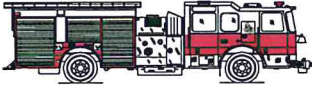


PROJECT REVIEW APPLICATION

Northern Lakes Fire Protection District

Proudly serving the areas of and surrounding Hayden and Rathdrum



Hayden Area (208) 772-5711 · Fax: (208) 772-3044
Rathdrum Area (208) 687-1815 · Fax (208) 687-2088
www.northernlakesfire.com

Welcome to the Northern Lakes Fire Protection District. This packet is intended to assist you and the Fire District with complying with applicable fire code requirements for your project.

This is an all inclusive application for all types of permits in the Northern Lakes Fire District

Please review this entire packet carefully. We can not sign your Certificate of Completion/Occupancy until these requirements are met. If you have any questions, please feel free to contact us.

Type of Project– circle one	Res/Comm Construction	Annexation	Conditional Use
Re-plat	Site Disturbance	Subdivision/PUD	Short Plat
Special Notice Permit	Zone Change	Special Use Permit	Variance
Applicants Name:		Address:	
Applicants Phone:		Email:	
Billable Party:		Address:	
Billable Party Phone:		Email:	
Owners Name:		Address:	
Owners Phone:		Email:	
Contractors Name:		Address:	
Contractors Phone:		Email:	
Name of Project:			
Address of Project:			
Description of project:			
Construction Type:	Occupancy Classification:	1st Floor Sq. Ft.	2nd Floor Sq. Ft.
Basement Sq. Ft.	Mezzanine Sq. Ft.	Total Building Sq. Ft.	
Fire Sprinkler System Proposed:	Yes	No	
Fire Alarm System Proposed:	Yes	No	

I have been given a copy of the Northern Lakes Fire Protection District's Fee Schedule and minimum Fire District requirements for roadway access, physical addressing, with hydrant requirements for residential and commercial properties. I have read and understand all pages of this packet including the Northern Lakes Fire Protection District's fee schedule and minimum Fire District requirements.

Applicant Signature

Date:

OFFICE USE ONLY	
Fee Paid	
Check #	
Cash	
Date	

NOTES

Fire District Requirements for Residential Development

Fire Apparatus Access Roads- Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction.

Fire Apparatus Access Road- A road that provides fire apparatus access from a fire station to a facility, building or portion thereof.

- A. Fire apparatus access roads shall extend to within 150 feet of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.
- B. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road.
- C. Fire apparatus access roads shall have an unobstructed width of not less than twenty (20) feet, except for approved security gates.
- D. The fire code official shall have the authority to require an increase in the minimum access width where they are inadequate for fire or rescue operations.
- E. Fire apparatus roads shall be designed and maintained to support the imposed loads of fire apparatus and surfaced to provide all weather driving capabilities.
- F. The turning radius of a fire apparatus access road shall be determined by the fire code official.
- G. Dead-end fire apparatus access roads in excess of 150 feet in length shall have an approved fire apparatus turn-around.
- H. Bridges and elevated surfaces shall be designed to support the imposed loads of fire apparatus.
- I. The grade of fire apparatus roads shall be within the limits established by the fire code official.
- J. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official.
- K. The fire code official is authorized to require signage or approved markings to identify areas on roads where no vehicle parking is allowed.
- L. Traffic calming devices shall be prohibited unless approved by the fire code official.
- M. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways.
- N. Where security gates are installed, they shall have an approved means of emergency operation.

Driveways- Driveways shall be provided when any portion of an exterior wall of the first story of a building is located more than one-hundred fifty (150) feet from a fire apparatus access road.

Driveway- A vehicular ingress and egress route that serves no more than five (5) single-family dwellings, not including accessory structures.

- A. Driveways shall provide a minimum unobstructed width of twelve (12) feet.
- B. Driveways shall provide a minimum unobstructed height of thirteen (13) feet six (6) inches.
- C. Driveways in excess of 150 feet in length shall be provided with approved turn-arounds.
- D. Driveways in excess of 200 feet in length and less than twenty (20) feet in width may require approved turnouts in addition to turnarounds.
- E. Vehicle load limits shall be posted at both entrances to bridges on driveways and private roads, design loads for bridges shall be established by the fire code official.
- F. All buildings shall have permanently posted address numbers in locations approved by the Fire District. Address numbers shall be no less than four (4) inches in height and contrasting to their backgrounds. Address numbers shall be visible from both directions of travel.
- G. The gradient for driveways shall not exceed ten (10) percent unless approved by the fire code official.
- H. Where security gates are installed they shall have an approved means of emergency operation and be maintained operational at all times.

- I. Driveways shall be designed and maintained to support the imposed loads of local responding fire apparatus and shall be surfaced as to provide all weather driving capabilities.
- J. All streets and roads shall be identified with approved signage.

Fire Protection Water Supplies

- A. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdictions- contact your local Fire District for questions related to fire flow.

Liquefied Petroleum

- A. If liquefied petroleum (propane) tanks are going to be installed on the property please contact your local Fire District for conditions associated with the installation of the tanks.

SUBMITTING PROJECT INFORMATION AND PLANS

We encourage and prefer electronic submissions of your plans, designs and other related project information in PDF format to plaird@northernlakesfire.com . All paper copies will be retained by the Northern Lakes Fire Protection District until a Certificate of Occupancy is signed.

REVIEW RESPONSE TIME

Although our average plan review response time is less than three (3) business days, your plan review and our comments may take up to ten (10) business days to complete and prepare a response.

FEE SCHEDULE

On December 13, 2016 the Northern Lakes Fire Protection District held a public hearing and approved a revised fee schedule.

Please see pages 2-5 of the attached fee schedule. If you have any questions regarding these fees or other fees, please feel free to contact the administration office during normal business hours. As always, the Northern Lakes Fire Protection District appreciates your understanding and support in order to better serve the citizens of the Fire District.

****All fees will be due prior to services being rendered.***

Hydrant and Sprinkler Requirements

The Northern Lakes Fire Protection District is reviewing all applications for new construction and subdivisions for the need to install a water system capable of meeting the requirements for fire flow as established in the International Fire Code.

The Idaho Department of Insurance, State Fire Marshal's Office, conducts plan reviews of all fire suppression (sprinkler) systems. Before a certificate of occupancy on a commercial building that requires sprinklers can be signed by the Northern Lakes Fire Protection District, we must verify that the sprinkler system design stamped by the State Fire Marshal's office accurately represents the system installed. The installer must also complete documentation that the system passed final tests including the 2-hour pressure test.

All major subdivisions shall be required to install a water system, including fire hydrants, with a required flow of 1,000 gallons per minute (gpm) or more for a duration of 1 hour above domestic use. The location of the fire hydrants shall be approved by the Fire District. The approved fire flow storage does not include domestic use. Subdivisions with all lots greater than 5 acres may be exempted from this requirement.

In occupancies of a hazardous nature, where special hazards exist in addition to the normal hazards of the occupancy, or where the Fire Chief determines that access for fire apparatus is unduly difficult, the Fire Chief can require additional safeguards. Such safeguards include, but are not limited to: automatic fire detection systems, fire alarm systems, automatic fire-extinguishing systems, standpipe systems or portable or fixed extinguishers. Fire protection equipment required under this section shall be installed in accordance with the International Fire Code and applicable standards.

SECTION 505 PREMISES IDENTIFICATION

505.1 Address numbers.

New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

SECTION R313 SMOKE ALARMS

R313.1 Smoke detection and notification.

All smoke alarms shall be listed in accordance with UL 217 and installed in accordance with the provisions of this code and the household fire warning equipment provisions of NFPA 72. Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted. The household fire alarm system shall provide the same level of smoke detection and alarm as required by this section for smoke alarms in the event the fire alarm panel is removed or the system is not connected to a central station.

R313.2 Location.

Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all of the alarms in the individual unit.

Upon final inspection the Fire District will test the smoke detectors to confirm that the detectors are working and that they have been installed as interconnected units.

Other Fire Code Items to Consider that May be Applicable to Your Project

- **Fire Lane Signs– No Parking–** Fire Lane signs may be required on fire apparatus access roads (IFC D103.6)
- **Key Boxes (Knox Boxes)-** Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life saving or fire fighting purposes, the Fire Chief is authorized to require a key box and/or gate override to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required by the fire code official. (IFC 506.1)
- **Portable Fire Extinguishers–** Portable fire extinguishers shall be provided in occupancies and locations as required by the International Fire Code. (IFC906.1)
- **Emergency Escape and Rescue–** Basements and sleeping rooms below the fourth story and above grade plane shall have at least one exterior emergency escape and rescue opening. The minimum net clear opening required is 5.7 square feet. The minimum net clear opening height is 24 inches and width is 20 inches. The maximum distance from the floor to the opening is 44 inches. (IFC 1026)

**FEE SCHEDULE FOR SERVICES PROVIDED BY THE
NORTHERN LAKES FIRE PROTECTION DISTRICT**

1. RESPONSE CALLS

All fees for apparatus are for a one-hour minimum and include the costs for responding vehicle per the Idaho Fire Service Organization Rate Book (2009), the Idaho Department of Lands Emergency Equipment Rental Agreement (2009), fuel costs and overhead. Fees charged for personnel are the current actual cost for wage, payroll tax and PERSI contribution. Fees for fractions of hours are charged at the full hour price

Firefighter	Actual wage, tax and PERSI contribution
Engine	\$200 per hour
Rescue Truck	\$145 per hour
Tender	\$ 90 per hour
Brush Truck	\$125 per hour
Utility or Other Truck	\$ 50 per hour
Command Vehicle	\$ 50 per hour
Fire Boat	\$145 per hour

Fees could be charged for:

- a. Responses to Emergency Medical/Rescue Calls – Non-Taxpayers of Northern Lakes Fire District.
- b. Responses to Violations of Burn Permits
 - 1) Burning that gets out of control.
 - 2) Burning without a permit.
- c. Responses to Tax Exempt Properties or Unprotected Properties. (power lines)
- d. Responses to motor vehicle accidents (MVA).

2. FALSE ALARMS:

Per *International Fire Code, Section 20*, the fee schedule below may be applied.

- a. First two false alarms: no charge.
- b. Third false alarm: \$100.00 per hour + \$32 per hour or fraction thereof for each firefighter responding.
- c. Fourth false alarm: \$200.00 per hour + \$32 per hour or fraction thereof for each firefighter responding.
- d. Fifth False alarm: \$400.00 per hour + \$32 per hour or fraction thereof for each firefighter responding.
- e. The fee for each subsequent false alarm shall follow the set pattern of a doubling of the hourly fee and shall continue to include the initial set rate of \$32 per hour or fraction thereof for each firefighter responding.
- f. All fees to include a one-hour minimum.

3. CHARGE FOR COPIES OR INSPECTION OF PUBLIC RECORDS

- a. The procedures for members of the public to inspect and/or copy public records of the District shall be in accordance with Idaho Code Title 74 Chapter 1, Public Records Act. The fees for such services are set forth below:
 - 1) The Fire District shall charge a fee of .15 cents per copy exceeding the first one hundred (100) pages of paper records requested.
 - 2) The District shall charge the actual direct cost for providing a duplicate of a computer tape, computer disc, microfilm or similar record system containing public record information
 - 3) The Fire District shall charge the actual labor cost associated with responding to the public records request exceeding two (2) person hours at the current per hour pay rate of the lowest paid District administrative staff member necessary and qualified to process the request.
 - 4) If a request requires redactions to be made by an attorney retained by the Fire District, the rate charged shall be the actual per hour rate of the attorney retained for that purpose.
 - 5) Payment for copies of documents that are readily available to the staff shall be made at the time copies are provided. Payment for services where the staff has requested additional time to provide the services shall be made in advance.
 - 6) Public records or reports requested to be faxed to persons or organizations shall be charged an additional .15 cents per page.
 - 7) Public records or reports requested to be sent by way of US Mail shall be charged an additional \$1.00 plus any postage costs exceeding a standard First Class letter.
- b. Any statements of fees shall be itemized to show per page costs for copies made for, hourly rates of employees and attorneys involved in, and the actual time spent on, any public records request.
- c. The District shall not charge any fee for copies or labor when the requester can demonstrate their request for examination and/or copying of public records meets those conditions set forth in Idaho Code §74-102 (1) (f) (i)-(iii).

4. ANNUAL COMMERCIAL BUSINESS INSPECTION FEES:

- a. Dependent upon size and classification of structure, all commercial businesses can be charged an inspection fee of \$47 per hour with a minimum charge of \$10.
- b. The annual inspection fee includes the annual inspection and one follow-up inspection. If the Fire Marshal determines that additional follow-up inspections are necessary, the charge will be \$47 per hour with a minimum charge of \$10.

5. DAY CARE INSPECTIONS:

- a. Per Idaho Code Section 39-1107:
 - i. \$25.00 Initial inspection and one follow-up inspection.
 - ii. \$25.00 per additional inspection per hour or portion thereof.

6. ALL OTHER FOLLOW UP OR SPECIAL INSPECTIONS:

- a. Whenever an inspection is required by the District's Fire Marshal that does not fit into any of the categories in this fee schedule, or whenever the Fire Marshal determines additional inspections are reasonable to complete a matter, the fee for all such inspections shall be \$47.00 per hour, with a minimum of one hour. Any fees due under this paragraph, or a fair estimate thereof, shall be paid prior to the District performing the services requested.

7. FIREWORKS STAND and DISPLAY PERMITS AND INSPECTIONS:

- a. Per Idaho Code Sections 39-2604 and 2605:
 - i. Fire Works Stands Permit Fee is \$25.00. This fee includes an initial inspection and one follow-up inspection.
 - ii. Fire Works Public Displays Permit Fee is a minimum of \$47.00, and may increase to a fee not to exceed \$125.00, depending on the time involved by the District. This fee includes the initial inspection and all follow-up inspections.

8. HAZARDOUS MATERIALS:

- a. If a permit is required to store certain quantities of materials as outlined in the *International Fire Code, Chapter 1*, the permit fee shall be \$47.00, which includes an initial inspection and one follow-up inspection.

9. INSTALLATIONS AND REMOVAL OF LIQUID STORAGE TANKS:

- a. If a site permit for installation or removal of above or in-ground liquid storage tanks is required as outlined in the *International Fire Code*, for each tank to be installed there will be a permit fee of \$47.00 per tank. This fee will include the pressure test and final inspection.

10. PROJECT REVIEW FEES- COMMERCIAL PROJECTS ONLY:

- a. For all commercial building permits issued by the county or any city, the fee for the fire district's plan review shall be forty percent (40%) of the Building Permit Fees issued by the authority having jurisdiction as established in the *International Building Code*. This fee shall include the fee for the District issuing letters of approval or conditional approval, to the authority having jurisdiction. This fee shall also include the preparation of any development contracts that the District and property owner enter into in order to set forth more specific requirements, timetables and costs, concerning the District's conditional approval of the project. Any fees due under this paragraph, or a fair estimate thereof, shall be paid prior to the District performing the services requested

11. SITE PLAN REVIEW FEE - COMMERCIAL AND RESIDENTIAL:

- a. \$47.00 per hour, with a one hour minimum charge, for all commercial and industrial buildings, and multi-family dwellings (triplex and greater) + \$ 30.00 per lot.
- b. A \$15.00 flat fee for all residential structures unless the project is part of a subdivision, with fire flows and proper access that was previously approved by the District, in which case there will be no fee. If an inspection(s) is required to complete the review, the fee for the inspection(s) will be as stated in category No. 6, above. Any fees due under this paragraph, or a fair estimate thereof, shall be paid prior to the District performing the services requested

12. SUBDIVISION REVIEW FEE:

- a. \$47 per hour, with a one-hour minimum charge, plus \$30 additional fee per dwelling unit or commercial lot. Any fees due under this paragraph, or a fair estimate thereof, shall be paid prior to the District performing the services requested.

13. ALL OTHER REVIEWS OF LAND USE APPLICATIONS:

- a. The District can charge \$47.00 per hour, with a one hour minimum, for its review of all other land use applications presented to it by the issuing jurisdictions, including but not limited to applications for zone changes, variances, conditional use permits, planned unit developments, short plats, accessory living, etc. Any fees due under this paragraph, or a fair estimate thereof, shall be paid prior to the District performing the services requested

14. ANNEXATIONS:

- a. \$ 250.00 Administrative Fee. This fee includes site review and an initial and one follow up inspection, and the costs of the publication of notices.
- b. Additional costs may include preparation of maps and legal descriptions, as well as legal costs, when they are required and at the actual cost the District incurs.

15. CONTRACTS FOR FIRE PROTECTION:

- a. Individual homeowners residing outside of the District's taxing boundaries may apply to receive a contract for fire protection services on an annual basis, per Idaho Code Section 31-1431. The District's fees include:
 - i. An initial \$150.00 administrative fee, paid in advance, for plan review and site inspection, and preparation of the initial contract.
 - ii. An additional amount equal to what the District would have collected in property taxes from the homeowner for fire district services had the property been located within the District's boundaries. This amount must be paid in advance of the commencement of the contract term.
 - iii. For each year thereafter that any property owners inform the District that they would like to have the contract renewed for the following year, the owners shall pay a \$47.00 administrative fee plus an amount equal to what the District would have collected in property taxes from the homeowner for fire district services had the property been located within the District's boundaries. This fee must be paid in advance of the commencement of the contract term.

16. BURN PERMITS: (If required) *Fees may be charged for burn permits per the International Fire Code*

- a. CLASS A- Burn Barrel (incinerator permit), good for one (1) year, January 1st through December 31st.
Fee: \$5.00
- b. CLASS B-Yard waste and clean up permit, valid for ten (10) days at a time, renewable by telephone or online.
Fee: \$10.00
- c. CLASS B 2- 10 Day, *nonrenewable* Class B Permit.
Fee: \$3.00
- d. CLASS L- Slash, brush, tops and/or other waste material incident to logging or

clearing of land. Valid for 10 days, *nonrenewable* by telephone or online.

Fee: \$0.00

- e. CLASS S- Special Use, *nonrenewable*, valid for 1 day, requirements specific to individual use.

Fee: \$3.00

17. ASBESTOS INSPECTIONS FEES FOR OUTSIDE THE FIRE DISTRICT: (If required)

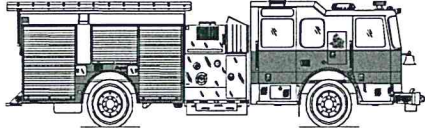
- a. Asbestos inspections (for non-training burns) shall be billed at \$47.00 per hour per inspector. This fee shall include all hours from departure from District facility to inspection destination, until return to District facility following the inspection. In addition to the hourly fee, mileage will be charged at the current standard mileage rate established by the U.S. Government. Fees for laboratory testing shall be in addition to all other fees.

18. ADDITIONAL AND MISCELLANEOUS FEES:

- a. For large project reviews as determined by the Fire Marshal, project review meetings that involve additional District staff shall be billed at \$ 47.00 per hour for the Fire Marshal and/or other designated staff person in charge of the project, and \$35.00 per hour for all other District personnel involved in the project review meetings. For each such meeting, there will be a one-hour minimum charge for each District employee involved.
- b. If the District's Chief or Fire Marshal determines that additional resources will be necessary to complete a project, such as the hiring of fire safety, fire prevention, engineering, legal or other expert consultants, or any other services from outside sources, the costs associated with the obtaining of said services will be charged to the project owners. The District will obtain an estimate from any such resource companies or agencies and provide the same to the project owners, but the costs associated with said services will be the responsibility of the project owners even if the total costs exceed the estimates.

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www.northernlakesfire.com

Knox Box Contact Form for Commercial Projects

Contact Name: _____ Phone: _____

Contact Name: _____ Phone: _____

Contact Name: _____ Phone: _____

This form shall be filled out for emergency contact information for all new commercial occupancies within the Northern Lakes Fire District, and turned in with commercial application.

Emergency contacts shall be owners/occupants/responsible person for occupancy once construction is completed.