



# CITY OF COEUR D'ALENE Project Review Application

PLEASE SUBMIT  
ELECTRONICALLY  
AS A PDF

MEETING INFORMATION
DATE: _____
TIME: _____
LOCATION: _____

### Property Information

Street Address \_\_\_\_\_

Legal Description of property (see Attached) or/ \_\_\_\_\_

Size of lot \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq. ft. Existing Zoning \_\_\_\_\_

### Applicant

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Filing Capacity

Property Owner     Prospective Purchaser     Lessee     Authorized Agent

### Engineer or Architect

Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### Proposed Use

Please describe the concept of the proposed project

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

Building Square Footage (total for each building)

Estimated Cost of Construction (total for each building)  
(Including all material and labor)

\_\_\_\_\_

Does this project require a water or sewer MAIN extension?     YES     NO     Don't Know

A preconstruction meeting may be required for this project based on the information submitted. That determination will be made at project review meeting.

NOTE: The State Department of Environmental Quality (DEQ) has review authority on expansions to public water, sewer, and stormwater systems, i.e. lift stations, booster stations, water storage facilities, and above ground treatment facilities. Please contact DEQ if you have any questions regarding these projects and DEQ's processes at 2110 N. Ironwood Parkway, Coeur d'Alene ID, 83814 (208)769-1422.





MUNICIPAL SERVICES WORKSHEET

EXTERIOR SIGNAGE

Do you plan to install any exterior permanent or temporary signage? Yes No

If YES, please complete the following:

1. What is the lineal frontage of your lot on your addressed street? \_\_\_\_\_ Ft

2. Is the property located on a corner? Yes No

a. If yes, what is the lineal frontage on the adjoining street? \_\_\_\_\_ Ft

3. Do you share your parcel with any other businesses? Yes No

a. If yes, how many? \_\_\_\_\_

4. Are you located in a strip mall? Yes No

If yes, what is measurement of your space from east to west wall? \_\_\_\_\_ Ft

If yes, what is your measurement of your space from north to south wall? \_\_\_\_\_ Ft

5. Is your business located on a parcel of more than two acres? Yes No

More than 10 acres? Yes No

6. Are you located within 415 feet of the median of I-90 (Freeway) Yes No

7. Does your parcel abut Highway 95 at any point? Yes No

8. Do you plan to use any of the following types of signs?

Pylon or Pole sign? Yes No Dimension \_\_\_\_\_

Monument Sign? Yes No Dimension \_\_\_\_\_

Single Surface Wall Signs? Yes No Dimension \_\_\_\_\_

A Frame/Sandwich Board? Yes No Dimension \_\_\_\_\_

Temporary Banners? Yes No Dimension \_\_\_\_\_

Grand Opening etc. \_\_\_\_\_

Construction Signs? Yes No Dimension \_\_\_\_\_

Roof or Projecting Sign? Yes No Dimension \_\_\_\_\_

Awnings/Canopies with signage? Yes No

Proposed Location Address: \_\_\_\_\_

Questions on signage or licensing: Kathy Lewis [kathylew@cdaid.org](mailto:kathylew@cdaid.org) 208.769.2229



# CITY OF COEUR D'ALENE Project Review Application

## BUSINESS LICENSING CHECKLIST

	Yes	No
1. Will alcohol be sold on premises? If no, go to #2		
a. If yes – to go only?		
b. Is premise within 300 ft of playground, school, or church?		
c. Is any part of property within 600 ft of any residential zoning?		
d. Is any part of property within 600 ft of a nursing home or hospital?		
2. Will any Childcare be performed on premise?		
a. If Yes what is maximum number you plan to provide care for?		
b. Does the property contain more than one level?		
3. Do you provide any construction services?		
a. If Yes, Do you have an Idaho Contractors Registration?		
b. Do you provide any excavation services?		
4. Is business proposed from a primary residence?		
5. Do you plan on boarding pets/providing care for pets?		
6. Do you propose any massage or hands on treatments?		
7. Do you plan to perform any security?		
8. Do you use any mobile food carts or outside vending?		
9. Do you plan to utilize any seasonal/outdoor seating?		
10. Do you plan to operate a Mobile Home Park?		
11. Do you plan to sell any secondhand goods/pawn items?		
12. Do you perform any investigative work?		
13. Do you operate any taxi/transportation service?		
14. Do you operate any tree service?		

Questions on signage or licensing: Kathy Lewis [kathylew@cdaid.org](mailto:kathylew@cdaid.org) 208.769.2229



## City of Coeur d'Alene

BUILDING SERVICES DEPARTMENT  
Located at City Hall, Lower Level  
710 E. Mullan Avenue  
Coeur d'Alene, ID 83814  
Phone: (208) 769-2267  
Fax: (208) 769-2237  
E-mail: cdabldg@cdaid.org

## City of Coeur d'Alene



# Commercial Building Permits & the Project Review Process



## A Project Review is Required Prior to Permit Submittal for all Commercial Projects Except When:

- Only painting, carpet, other decorative items that are not permanently attached to the walls or nonfixed and moveable fixtures, cases, racks, counters, and interior walls not over 5 feet 9 inches in height are being considered.
- There is no change in use, occupancy, or occupant load.
- There is no increase in a previously permitted restaurant's seating.



### NOTE: A building permit IS required for:

- **A Change in Use or Occupancy:** This could apply to a new business moving into an existing building or space and no construction is proposed or required.
- **Non-Structural Work:** This would include construction of fixed interior walls over 5 feet 9 inches in height, fixtures, cases, racks, bathroom remodels, tenant improvements, etc.

The Building Services Department staff wants your project to be a success and will help you avoid potential problems that could cost you extra time and money. Building contractor and subcontractor permits are required prior to starting most construction work in the city, except work specifically exempt from requiring a permit. For a list of exemptions, please visit our website at [www.cdaid.org](http://www.cdaid.org).

If you have ANY questions regarding whether or not a building permit is needed or about our process, please contact our office, Monday through Friday between 8:00 a.m. - 5:00 p.m., at (208) 769-2267 or visit our website at [www.cdaid.org](http://www.cdaid.org). Our website also includes contact information for all city departments.

## Commercial Building Permits & the Project Review Process

At the City of Coeur d'Alene Building Services Department, our goal is to provide excellent customer service by working with you and your design team to ensure a timely construction start and successful project completion.

The Building Services Department provides commercial plan review to ensure that all municipal codes are met. Pre-existing buildings are reviewed for compliance with the adopted, Existing Building Code, which assists owners, designers, and our building department in achieving accepted levels of compliance for the protection of occupants, adjacent structures, and accessibility (in areas where full compliance with the Building Code for new construction may be difficult to attain). In most instances, applying for a commercial building permit will trigger the scheduling of a **Project Review**.

### What is a Project Review?

A project review is a free service offered to help applicants prepare a complete application submittal. It may be scheduled at any time for most proposed projects or prior to a property purchase as well as a



tenant improvement. It also streamlines the Plan Review Process. The project review provides an opportunity to meet all city departments represented in the plan review process. City staff will review the submitted

materials, provide written comments, provide an estimate of any projected fees, and identify issues or concerns that may exist which assist the owner with construction budgeting.

### How Do I Schedule a Project Review?

After completing the project review application and attached checklists, submit your application and checklist along with your site plan and proposed floor plan electronically as a Portable Document

Format (PDF) on a disk at the Customer Service Center. When your submittal has been accepted, a date will be set for your project review meeting, which gives staff five days for review. Forms are available at <http://building.cdavid.org>. Companies who create PDF copies can be found in most phone book yellow pages under "Copy & Duplicating Service."

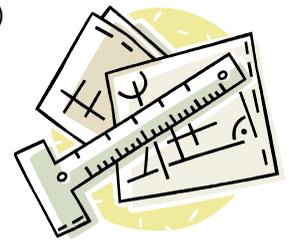
Project Reviews are generally scheduled for 1-hour and are held on Tuesdays (2:30 p.m.) and Thursdays (10:00 a.m. and 2:30 p.m.). Appointments are filled on a first-come, first-served basis.

### Topics of a Project Review:

The following requirements are typically discussed in a Project Review meeting:

- Building Code
- Provisions for Persons with Disabilities (Accessibility)
- Compliance review of sidewalks, approaches, etc., when the construction valuation exceeds \$30,000.00 (for pre-existing buildings)
- Fire Code
- Water Department

- Water Service Backflow Protection
- Water Connection & Hookup Fees
- Wastewater Department user discharge permit and pretreatment
- Sewer Cap Fee & Rate Review (compared against preceding permitted activity)
- Roadway and parking lot improvements
- Sign permits
- City licenses
- Stormwater and site drainage
- Street Trees
- Zoning Compliance-Use, parking, landscaping, and design guidelines
- Impact Fees



*The primary objectives of the Building Services Department are to provide service in a fair and impartial manner, to ensure design compliance with recognized standards, to verify that new construction and remodels in Coeur d'Alene are safe, and that our staff is properly trained so they are knowledgeable about changes in codes and other information that may affect construction.*