



MEMO

June 28, 2018

Via email

TO: Contractors, landowners with building projects in City of Dover

FROM: City of Dover

RE: Changes in building permit processes

Beginning July 1st, the City of Dover will begin using the Idaho Division of Building Safety (DBS) for plan reviews, inspections, and certificates of occupancy for building permits within the Dover Bay Planned Unit Development (PUD).

As a landowner, contractor, or design professional with multiple construction projects within Dover, the City would like to provide you with information on this new process and welcome your feedback. The following is a summary of the City building permit process going forward:

1. All building permit applications begin with the City Planner at Ruen-Yeager & Associates, Inc., 219 Pine Street in Sandpoint. **This process is unchanged.** The planners will set up a project checklist, fee sheet, and packet of application documents for you. You are welcome to email project information and parcel data to the planners, so they can set up the application packet in advance of your visit.
2. All completed building permit applications will be submitted to Ruen-Yeager & Associates Inc., with the applicable fees. **This is unchanged.**
3. All applications shall include one electronic .pdf copy of the building plans. **This is new.** All building permit applications for properties within Dover Bay PUD need only submit the electronic copies. All other applications require 2 full-sized paper copies of the plans along with the electronic copy.
4. All applications for dwellings and commercial buildings shall include insulation values, energy efficiency ratings of windows and doors, showing compliance with the adopted energy codes. The applicant may also use "Rescheck" or "Comcheck" to provide the City with an energy conservation compliance report.
5. City staff will route the building permits for Dover Bay PUD projects to DBS electronically. **This is new.** All others will be transmitted to James A. Sewell & Associates, Inc. as paper copies. **This is unchanged.**
6. Prior to issuance of the building permit, Ruen-Yeager will collect the final fees for Dover Bay PUD projects. Electronically approved plans will be available to the City from DBS. **This is new.** Sewell will collect fees and issue the permits for all others.
7. All projects started by Sewell will be completed by Sewell.
8. All project routed to the State will be inspected and finalized by DBS. Those permits routed to DBS will have a new process for inspections. Please review the inspection summary table below for details. **A legible copy of the stamped, approved plans**

must be available at the time of inspection or the inspection cannot be completed. DBS is available by telephone during regular business hours to respond to code-related questions.

9. The State will conduct all final inspections for building permits routed to it. Certificates of occupancy and temporary certificates of occupancy will be coordinated with the City of Dover and DBS for all permits routed to the State. All others will continue the existing process through Sewell.

Please contact us if you have any questions related to this process. Thank you.

BUILDING INSPECTION TYPE	INSPECTION CODE
Building Concrete Slab	501
Building Final	502
Building Firestopping	503
Building Footing/Foundation	504
Building Frame	505
Building Insulation	506
Building Masonry/Concrete Wall	507
Building Roofing	508
Building Wallboard	509
Building Other	510

INSTRUCTIONS:
Applicants need to schedule their building inspections through the DBS 24-hour inspection line. To request an inspection, call 1-800-839-9239. At the prompt, enter the permit prefix BLD (253). Have ready your state-issued permit number. Use one of the inspection codes listed above. Inspections are available in Dover on Monday, Wednesday, or Friday. Inspections must be scheduled at least 24 hours in advance. Any special inspection requests should be included in your inspection order. If for any reason the inspector cannot make the requested inspection, he will call the designated contact person for the project to reschedule. **A printed copy of the approved building plans must be on the site at the time of inspection.** The inspection will not be completed if plans are not available at the time of inspection. The primary building inspector for Dover is Rick Hill (208) 215-0211.

INSPECTION RESULTS: Inspection results will be available through the DBS website at dbs.idaho.gov. Select “permits,” then “search for a permit or tag.”