



# Minor Tenant Improvement Submittal Checklist

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Minor Alteration Projects

Qualifying minor alteration projects must fall into one of the categories listed below. PDS staff has the discretion to determine if a project is a Minor Tenant Improvement or a Major Tenant Improvement (separate application).

*Note: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.*

<input type="checkbox"/> <b>Level 1</b> (5 working days or less*)	<input type="checkbox"/> <b>Level 2</b> (5 – 10 working days or less*)
<ul style="list-style-type: none"> <li>• <b>Existing Tenant Space Remodel:</b> Includes offices, restaurants (with an occupant load of 49 or less), &amp; retail sales tenants with an existing Certificate of Occupancy</li> <li>• Limited scope of work</li> <li>• Minor exterior work with plans previously signed and approved by PDS Planning Staff</li> <li>• Not an historic building</li> <li>• Minor structural work</li> <li>• NO: Increase to building area; increase to tenant space; increase to occupant load; change of occupancy or use; hazardous material storage or dispensing; building upgrade agreement items.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>New Tenant Space Build Out and Existing Tenant Space Remodels:</b> Includes new finish for offices, retail sales and storage occupancies; and limited remodel to existing offices, retail sales or storage tenant spaces, change of restaurant tenants.</li> <li>• Minor exterior work with plans previously signed and approved by PDS Planning Staff</li> <li>• Not an historic building</li> <li>• Minor structural work</li> <li>• NO: Increase to building area; change of occupancy or use; hazardous material storage or dispensing; building upgrade agreement items.</li> <li>• Project is in floodplain</li> </ul>

\* Time frames based on completion of first review period. Separate permits are required for storage racking, fire sprinklers and fire alarms if applicable.

## Application Submittal

Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

### 1. Electronic Submittal

Our Permitting and Licensing | ePlanReview system lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information. All electronic files must meet the requirements specified in the “*Electronic Plan Review Submittal Standards*” document (See link below). Electronic files that do *not meet these requirements will not pass pre-screen review. When submitting electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.*

[https://www.cityofboise.org/media/7025/electronic\\_submittal\\_standards.pdf](https://www.cityofboise.org/media/7025/electronic_submittal_standards.pdf)

### 2. Paper Submittal

Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a “plan review” for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required. Intake meetings can occur any time between **8:00 am – 4:00 pm Monday through Friday**. Please check in at the Permit Counter and a staff member will conduct the intake with you. All zoning approvals must be completed prior to the intake.

## Application Acceptance

- Incomplete submittals will not be accepted. If you are submitting electronically incomplete submittals must upload additional documents. For paper submissions, after needed corrections are made, return to the Permit Counter for another intake meeting.
- Plans must be accepted as complete, and the plan review fee must be paid before review can begin.

## Instructions

- This checklist must be completed by the project's Idaho-licensed design professional of record or applicant if design professional is not required. If submitting in paper, please include this checklist with the Application. If submitting electronically uploaded in the Documents folder.
- This checklist is not complete unless all information is filled out, all appropriate boxes are checked, and all plan page numbers are listed.
- See **#518-B Minor Tenant Improvement Guide** for prior planning approvals, review process information, fees, and outside agencies. The guide is available on [www.cityofboise.org/pds](http://www.cityofboise.org/pds).

## Documents Provided

Yes N/A

- Application #518 – Minor Tenant Improvement Permit** (2 paper copies) All pages.
- Form #304 – Registered Design Professional form** (2 paper copies).
- Specification Books:**  2 paper copies - or -  incorporated within building plans.

Yes N/A

- Central District Health Department (CDHD)** signed copies of all plan sets, *if paper submittal*, for any building where food is prepared, manufactured or stored, and for all day care facilities, *and (2 paper copies)* of the CDHD Food Establishment Plan Review and Approval form or the Child Care Center Plan Review form where applicable. Submit plans to CDHD prior to City submittal.
- Central District Health Department (CDHD)** *If electronic submittal*, provide a completed Food Establishment License application and Food Establishment Plan Review and Approval form for any building where food is prepared, manufactured or stored. *(1 copy)* Form is available at: <https://www.cdhd.idaho.gov/eh-food-forms.php>.  
  
**For day care facilities**, provide a completed Child Care Center Plan Review form. *(1 copy)* This form can be obtained at: <https://www.cdhd.idaho.gov/eh-childcare-forms.php>.  
  
Initial submittal does NOT require a trip to CDHD if submitting electronically, however, CDHD may require a separate meeting for specific cases.
- Ada County Highway District** Impact Fee Assessment and Tenant Improvement Submittal Form *(2 copies)*. Form available at <https://www.achdidaho.org/Departments/FormsPage>
- Erosion & Sediment Control (ESC)** Plan Waiver Request Letter *(2 paper copies)* in lieu of an Erosion & Sediment Control plan if applicable. See form #707 – ESC Requirements for Tenant Improvements.
- Planning & Zoning letters of approval** *(2 paper copies)*– i.e. modification of Conditional Use (CUP); Design Review (DRH); Zoning Certificate/other approvals if applicable (such as for minor exterior changes to the building or site).
- Food Establishments** *(2 paper copies)* must provide a copy of the final menu and notate the type of table ware being used (i.e. china, single use, glass, etc.).

## Plans Provided

Yes N/A

- Building Plans** *(2 complete paper sets)*. Plans drawn to scale on 18"x24" minimum size plan sheets. Architectural stamped and signed by an Idaho licensed architect.

**Exceptions to Architectural Stamped Plans:**

- 1) Occupancy Groups B, F1, F2, M, S1, and S2 not exceeding two (2) stories and 6,000 square feet total area may be prepared, signed, & sealed by a professional engineer licensed by the State of Idaho
- 2) Interior Tenant Improvements, where no change of use or occupancy is occurring, within existing tenant spaces of 1,500 square feet or less for existing A, B, E, F1, F2, M, S1, and S2 Occupancies.

3) Where work scope is limited to interior nonbearing partitions not exceeding sixty (60) lineal feet.

- Vicinity Map** showing location of the property with street names identified.  
[Page(s) \_\_\_\_\_]

Yes N/A

- Key Plan** showing the tenant space location within the existing building or floor.  
[Page(s) \_\_\_\_\_]

- Table of Contents/Drawing Index.**  
[Page(s) \_\_\_\_\_]

- Code Analysis/Building Data** on front sheet of plans which includes code year, occupancy group(s), land use zone, construction type, tenant area, fire suppression system (specify NFPA code applicable), declare any fire alarm or smoke control system.  
[Page(s) \_\_\_\_\_]

- Site Plan** (If there are any minor exterior changes): Site plan to show streets, dimensions to property lines & other buildings, minor exterior site changes.  
[Page(s) \_\_\_\_\_]

- Hazardous Material Inventory & Classification Report** (2 paper copies) For F, S, H, or I Occupancy, provide an HMIC report by a City approved HazMat consultant.

## Architectural/Life Safety Plans

Yes N/A

- Indicate Any Exterior/Interior Demolition Work** including removed plumbing fixtures.  
[Page(s) \_\_\_\_\_]

- Dimensioned Floor Plans** labeling usage and square footage of all rooms and rated walls (e.g. fire walls, fire partitions, fire barriers, horizontal exits, smoke barriers, smoke partitions).  
[Page(s) \_\_\_\_\_]

- Roof Plan** (if new or replaced equipment on roof).  
[Page(s) \_\_\_\_\_]

- Elevations** (if exterior changes).  
[Page(s) \_\_\_\_\_]

- Wall Schedule & Sections** including interior wall bracing method.  
[Page(s) \_\_\_\_\_]

- Door and Window Schedule.**  
[Page(s) \_\_\_\_\_]

- Door Hardware Schedule.**  
[Page(s) \_\_\_\_\_]

**Finish Schedule.**  
 [Page(s) \_\_\_\_\_]

Yes N/A

**Ceiling Notes/Details** (hard lid or suspended ceiling) and/or draft stops.  
 [Page(s) \_\_\_\_\_]

**Fire Resistive Assembly Details, Shaft Details, & Penetrations** for any new or existing rated conditions and proposed changes to rated wall(s) & ceiling(s).  
 [Page(s) \_\_\_\_\_]

**Stair Details** showing tread, riser, handrails, & guard requirements.  
 [Page(s) \_\_\_\_\_]

**Required Plumbing Fixtures** (i.e. toilets, lavatories, service sink, drinking fountain).  
 [Page(s) \_\_\_\_\_]

**Exit Signs and Emergency Lighting** locations.  
 [Page(s) \_\_\_\_\_]

**Portable Fire Extinguisher** locations.  
 [Page(s) \_\_\_\_\_]

**Structural Plans** *(Where any minor structural work is occurring)*

Yes N/A

**Structural Calculations** *(2 paper copies)* stamped and signed by an Idaho licensed engineer.

**Specify Design Loads and Material Specifications.**  
 [Page(s) \_\_\_\_\_]

**List Deferred Items** on plans.  
 [Page(s) \_\_\_\_\_]

**Identify Special Inspections** on plans.  
 [Page(s) \_\_\_\_\_]

**Form #310 – Statement of Special Inspections** *(2 copies)* completed by the design engineer.

**Foundation** plans & details (including reinforcement).  
 [Page(s) \_\_\_\_\_]

**Wall Framing & Bracing** details.  
 [Page(s) \_\_\_\_\_]

**Structural Building Sections.**  
 [Page(s) \_\_\_\_\_]

- Floor Framing** plans & details.  
[Page(s) \_\_\_\_\_]

Yes N/A

- Roof Framing** plans & details.  
[Page(s) \_\_\_\_\_]

- New Permanent Awnings/Canopies, Rooftop Equipment, or New Openings in Exterior Walls.**  
[Page(s) \_\_\_\_\_]

## Accessibility Inside the Building

Yes N/A

- Interior Ramps, Maneuvering Clearances, Doors & Passages.**  
[Page(s) \_\_\_\_\_]
- Floor Plan with Fixture Locations/Dimensions and Elevations** for restroom fixtures, counter heights, sinks, and public amenities with required dimensions.  
[Page(s) \_\_\_\_\_]
- Accessible Upgrade Work.** Where an interior or exterior alteration affects a primary function area, specify accessible upgrade work to occur (Funds to spend for upgrade work are not required to exceed 20% of the costs of the alteration – see IBC Section 3411).  
[Page(s) \_\_\_\_\_]

## Energy Code Compliance

Yes N/A

- Building Envelope Alterations** include exterior wall and/or ceiling/roof insulation R-values, any new exterior windows or doors specify U-factor and Solar Heat Gain Coefficient (SHGC).  
[Page(s) \_\_\_\_\_]
- Lighting Compliance COMcheck** signed & printed on the plans if new lighting is being installed or when the tenant use changes, or specific room uses change.  
[Page(s) \_\_\_\_\_]
- Lighting Plan and Lighting Fixture Schedule** if new lighting is being installed or when the tenant use changes or specific room uses change (list fixture type, wattage, ballast bulb type, fixture count, switching requirements including daylight area switching and automatic lighting control shutoff for tenant spaces over 5000 sq. ft.)  
[Page(s) \_\_\_\_\_]
- Mechanical Compliance COMcheck** signed & printed on the plans (If new mechanical units are being installed).  
[Page(s) \_\_\_\_\_]

- Heating & Cooling Load Calculations** (If new mechanical units are being installed).  
 [Printed on plans Page \_\_\_\_\_/or  attached to plans]

## Mechanical Plans

*If new mechanical units and ducting are being installed – or - if food service, beauty/nail salon, or laundry facility, hazardous materials exhaust system, dry cleaning facility and medical and dental facilities unless no additional heating/cooling units are installed.*

Yes N/A

- Mechanical Plans** stamped and signed by an Idaho licensed engineer.

***Note:** Mechanical plans may be stamped and signed by an Idaho licensed architect for minor work or for ventilation systems serving nail salons with two or less nail stations. Contact the Chief Mechanical Inspector or Mechanical Plans Examiner for approval prior to the intake meeting.*

- Mechanical Equipment Schedule** including designed CFM of outside air.  
 [Page(s) \_\_\_\_\_]
- Supply and Return Duct Locations** with designed CFM of air flow.  
 [Page(s) \_\_\_\_\_]
- Fire and Smoke Damper Locations**, ratings and listed assemblies.  
 [Page(s) \_\_\_\_\_]
- Kitchen Exhaust Hoods**, ducts, locations & details – specify grease duct enclosure (rated shaft or duct wrap).  
 [Page(s) \_\_\_\_\_]
- Kitchen Equipment Plan and Schedule.**  
 [Page(s) \_\_\_\_\_]
- All Exhaust Fan Locations**, (restroom(s), dryer exhaust, etc.), CFM duct locations, terminations and sizes.  
 [Page(s) \_\_\_\_\_]
- Medium and Low-Pressure Gas Piping** sizes, total BTU load, total developed length & locations.  
 [Page(s) \_\_\_\_\_]

## Plumbing Plans

*If food service, hair or nail salon, laundry facility, veterinary clinic, animal care or pet grooming, car wash, and medical and dental facilities unless work is confined only to a restroom remodel or addition in these uses.*

Yes N/A

- Plumbing Plans** stamped and signed by an Idaho licensed engineer

***Note:** Plumbing plans may be stamped and signed by an Idaho licensed architect for minor work. Contact the Chief Plumbing Inspector for approval prior to the intake meeting.*

- Domestic Water Line** locations & sizes.  
[Page(s) \_\_\_\_\_]

Yes N/A

- Flammable Liquids and/or Grease Interceptor** details.  
[Page(s) \_\_\_\_\_]
- Sanitary Waste Lines** with venting and segregated grease lines – note all sizes from sewer main to and throughout the building.  
[Page(s) \_\_\_\_\_]
- Kitchen Pretreatment Equipment** including point source grease abatement details.  
[Page(s) \_\_\_\_\_]
- Water Heater** details.  
[Page(s) \_\_\_\_\_]
- Plumbing Fixture Schedule.**  
[Page(s) \_\_\_\_\_]
- Medical Gas Piping** sizes & locations.  
[Page(s) \_\_\_\_\_]

**Electrical Plans**

*If an addition of or alteration to Alternative Energy Systems, Electric Vehicle Charging Systems, Hazardous (Classified) Locations, Medical Treatment or Examination Facility, Commercial Kitchens, Public Swimming Pools and similar installations, Elevators, Dumbwaiters, Moving Walks, Educational Facilities, electrical plan review is required.*

Yes N/A

- Electrical Plans Stamped and signed by and Idaho licensed engineer.**  
[Page(s) \_\_\_\_\_]  
  
Note: Electrical plans may be stamped and signed by and Idaho Licensed Architect for minor work, contact Chief Electrical Inspector for approval prior to submittal for prescreen.
- Lighting Plan.** [Page(s) \_\_\_\_\_]
- Power Plan.** [Page(s) \_\_\_\_\_]
- Electrical Fixture and/or Equipment Schedule.** [Page(s) \_\_\_\_\_]
- Panel Load Schedules and summary of electrical load calculation.**  
[Page(s) \_\_\_\_\_]
- One Line Diagram with** details of service, grounding, feeders, transformers, and subpanels.  
[Page(s) \_\_\_\_\_]
- Electrical Details/Details/Notes**, conduit sizes/types, conductor sizes/types, insulation types, circuit wiring sizes/types, homeruns. [Page(s) \_\_\_\_\_]



# Applicant Acknowledgement

*I have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_  
Name of Submitting Design Professional of Record                      Date  
(or applicant if design professional not required)

**\*\*\*\*\*For Official Use Only\*\*\*\*\***

### Planning/Zoning Staff

- Accepted (No further requirements)
- Not Accepted (Applicant needs to apply for a \_\_\_\_\_).

\_\_\_\_\_ by \_\_\_\_\_  
Date    Planning Staff Member

### Plan Review Staff

- Accepted
- Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date    Staff Member Conducting the Intake

- Accepted
- Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date    Staff Member Conducting the Intake