Community Development Department
Building Division

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
- 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.

408 N. Spokane Street, Post Falls, ID 83854  •  tel (208)773-8708  •  fax (208)773-2505  •  www.postfallsidaho.org
Find out existing Use/Occupancy versus New Use/Occupancy From Building Division Contact Planning and Engineering Divisions for their requirements

Same Use or Occupancy as before

Change of Use/Occupancy, Building Division Site visit for determination

Minimal changes required, By Building Division Determination, purchase minimum building permit for a change of use/occupancy

Design professional decides structure requires changes to meet code requirements of new use/occupancy

Submit plans for building permit and any site improvements required by planning or engineering divisions

Planning Division review (if ok continue on)

Planning Division review (if ok continue on)

Engineering Division review (if ok, continue on)

Engineering Division review (if ok, continue on)

Building division plan review, issue permit for construction if plans are fully compliant with all divisions

Open for Business

Issue a new Certificate of Occupancy

Perform work, obtain all inspections and approvals

CHANGE OF USE OR OCCUPANCY PER THE BUILDING CODE