

## **Change of Use/Occupancy Permit Submittal Requirements**

### **PERMIT REQUIRED:**

A building permit is required when a Change of Use or Change in Occupancy occurs (for example, a retail space changes into a restaurant, an office changes into a retail space or an office changes into a daycare). Review of permits allows the City to determine not just the minimum building and life-safety requirements for the structure itself, but the possible need for bringing the site itself into compliance with City Code, such as but not limited to, zoning land use, onsite parking requirements, impact and/or waste water fees, street frontage improvements or drainage issues. A building permit is also required for the remodeling or alteration of space within an existing building (including removing and/or installing non-bearing walls, doors, etc).

### **CODES:**

International Building Code, 2018 Edition  
International Existing Building Code, 2018 Edition  
International Mechanical Code, 2018 Edition  
International Fuel Gas Code, 2018 Edition  
International Energy Conservation Code, 2018 Edition  
Idaho State Plumbing Code, 2017 Edition  
National Electrical Code (NEC), 2017 Edition

### **CODE REQUIREMENTS:**

If a change of use is required, the Building Division will make one courtesy visit as shown on the flow chart on the next page. This visit will help to establish the need for a change of use, if changes are required, how those can be attained, or if a licensed architect will need to address such changes.

The change of use/occupancy is governed by Chapter 9 of the International Existing Building Code. The use and application of this chapter along with any others deemed necessary is required to be addressed by an Idaho State licensed Architect or Engineer (unless meeting the exception (c) and (d) of Idaho Statute title 54, 54-309). This may be as simple as a letter on the licensed individuals office letterhead, stamped and sealed by them, attesting that the structure as it presently is, requires no modifications in order for it to comply with the code requirements for the new use or occupancy. In that case, a minimum permit fee may be assessed along with a new Certificate of Occupancy to the structure owner.

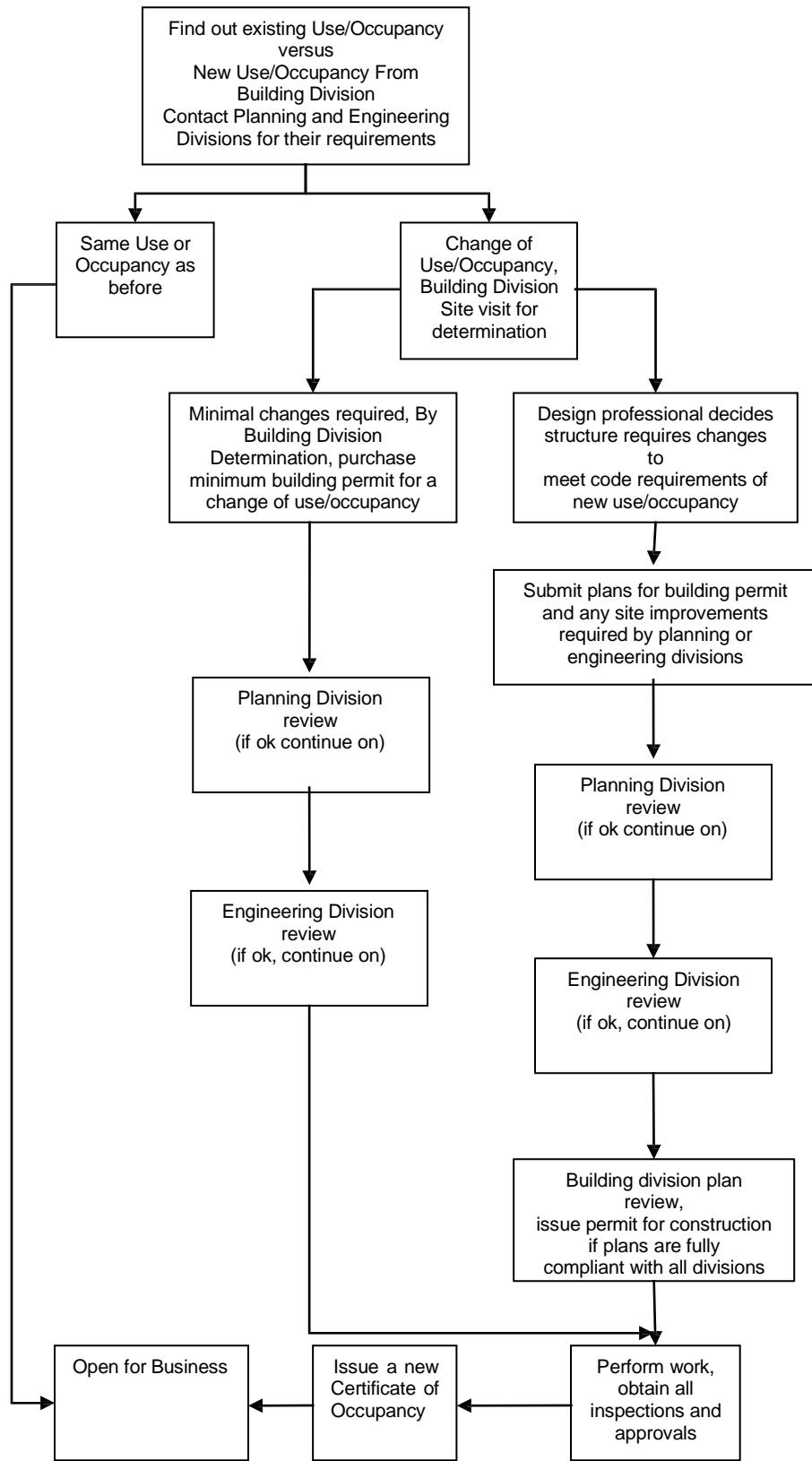
Otherwise, if the Architect/Engineer deems it necessary to make structural or nonstructural changes in order to meet the code requirements for the new occupancy, plans will be required to be submitted and routed for proper departmental approvals before a building permit is issued (see flow chart).

In either case, you must also contact the City of Post Falls Planning and Engineering Divisions along with Kootenai County Fire and Rescue to see what, if any, requirements or restrictions they may have.

### **PERMIT FEES:**

Tenant improvement/remodeling building permit fee is based on a licensed contractor's bid for the proposed work. Mechanical Permit fees, if required, are based on the number of new or altered mechanical fixtures or systems. Plumbing and Electrical permit fees, if required, are based on the valuation of work for that trade.

It is your responsibility as a business owner to contact not just the Building Division, but also The City of Post Falls Planning and Engineering Divisions, Kootenai County Fire and Rescue, and Panhandle Health.



**CHANGE OF USE OR OCCUPANCY  
PER THE BUILDING CODE**