

BUILDING PERMIT AND REVIEW FEE POLICIES

Expiration of an Inactive Building Permit. Except as otherwise described in KMC 15.04 of the Ketchum Municipal Code, building permits that are not picked up at City Hall by the applicant within 30 working days from the official date of the Issuance of a Building Permit shall be deemed null and void. A permit is considered null and void if no inspections have been completed by the building official or requested by the permittee for a period of one hundred eighty (180) days. Except as otherwise provided herein, every permit issued under the provisions of this code shall expire and become null and void if the building or work authorized by such permit is not completed within three (3) years after its issuance, unless the permittee extends the building permit as provided in KMC 15.4.

Extension of Building Permit. A permit may be extended for a period not to exceed one hundred eighty (180) days by an application for extension filed with the planning and building department.

Maximum Project Duration. Under no circumstances may any project exceed three (3) years, of construction activity from the date the building permit was issued. After 1095 days, or three (3) years, a building permit shall be considered null, and void and the applicant shall reapply for a new building permit for the unfinished portions of the project and shall pay all applicable fees.

Planning Department Review, Inspection and Fees. Planning Department approval shall be obtained prior to obtaining a building permit. Planning Department fee for plan check for building construction shall be seventy (70) percent of the Building Department plan review fee and shall be assessed and collected by the Building Department at the time of application for a permit.

Fire Department Review. Fire Department approval shall be obtained prior to obtaining a building permit. A plan check fee for the Fire Department review shall be in accordance with the Fire Department fee schedule as enacted by separate resolutions and ordinances but shall be assessed and collected by the Building Department at the time of application for a permit.

Building Plan Review Fees. When submittal documents are required by the International Building Code, Section 105 and the International Residential Code, Section 105, a plan review fee shall be paid at the time of submitting the documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in Building Code. The plan review fees specified are separate fees from the permit fees specified in the International Building Code, Section 109.2 and the International Residential Code, Section 108.2 and are in addition to the permit fees.

Payment of Fees. Upon application for a permit applicant shall pay one hundred (100) percent of all permit, building plan check, fire plan check, and planning and zoning plan check fees. All

other fees, including impact fees and any fees paid in-lieu of actual improvements or requirements shall be paid prior to building permit is issued.

Fees for re-roofs. A full building permit fee and a ten (10) percent plan check fee shall be required for all re-roofing. No Fire Department plan check fee and no Planning Department plan check fee shall be required for re-roofing. However, when a re-roof of other than a one- or two-family dwelling includes new structural elements that change the roof, including but not limited to the addition of cold roof sleepers, a full permit shall be required, and all plan check fees shall be assessed.

Fee Refunds. The Building Official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected. The Building Official is authorized to establish a refund policy but shall not authorize the refunding of more than eighty (80) percent of the permit fees or the various plan review fees. The applicant for a building permit must request a refund in writing on or before the one-year anniversary of the date the application for a permit was completed.

Issuance of a Building Permit. A building permit is issued when the Building Official, or their designee, signs and dates the Building Permit. All timelines and scheduling requirements begin on this date.

Building Permit Modifications. When a modification is needed to an active building permit, said modification may be requested. Modification fees shall be charged at the rate shown in Fee Schedule. The current fee is \$500 for a minor building permit modification and \$1500 for a major building permit modification. Administration determines if building permit modification is minor or major (Fee Schedule Resolution 23-009).

Penalty for Commencement of Work without a Building Permit. This penalty shall be \$1,000 in addition to stop work order and violation fees allowed for in Ketchum Municipal Code, Section 15.04.030.

Commencement of Work is defined as, "Any excavation including the removal of topsoil or any removal of trees or brush preparatory to excavation shall be defined as the commencement of work authorized by a permit."

Security Agreements. A security agreement, in the amount of one hundred fifty (150) percent of the value of the work in question, may be required prior to final building inspection in the event that said work cannot be completed due to temporary circumstances, such as cold temperatures and/or frozen ground (KMC 17.96.050 C). Granting of a security agreement is at the discretion of the Administrator. When security (cash, check, money order) is required, City will deposit the security. A letter of credit may satisfy the requirement for a security agreement at the discretion of the Administrator.

Temporary Certificate of Occupancy. A Temporary Certificate of Occupancy may be issued in rare circumstances, at the discretion of the Building Official and Administrator, and only for projects that meet all life safety, fire, and structural requirements as dictated by the family of

international building and fire codes, as applicable to the project. A Temporary Certificate of Occupancy shall only be valid for a period of time, set by the Building Official and Administrator, under such time the project must obtain a permanent Certificate of Occupancy or pay the fee for an additional Temporary Certificate of Occupancy.

Waiver of Fees as an Economic Development Incentive. Up to 25% of all building, planning, and fire department may be waived for any project that meets all criteria established by the Idaho Department of Commerce for the [Tax Reimbursement Incentive](#) program. Official documentation of approval of the project by the Idaho Department of Commerce must accompany any request to waive review fees. The Administrator shall approval all projects for a fee waiver that meets these criteria.