayden for signature (hours 8-4:30). Septic systems must be properly abandoned and documented as such for Panhandle Health District records.
  
- Complete and submit to the City of Coeur d’Alene Building Department the attached **City of Dalton Gardens Plumbing/Sewer Permit Application** with all required information and payment of fees.

\_\_\_\_\_

Completed by Owner/Representative

\_\_\_\_\_

Date

<p>Chain of Custody, For Internal Use Only:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application Accurate &amp; Complete</li> <li><input type="checkbox"/> Copy to Panhandle Health, Date: _____</li> <li><input type="checkbox"/> Copy to Dalton Gardens, Date: _____</li> <li><input type="checkbox"/> Copy to Dalton Water, Date: _____</li> <li><input type="checkbox"/> Recorded with Kootenai County, Date: _____ <ul style="list-style-type: none"> <li><input type="radio"/> Copy of Receipt Attached</li> </ul> </li> </ul>
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# **NOTICE TO NEW OR CONTINUING NON-RESIDENTIAL SERVICE APPLICANTS FOR CONNECTION TO CITY'S SANITARY SEWER**

In compliance with the United States Environmental Protection Agency (EPA), the City of Coeur d'Alene has established, by Ordinance #1773, an industrial wastewater pretreatment program. Since the inception of this program in 1983 the City has undertaken a major effort to inspect each of the non-residential users, obtained data, then classified each of the facilities for purposes of issuing permits and for conducting compliance monitoring and inspections. This is done to ensure protection of the City's Wastewater Treatment Plant, allow for the safe disposal of its sludge, and protect water quality.

You are required to notify the City, in person or by phone, 90 days prior to the introduction of new wastewater pollutants, changes in manufacturing operations or any substantial change in the volume or characteristics of the wastewater being introduced into the POTW from the permittee's industrial processes, including the listed or characteristic hazardous wastes for which the permittee has submitted the initial notification under 40 CFR 403.12(p). Formal written notification shall be made at least ten (10) days prior to such introduction and the permittee shall obtain approval from the City to do so.

Whenever the EPA publishes new RCRA rules identifying additional hazardous wastes or new characteristics of hazardous wastes, you must notify the City, EPA RCRA Director and State Hazardous Wastes Director if any of these wastes are discharged to the City's treatment system. The notification must occur within 90 days of the effective date of the published regulation.

**The following must be completed and signed by the business owner/officer:**

BUSINESS NAME: \_\_\_\_\_

BUSINESS STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

BUSINESS OWNER/OFFICER: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

- A. Do you or will you discharge process wastewater (other than domestic waste from bathrooms, toilets) to the City sewer system? Yes \_\_\_\_\_ Type of discharge \_\_\_\_\_  
No \_\_\_\_\_
- B. Do you store any chemicals in such a way that if an accidental spill occurred they could enter the City's sewer system via a floor drain? Yes \_\_\_\_\_ No. \_\_\_\_\_

If you answered YES to either question above, you will be contacted by the City's Pretreatment Coordinator for additional information.

***"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine(s) and imprisonment for knowing violations."*** (Federal Code: 40 CFR 403.6(a)(2)(ii))

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature (business owner/officer): \_\_\_\_\_ Title: \_\_\_\_\_

## AUTHORIZATION FOR RELEASE OF WATER USE RECORDS

I, \_\_\_\_\_, hereby authorize Dalton Water Association  
(Name of Dalton Water Association Member)

to provide information regarding my monthly water consumption at the location identified as

\_\_\_\_\_, Dalton Gardens, Idaho, to the City  
(Street Address)

of Coeur d'Alene for use by the City of Coeur d'Alene to calculate my sewer fee. This  
authorization shall continue in force and effect unless I notify the Dalton Water Association in  
writing that such authority is withdrawn.

\_\_\_\_\_  
(Signature of Dalton Water Association Member)

\_\_\_\_\_

Date: \_\_\_\_\_

Filed for record at the Request of:

City of Coeur d'Alene  
710 East Mullan Avenue  
Coeur d'Alene, ID 83814

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**COVENANT RESPECTING DISCONTINUANCE OF WATER SERVICE**

THE UNDERSIGNED (collectively "Owner") is the Owner of a parcel of land described in Exhibit A, attached, (the "Parcel") which is served water by the Dalton Water Association, Inc. The Owner has requested sewer service from the City of Coeur d'Alene.

The City of Coeur d'Alene agreed to provide sewer service, subject to the following covenants, conditions, and restrictions which are hereby made by Owner, and which shall be binding upon Owner and Owner's heirs, successors, and assigns with respect to the Parcel:

- 1) Owner shall timely pay the City of Coeur d'Alene for sewer service.
- 2) In the event the Owner fails to timely pay the City of Coeur d'Alene for sewer service, the City of Coeur d'Alene may request the Dalton Water Association, Inc. to discontinue service to the Owner.
- 3) Dalton Water Association, Inc. may immediately honor this request without any notice to Owner. Dalton Water Association, Inc. shall not be liable to Owner for honoring this request.

This instrument shall be effective only upon: (i) execution by Owner; (ii) recordation in the Recorder's Office of Kootenai County, Idaho; and (iii) receipt by the City of Coeur d'Alene and the Dalton Water Association, Inc. of and approval of evidence of title satisfactory to the City of Coeur d'Alene and Dalton Water Association, Inc., showing the identity of all persons owning or having any interest in the Parcel.

Owner hereby declares that the Parcel described in Exhibit A shall be held, conveyed, mortgaged, encumbered, leased, rented, used, occupied, sold, and improved subject to the terms of this instrument, all of which shall run with the land and shall be perpetually binding upon Owner and its successors-in-interest and assigns, and all parties having or acquiring any right, title, or interest in or to any part of the Parcels.

DATED AND EFFECTIVE \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_ day of \_\_\_\_\_, 201\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, and \_\_\_\_\_, husband and wife, known or identified to me to be the persons whose names are subscribed to the within instrument, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission Expires \_\_\_\_\_

\*\*\*\*\* OR \*\*\*\*\*

STATE OF \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_ day of \_\_\_\_\_, 201\_\_, before me, a Notary Public, personally appeared \_\_\_\_\_, known or identified to me to be the \_\_\_\_\_, of \_\_\_\_\_, that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal the day and year in this certificate first above written.

\_\_\_\_\_  
Notary Public for \_\_\_\_\_  
Residing at \_\_\_\_\_  
Commission Expires \_\_\_\_\_

**PANHANDLE HEALTH DISTRICT  
CONFIRMATION OF NOTIFICATION**

**Environmental Health Division  
8500 N. Atlas Road  
Hayden, Idaho 83835  
208-415-5200**

To: City of Coeur d'Alene,

On \_\_\_\_\_, 20\_\_\_\_\_, submitted to Panhandle Health  
(Date) (Name of applicant)

District, all required applications, plans and fees for a \_\_\_\_\_,  
(type of business)

located at \_\_\_\_\_ Parcel Number \_\_\_\_\_  
(Street address, city)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Environmental Health Specialist, Panhandle Health District

Applicants Name: \_\_\_\_\_

Applicants mailing address: \_\_\_\_\_  
\_\_\_\_\_

Applicants phone number: \_\_\_\_\_

Construction and operation of this facility must meet the following regulations administered by Panhandle Health District:

- Injection Well (dry well) Regulations--For all new injection wells, submit a registration form and \$75 per injection well. Contact person is Shawn Ellison.
- Critical Materials Regulations--All businesses, except those listed below, must submit a Commercial/Industrial, (C/I) Application, list of chemicals (including paint, oil, fertilizer etc.), and \$75 fee. Facilities, which exceed threshold quantities of chemicals, must submit an additional \$200 fee and plans for secondary containment of chemicals. Plan review time - up to two weeks. (**A C/I Application is not required** for the following facilities: churches, offices, apartments, medical offices on public sewer, storage units for personal belongings, and small additions/internal remodels of businesses which do not use or store chemicals.) Contact person is Allan Roberge.
- Food Establishment Regulations--Submit a permit application, appropriate fees and plan review form (required for new or remodels). Plan review time - up to three weeks. Applications for a Temporary food establishment license should be completed and submitted to the Panhandle Health District at least 72 hours prior to the opening or operation of the Temporary unit. Mobile units must be inspected at Panhandle Health District offices prior to operation.
- Subsurface Sewage Disposal Regulations--Submit a permit application and fees.
- Dalton public sewer connection.



# CITY OF DALTON GARDENS Plumbing/Sewer Permit Application

Job Address: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

City of Coeur d'Alene  
710 E Mullan Avenue  
Coeur d'Alene, ID 83814

Plumbing Contractor	Phone	<b>Contract Price = \$</b>
Address	Idaho License # and Exp. Date	
City	State	<u>OFFICE USE ONLY</u>
	Zip Code	3% of contract price up to and including the 1 <sup>st</sup> \$20,000
Building Owner	Phone	2% of contract price in excess of \$20,000 through \$100,000
Address	E-mail	
City	State	1% of contract price in excess of \$100,000
	Zip Code	½% of contract price in excess of \$200,000
Description of Work		
<b>NOTICE</b>		<b>SEWER CAP FEE</b> Wastewater Dept (208) 769-2281 or 769-2246
This permit becomes null and void if authorized work or construction is not commenced within 180 days, or if construction is suspended or abandoned for a period of 180 days at any time after work has commenced.		
I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.		<b>PLAN REVIEW FEE</b>
It is the duty of the person doing the work authorized by a permit to notify the City of Coeur d'Alene Building Department that work is ready for inspection. <b>Please call our inspection line 48 hours in advance of the requested inspection at 208-769-2391.</b> For questions or additional information please call 208-769-2267.		
Signature _____ Date _____		<b>PROCESSING FEE</b> <span style="float: right;">\$40.00</span>
		<b>GRAND TOTAL (MINIMUM FEE - \$50.00)</b>