

# City of Hayden Intake Meeting Worksheet

## Community & Economic Development

**8930 N Government Way, Hayden, ID 83835**

Send submittals to: [permits@cityofhaydenid.us](mailto:permits@cityofhaydenid.us)

(208) 209-2025

**1. How to apply.** Schedule an intake meeting by e-mail at [permits@cityofhaydenid.us](mailto:permits@cityofhaydenid.us) or call a Permit Technician at (208) 209-2025. Once the intake meeting is set, submit an electronic version of this form, the permit application and plans to [permits@cityofhaydenid.us](mailto:permits@cityofhaydenid.us). Please **submit only to the 'Permits'** e-mail, as it accepts large files and is accessible to all reviewers.

**Site Information**

Address	
Parcel number(s)	

**Applicant Information**

Print Name		Company	
Phone		Email	

**2. Items needed for intake meeting.** The following is a checklist of requirements for the meeting. Please use this list to ensure you have anything you need for the intake meeting.

a. Date of Pre-Development Meeting				
b. Proof of Ownership (copy of deed)				
c. Completed building permit application (including signatures from the other jurisdictions & mechanical contract):				
Fire District	Water Purveyor	Panhandle Health	Mechanical contract	Design Prof Worksheet
d. Architectural building plans, stamped and signed by an Idaho licensed architect, including the following:				
Truss plans	Truss layout	HVAC system design	ComCheck Lighting	ComCheck Envelope
e. Site plans, drawn to scale, signed, stamped & dated by an Idaho licensed architect, landscape architect and/or engineer, including the following:				
Property lines/lot dimensions	All existing and/or proposed easements	Building footprint & floor plan		
Existing buildings and/or site	Stormwater management plan & calculations			
Landscaping plan	Utility plan (existing/proposed, on/off site)	Existing and/or proposed signage		
Grading plan	Parking, paving, striping & circulation plan	Photometric exterior lighting plan		
Trip Generation Letter	Wastewater Discharge Form			
f. Check for Review fees				

**3. Review fees.** The estimated review fees are due at the time of application. If additional fees are due after payment but prior to permit submittal, they will be added to your permit. If the project is cancelled, any unpaid review fees will be invoiced to the applicant. Please contact the City to verify fees prior to the intake meeting.

**a. Site plan review fee** (based on building size)

Bldg Size	<5000 Sq Ft	5K – 20 K Sq Ft	20K – 100K Sq Ft	> \$100,000 Sq Ft	Fee
Base Fee	\$385	\$495	\$660	\$300 + \$55/hr	\$

**b. Engineering review fee** (based on size of the parcel)

≤ 1.0 Acre (Includes 2 reviews)	\$ 1,000.00			\$
> 1.0 to 3.0 Acres (Includes 2 reviews)	\$ 750.00	+	\$200/acre	\$
> 3.0 to 5.0 Acres (Includes 2 reviews)	\$ 1,150.00	+	\$150/acre	\$
> 5.0 Acres (Includes 2 reviews)	TBD			\$
Additional reviews or meetings (each)	\$ 450.00			\$
Parking Lot/Stormwater Management Review (Includes 2 reviews)	\$ 700.00		\$200/acre	\$

**c. Building plan check fee** (based on Building Valuation & Fee Calculation Table 1A & Current Building Valuation Data Sheet)

Estimated Bldg Valuation	Estimated Permit Fee	x .65 = plan rvw fee	\$
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**d. Payment**

Review fees (total of 3a, 3b & 3c)	\$
Other fees due For:	\$
Fees paid by	Cash, Card or Check #
<b>Total paid</b>	<b>\$</b>

**4. Results of the meeting.** The following information is a synopsis of the intake meeting for your records.

a. City attendees at the meeting		Date of Meeting	
Name		Email	@cityofhaydenid.us
Name		Email	@cityofhaydenid.us
Name		Email	@cityofhaydenid.us
Name		Email	
Name		Email	

b. Required prior to acceptance for review (please submit to permits@cityofhaydenid.us)	

c. Plans are accepted for review			
Accepted	Date Accepted:		Not accepted (see items listed in #4b above)

d. Required prior permit issuance	

e. Other requirements for your project	
	Sign permit (must be issued prior to installing any signage)
	Right-of-way encroachment permit
	Electric permit from the State of Idaho Division of Building Safety. Phone 800-955-3044.
	Plumbing permit from the State of Idaho Division of Building Safety. Phone 800-955-3044
	Plumbing permit for sewer work issued by the State of Idaho Division of Building Safety. Phone 800-955-3044

*Thank you for your submittal. Should the City find additional information is needed that was not covered during this meeting, we will contact the applicant as quickly as possible. Reviews are done in the order they are received. Please allow ten business days to receive your review comments.*