



New Commercial/Commercial Additions Submittal Checklist

Permit #: _____

Date: _____ Project Name: _____

Site Address: _____ City: _____ State: _____ Zip: _____

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 for more information. All electronic files must meet the requirements specified in the [Electronic Plan Review Submittal Standards](#) document. 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.*

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 **#502-B New Commercial/Commercial Additions Guide** for prior planning approvals, review process information, fees, and outside agencies. The guide is available at https://www.cityofboise.org/media/3827/520b_major_ti_handout.pdf

Documents Provided

Yes N/A

- #502 New Commercial/Commercial Additions Application** (2 paper copies) Submit all pages.
- #304 Registered Design Professional** (2 paper copies)
- Structural Calculations** (3 paper copies) Stamped and signed by an Idaho licensed engineer.
- Specification Books:** (2 paper copies) - or - incorporated within building plans
- Soils and Geotech Report** (2 paper copies) For support of the structure stamped and signed by an Idaho licensed engineer or declare on plans the default seismic site class & soil bearing per IBC.
- Verification of Legal Lot or Parcel form** (1 paper copy) Signed and approved by PDS Planning Staff (not required for additions where property lot lines not affected).
- Central District Health Department** (2 paper copies) (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* 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** (1 copy) (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. 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.
- 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).
- Site Specific Fire Flow at Hydrants Letter** (2 paper copies) From Veolia or other public water provider. Include static pressure if sprinklers are to be installed.
- #310 Statement of Special Inspections** (2 paper copies) Must be completed by the design engineer.
- Floodplain Elevation Certificate or Letter of Map Revision (LOMR)** (1 paper copy for both ePlan and paper submittals) Elevation certificate stamped and signed by licensed surveyor. If LOMR to be submitted, complete FEMA approved document to be submitted.

Yes N/A

- Planning & Zoning letter(s) of Approval** (*2 paper copies*) – i.e. Conditional Use Permit (CUP), Design Review (DRH) and/or other approval documents.
- 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.
- Recorded Document** (*1 paper copy*) (with instrument number) for all new and existing sewer easements.
- Any Modifications to the Code, Alternative Materials/Methods/Design of Construction or Equipment** (*2 paper copies*) Approved and signed by the Building Official, and where applicable, the Fire Marshal.

Plans Provided

Yes

- Building Plans** (3 complete paper sets) Plans drawn to scale on minimum 18"x24" size sheets. Architectural stamped and signed by an Idaho licensed architect; Civil, structural, electrical, mechanical & plumbing stamped and signed by Idaho licensed engineers. [Page(s) _____]
- Vicinity Map** showing location of the property with street names identified. [Page(s) _____]
- Land Use Zone.** [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), type of construction, floor areas for all floors & building total floor area, building height, fire suppression system (specify applicable NFPA Standard), fire alarm or smoke control system. [Page(s) _____]

Site & Landscape Plans

Yes N/A

- Site Plan** showing streets, new & existing building locations dimensions to property lines & other buildings, water mains and fire sprinkler underground mains (include diameters), sewer mains & services (including sizes and invert elevations), geothermal lines (include sizes), canals/ditches, contour lines, all easements, and curb cuts. [Page(s) _____]
- Site Plan Clearly Designating "Fire Department Access Roadways"** including connecting public streets. (Include contour lines or similar elevation designation if grade changes are over 2%). [Page(s) _____]
- Site Plan Designating Fire Hydrants** (new and existing). [Page(s) _____]

Yes N/A

- Site Plan Showing Parking Stalls** with dimensions, number of parking spaces, on site sidewalks and ramps, ramp details, and at grade mechanical equipment.
[Page(s) _____]
- Site Plan Showing Trash and/or Recycle Enclosure** locations, details and dimensions.
[Page(s) _____]
- If Street Lights are Required** by Public Works, indicate locations, power source and conduit route, pole and fixture specifications on site plan (*4 paper copies incorporated into plans plus 3 extra paper copies*).
[Page(s) _____]
- Landscape Plan** showing location of trees, shrubs, groundcovers.
[Page(s) _____]
- Plant Schedule** identifying type of vegetation, quantity and size.
[Page(s) _____]

Erosion & Sediment Control Plans & Documents

Note: For ESC plan guidance and documents please visit [ESC Documents & Resources](#) or contact [ESC Inspectors](#).

Yes N/A

- ESC Site Specific Permit** (*2 paper copies of both site plan and narrative*).
 - ESC Site Plan** with BMP construction details. [Page(s) _____]
 - ESC Plan/SWPPP Narrative**.
- ESC Plan Waiver Request Form #703**
- No ESC permit coverage required** (*no significant soil disturbance <10 cubic yards*)
- Designated Certified ESC Responsible Person (RP):**
 - RP** is known and has been designated as one of the Certified Professionals on the online application.
 - RP** is unknown at time of permit application, but will required to be listed prior to permit issuance

Grading/Drainage Plans & Documents

Yes N/A

- Site Grading & Drainage Plans** (*2 paper copies incorporated into plans plus 1 extra paper set*) Stamped and signed by an Idaho licensed design professional.
[Page(s) _____]
- Shallow Injection Well Inventory Form** Drainage plans with seepage beds must submit a "Shallow Injection Well Inventory" form from the Idaho Department of Water Resources available at:
<https://idwr.idaho.gov/wells/shallow-injection-wells/>

- Site Drainage Report** (*2 paper copies*) Stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations.
- Drainage System Operation & Maintenance Plan** (*2 paper copies*) Stamped and signed by an Idaho licensed design professional.
- Drainage System Operation & Maintenance Plan Agreement (appendix J from Public Works Stormwater Manual)** (*Original Copy Only. 1 paper copy for both ePlan and paper submittals*) Must be filled out and notarized prior to submittal.

Yes N/A

- Soils and Geotech Report** (*2 paper copies*) For infiltration systems stamped and signed by an Idaho licensed civil engineer, geologist, or soil scientist.

Architectural/Life Safety Plans

Yes N/A

- Dimensioned Floor Plans** labeling usage and square footage of each room and rated walls (e.g. fire walls, fire partitions, fire barriers, horizontal exits, smoke barriers, smoke partitions). [Page(s) _____]
- Roof Plans, Elevations & Wall Section(s)** showing insulation. [Page(s) _____]
- Ceiling Details** (hard lid or suspended ceiling) and/or draft stops. [Page(s) _____]
- Door and Window Schedule.** [Page(s) _____]
- Door Hardware Schedule.** [Page(s) _____]
- Finish Schedule.** [Page(s) _____]
- Fire Resistive Assembly Details & penetration requirements.** [Page(s) _____]
- Stair Enclosure and Shaft Construction Details.** [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) _____]
- Standpipe Locations.** [Page(s) _____]
- Fire Sprinkler Riser locations.** [Page(s) _____]
- Fire Pump/Riser Room & reservoir location.** [Page(s) _____]

- Fire Pump/Riser Room** details (rated walls/ceilings, floor drains, ventilation).
[Page(s) _____]
- Smoke & Heat Vent Locations** and dimensions.
[Page(s) _____]
- Emergency Generator & Fuel Tank** location.
[Page(s) _____]
- Standby and Emergency Power Source.**
[Page(s) _____]

Yes N/A

- Exit Signs and Emergency Lighting** (interior & exterior) locations.
[Page(s) _____]
- Portable Fire Extinguisher** locations (Exception: "shell only" permits).
[Page(s) _____]
- Medical Gas Rooms**, construction, ventilation, gas names and quantities of each.
[Page(s) _____]

Structural Plans

Yes N/A

- Specify Design Loads and Material Specifications.**
[Page(s) _____]
- Identify Required Special Inspections** on plans.
[Page(s) _____]
- List Deferred Items** on plans. [Page(s) _____]
- Foundation Plans & details** (including reinforcement).
[Page(s) _____]
- Wall Framing & Bracing** details. [Page(s) _____]
- Structural Building Sections.** [Page(s) _____]
- Floor Framing** plans & details. [Page(s) _____]
- Roof Framing** plans & details. [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) _____]

Energy Code Compliance

Yes N/A

- Building Envelope** (COMcheck analysis signed & printed on the plans).
[Page(s) _____]
- Lighting Compliance** (COMcheck signed & printed on the plans).
[Page(s) _____]
- Mechanical Compliance** (COMcheck signed & printed on the plans).
[Page(s) _____]

Yes N/A

- Lighting Plan and Fixture Schedule** (list fixture types, wattage, ballast/bulb type, fixture count, switching requirements including daylight area switching and automatic lighting control shutoff where over 5,000 sq. ft.).
[Page(s) _____]
- Heating & Cooling Load Calculations** printed on plans.
[Page(s) _____] or attached to plans]
- Commissioning Plan**, where applicable, per IECC printed on the plans. Can also include a separate attached document. **#308 IECC System Commissioning Agencies** can be found at this link:
<https://www.cityofboise.org/media/7473/system-commissioning-agencies-form-6-23-16.pdf>
 - For new mechanical systems and service water heating systems with cooling capacity 480,000 Btu/h or greater and combined service water heating and space heating capacity of 600,000 Btu/h or greater.
 - For controls of automatic lighting systems – functional testing (occupant sensor controls, time switch controls, daylight responsive controls) – unless exempted by policy.
[Page(s) _____]
- Building Envelope Air Barrier Compliance.** Identify compliance options and/or materials per IECC. [Page(s) _____]

Mechanical Plans.

Yes N/A

- Mechanical Equipment Schedule** including designed CFM of outside air.
[Page(s) _____]
- Mechanical Ventilation Analysis** (room by room).
[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) _____]

Yes N/A

- Medium and Low-Pressure Gas Piping** sizes, total BTU load, total developed length & locations. [Page(s) _____]
- Access to Mechanical Equipment** on roof.
[Page(s) _____]

Plumbing Plans.

Yes N/A

- Backflow Protection** noted. [Page(s) _____]
- Domestic Water Line** locations & sizes from meter to and throughout building.
[Page(s) _____]
- 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) _____]
- Interior Roof and Overflow Drain Lines** locations and sizes.
[Page(s) _____]
- Water Heater** details. [Page(s) _____]
- Plumbing Fixture Schedule**. [Page(s) _____]
- Medical Gas Piping** sizes & locations. [Page(s) _____]

Electrical Plans

Yes N/A

- Lighting Plan**. [Page(s) _____]
- Power Plan**. [Page(s) _____]
- Electrical Fixture and/or Equipment Schedule**.
[Page(s) _____]

- Panel Load Schedules and Summary** of electrical load calculations.
[Page(s) _____]
- One Line Diagram** with details of service, grounding, feeders, transformers and sub-panels. [Page(s) _____]
- Electrical Details/Notes**, conduit sizes/types, conductor sizes/types, insulation types, circuit wiring sizes/types, homeruns. [Page(s) _____]

Applicant Acknowledgement

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

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

Date

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

Accepted

Not Accepted _____ by _____
Date Staff Member Conducting the Intake

Accepted

Not Accepted _____ by _____
Date Staff Member Conducting the Intake