



## PLANNING AND DEVELOPMENT SERVICES

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PDS

Document Number

#506

# New Multi-Family Buildings & Additions Plan Intake Submittal Checklist

Case #: \_\_\_\_\_

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

Site Address: \_\_\_\_\_

## Application Submittal

Building permit applications and plans are submitted to the city through our Electronic Plan Review System. This checklist must be completed as part of the required documentation.

**Our 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. Electronic Files that do not meet these requirements will not pass pre-screen review. [www.cityofboise.org/pds/ePlanReviewStandards](http://www.cityofboise.org/pds/ePlanReviewStandards)

## Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents and work with staff to provide the correct documentation.
- Plans must be accepted as complete, and all review fees must be paid before review can begin.

## Instructions

- Checklist must be completed by the project's Idaho-licensed design professional of record (or applicant if design professional not required) and uploaded with the application, and the plans and documents (ePlanReview).
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked and all plan page numbers are listed.
- See "#506-b - New Multi-Family Buildings & Additions 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 #506 – New Multi-Family Buildings & Additions Building Permit - Submit all pages

☐ Form #304 – Registered Design Professional

☐ Structural Calculations - Stamped and signed by an Idaho licensed engineer.

**Note:** An engineer stamp/signature is not required (optional) on calculations for buildings with three (3) units or less.

☐ Specification Books: ☐ incorporated within building plans

- ☐ ☐ **Soils and Geotech Report** 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** Signed and approved by PDS Planning Staff.
- ☐ **Site Specific Fire Flow at Hydrants Letter** From Veolia or other public water provider. Include static pressure for the required fire sprinkler system installation.
- ☐ ☐ **Form #310 – Statement of Special Inspections** Must be completed by the design engineer (or architect if no engineer or applicant if no design professional).
- ☐ ☐ **Floodplain Elevation Certificate or Letter of Map Revision (LOMR)** - Elevation certificate stamped and signed by licensed surveyor. If LOMR to be submitted, complete FEMA approved document to be submitted.
- ☐ ☐ **Planning & Zoning Letter(s) of Approval** – i.e. Conditional Use Permit (CUP), Variance Planned Unit Development (PUD), Design Review Permit or Historic Preservation (DRH) and/or other approval documents
- ☐ ☐ **Recorded Document** (with instrument number) For all new and existing sewer easements.
- ☐ ☐ **Any Modifications to the Code, Alternative Materials/Methods/Design of Construction or Equipment** - Approved and signed by the Building Official, and where applicable, the Fire Marshal

## Plans Provided

Yes

- ☐ **Building Plans**- Plans drawn to scale on minimum 24" W x 18" H size sheets. Architectural stamped and signed by an Idaho licensed architect; Civil, structural, mechanical, electrical & plumbing stamped and signed by Idaho licensed engineers.  

**Note:** An architect or engineer is not required (optional) for buildings with (3) units or less.  
**Note:** An engineer is not required (optional) for mechanical/plumbing plans for buildings with three (3) units or less.
- ☐ **Vicinity Map** - Showing location of the property with street names identified [Page \_\_\_\_\_]
- ☐ **Land Use Zone** [Page \_\_\_\_\_]
- ☐ **Table of Contents/Drawing Index** [Page \_\_\_\_\_]
- ☐ **Code Analysis/Building Data** - On front sheet of plans which includes: Code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable), fire alarm or smoke control system.  
[Page \_\_\_\_\_]

## Site & Landscape Plans

Yes N/A

- ☐ ☐ **Site Plan** - Showing streets, new & existing building locations including dimensions to property lines & other buildings, setbacks of parcel 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 \_\_\_\_\_]

- ☐ ☐ **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 \_\_\_\_\_]
- ☐ ☐ **Site Plan Designating Fire Hydrants** (new and existing) [Page \_\_\_\_\_]
- ☐ ☐ **Site Plan Showing Parking Stalls** - Including accessible parking, with dimensions, number of parking spaces, on site sidewalks and ramps, ramp details, and at grade mechanical equipment. [Page(s) \_\_\_\_\_]
- ☐ ☐ **Site Plan Showing Trash Enclosure** - Locations, details and dimensions [Page \_\_\_\_\_]
- ☐ ☐ **If Street Lights are Required** - By Public Works, indicate locations, power source and conduit route, pole and fixture specifications on site plan [Page \_\_\_\_\_]
- ☐ ☐ **Landscape Plan** - Showing location of trees, shrubs, groundcovers, and irrigation lines, that includes a Plant Schedule identifying type of vegetation, quantity and size. [Page \_\_\_\_\_]

## Erosion & Sediment Control Plans & Documents

**Note:** For more ESC permit and submittal requirement information and resources, please see the [ESC Webpage](#) or contact the [ESC Inspectors](#).

### Determine if an ESC permit is required:

Yes    N/A

- ☐ ☐ Does the project have significant soil disturbance on the parcel, greater than 2500 sq. ft. (0.057 acres) surface area disturbance and/or new building greater than 500 sq. ft. in a basement or ground floor? If yes, please complete this section. If no, an ESC permit is not required and no further information is required.
- ☐ ☐ Does this project have a related ESC permit previously issued for significant soil disturbance related to this submittal? If yes, please list related ESC permit number: \_\_\_\_\_.
- ☐ ☐ All ESC permits require that a certified City of Boise ESC Responsible Person who will be on-site to be listed, if that person is known at this time, please list name and/or RP license#: \_\_\_\_\_

### If ESC permit is required, please select ESC permit type. See also [ESC Permit Policy](#)

- ☐ ☐ **General Permit**- residential construction not in hillside zone or environmentally sensitive area. No ESC plan submittal required.
- ☐ ☐ **Site Specific Permit**- all commercial, grading, hillside zones, and environmentally sensitive construction projects: requires ESC plan submittal and review.
  - ☐ ESC Plan-ESC/SWPPP site plan and ESC plan/SWPPP narrative submitted in document folder in ePlanReview.
  - ☐ ESC Plan Xavier Request Form #703 (submitted in documents folder in ePlanReview.
- ☐ ☐ ESC plan already approved under related ESC permit listed above.

## Grading/Drainage Plans & Documents

Yes    N/A

- ☐ ☐ **Site Grading & Drainage Plans** (incorporated into plans plus) - 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: <http://www.idwr.idaho.gov/RulesStatutesForms/WellConstruction/WellFormsRules>
- ☐ ☐ **Site Drainage Report** - Stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations.
- ☐ ☐ **Drainage System Operation & Maintenance Plan** - Stamped and signed by Idaho licensed design professional.
- ☐ ☐ **Drainage System Operation & Maintenance Plan Agreement (appendix J from Public Works Stormwater Manual)** - Original copy only. Must be completely filled out and notarized prior to submittal.
- ☐ ☐ **Soils and Geotech Report** - 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 all rooms 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 \_\_\_\_\_]
- ☐ ☐ **Door and Window Schedule** [Page \_\_\_\_\_]
- ☐ ☐ **Exit Door Hardware Schedule** [Page \_\_\_\_\_]
- ☐ ☐ **Finish Schedule** [Page \_\_\_\_\_]
- ☐ ☐ **Fire Resistive Assemblies Details** - Penetration requirements [Page(s) \_\_\_\_\_]
- ☐ ☐ **Dwelling Unit/Sleeping Unit Separation Details** - Specify fire rated assemblies (vertical fire partitions and/or horizontal assemblies), locations, sections, specify sound transmission STC rating and IIC rating. [Page(s) \_\_\_\_\_]
- ☐ ☐ **Stair Enclosure and Shaft Construction Details** [Page(s) \_\_\_\_\_]
- ☐ ☐ **Stair Details** - Showing tread, riser, handrails, & guard requirements [Page \_\_\_\_\_]
- ☐ ☐ **Standpipe Locations** [Page(s) \_\_\_\_\_]
- ☐ ☐ **Fire Sprinkler Riser** - Locations [Page(s) \_\_\_\_\_]
- ☐ ☐ **Fire Pump/Riser Room** - And reservoir location [Page(s) \_\_\_\_\_]
- ☐ ☐ **Fire Pump/Riser Room** - Details (rated walls/ceilings, floor drains, ventilation) [Page \_\_\_\_\_]
- ☐ ☐ **Smoke Detector Locations** - And notes [Page(s) \_\_\_\_\_]
- ☐ ☐ **Emergency Generator & Fuel Tank** - Location [Page(s) \_\_\_\_\_]
- ☐ ☐ **Standby and Emergency Power Source** [Page(s) \_\_\_\_\_]

- ☐ ☐ **Exit Signs and Emergency Lighting** - Locations [Page(s) \_\_\_\_\_]
- ☐ ☐ **Required Plumbing Fixtures** - (i.e. toilets, lavatories, kitchen sinks, bathtub/shower). [Page(s) \_\_\_\_\_]
- ☐ ☐ **Portable Fire Extinguisher** - Locations (Exception: "shell only" permits) [Page(s) \_\_\_\_\_]

## Structural Plans

Yes N/A

- ☐ ☐ **Specify Design Loads and Material Specifications** [Page \_\_\_\_\_]
- ☐ ☐ **Identify Required Special Inspections** - On plans [Page \_\_\_\_\_]
- ☐ ☐ **List Deferred Items** - On plans [Page \_\_\_\_\_]
- ☐ ☐ **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) \_\_\_\_\_]
- ☐ ☐ **Bathroom Fixture Locations** - On floor plan, counter heights, amenities and interior elevations all with required dimensions. [Page(s) \_\_\_\_\_]
- ☐ ☐ **Fully Accessible Units, Accessible Type A Units or Accessible Type B Units** - Show numbers and types of each unit on each level and details of each unit type including dimensions. [Page(s) \_\_\_\_\_].

## Energy Code Compliance

Yes N/A

- ☐ ☐ **Building Envelope** (analysis signed & printed on the plans) [Page \_\_\_\_\_]  
**Note:** For buildings four (4) stories or more use "COMcheck"  
**Note:** For buildings up to and including three (3) stories use "REScheck – Multi-family"  
**Note:** For any duplexes on the site use "REScheck – Single Family"
- ☐ ☐ **Lighting Compliance** – Show lighting within dwelling units meeting 50% or more of the permanently installed interior light fixtures fitted with high-efficacy lamps – *or* – COMcheck signed & printed on the plans where the 50% minimum high-efficacy lamp requirement is not met, and the residential building exceeds three (3) stories. [Page \_\_\_\_\_]
- ☐ ☐ **Lighting Compliance** – Required for all common use areas. (COMcheck signed & printed on the plans) [Page \_\_\_\_\_]
- ☐ ☐ **Lighting Plan, Fixture Schedule & Controls** – Required for common use areas and for residential units not meeting the 50% minimum high-efficacy lamp requirement where the building exceeds three (3) stories (list fixture types, wattage, ballast/bulb type, fixture count, switching requirements including

common area daylight zones switching and automatic lighting control shutoff where common areas are over 5,000 sq. ft.) [Page \_\_\_\_\_]

- ☐ ☐ **Mechanical Compliance** – Required for common use areas and where mechanical systems serve multiple dwelling units within a building (COMcheck signed & printed on the plans) [Page \_\_\_\_\_]
- ☐ ☐ **ACCA Approved Design Software Analysis Output Reports** (for residential buildings three (3) stories or less where mechanical systems serve individual units) Showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), and Manual S (equipment selection). Include fresh air ventilation design, and a duct system layout noting duct sizes, lengths, and termination points with cfm outputs. In addition, if using ACCA reports need to submit a plan detailing the exhaust ventilation design drawn by an Idaho licensed Architect, or Engineer that includes exhaust fan location, size, and duct design showing the routing and penetration protection of rated assemblies.
- ☐ ☐ **Heating & Cooling Load Calculations** (for buildings exceeding three (3) stories or where systems serve multiple dwelling units in buildings three (3) stories or less) Printed on plans [Page \_\_\_\_\_] or ☐ attached to plans

## Mechanical Plans

*Plan view drawing per typical unit for single story buildings; Plan view drawings plus isometric/riser drawings for multi-story buildings.*

Yes    N/A

- ☐ ☐ **Mechanical Equipment Schedule** [Page \_\_\_\_\_]
- ☐ ☐ **Appliance and Equipment Locations** [Page(s) \_\_\_\_\_]
- ☐ ☐ **Appliance Venting and Sizes** [Page(s) \_\_\_\_\_]
- ☐ ☐ **Condensate Lines** - And termination points [Page(s) \_\_\_\_\_]
- ☐ ☐ **Combustion Air Ducts** - Openings, sizes [Page(s) \_\_\_\_\_]
- ☐ ☐ **Supply and Return Duct Locations** – Include diffuser locations (floor or ceiling) [Page(s) \_\_\_\_\_]
- ☐ ☐ **Fire and Smoke Damper Locations** - Ratings and listed assemblies [Page(s) \_\_\_\_\_]
- ☐ ☐ **Range Hoods, Bathroom Exhaust, and Dryer Exhaust** - CFM, duct locations and sizes [Pages(s)\_\_\_\_\_]
- ☐ ☐ **Hydronic Piping** - Locations, type, and sizes [Page(s) \_\_\_\_\_]
- ☐ ☐ **Medium and Low-Pressure Gas Piping** - Sizes, locations, load calculation table – show gas meter location [Page(s) \_\_\_\_\_]
- ☐ ☐ **Access to Mechanical Equipment** - On roof [Page \_\_\_\_\_]

## Plumbing Plans

*Plan view drawing per typical unit for single story buildings; Plan view drawings plus isometric/riser drawings for multi-story buildings.*

Yes    N/A

- ☐ ☐ **Plumbing Fixture Schedule** [Page \_\_\_\_\_]
- ☐ ☐ **Backflow Protection** - Noted [Page \_\_\_\_\_]
- ☐ ☐ **Domestic Water Line** - Locations & sizes from meter to and throughout building [Page(s)\_\_\_\_\_]

- ☐ ☐ **Sanitary Waste Lines** - With venting – note all sizes from sewer main to and throughout the building [Page(s) \_\_\_\_\_]
- ☐ ☐ **Interior Roof and Overflow Drain Lines** - Locations and sizes [Page(s) \_\_\_\_\_]
- ☐ ☐ **Water Heater** - Details [Page \_\_\_\_\_]

## 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 \_\_\_\_\_]
- ☐ ☐ **Electrical Details/Notes** - Conduit sizes/types, conductor sizes/types, insulation types, circuit wiring sizes/types, homeruns [Page(s) \_\_\_\_\_]

## Residential Planning Incentives

Complete this portion of the checklist if your Planning Conditions of Approval include an Affordability or Sustainability Incentive. Where applicable, building plans submitted must show compliance with the following and will be reviewed and inspected.

### Affordability

Yes N/A

- ☐ ☐ **Site Specific Affordability or Affordability Covenant** – I am in contact with the Housing and Community Development Division and will be providing the signed/notarized Affordability Covenant before issuance of building permits.

-OR-

### Sustainability

Yes N/A

- ☐ ☐

If compliance with a sustainability incentive is required as a condition of Planning approval the project must demonstrate compliance with clean energy, energy conservation, and water conservation features.

### Clean Energy Compliance

Yes

- ☐ **Electric or Geothermal Compliance** – ☐ All Electric or ☐ Geothermal Energy Source [Page(s) \_\_\_\_\_]

### Water Conservation Compliance

Yes

- ☐ **100% Water Sense Fixtures** [Page(s) \_\_\_\_\_]

**Energy Conservation Compliance** (select only 1 of the options listed)

Yes

- ☐ **Idaho Power Tier** ☐ 2 or ☐ 3 – (Note: Final Idaho Power Rating Certificate will be required before issuance of Certificate of Occupancy)

-OR-

Yes

- ☐ **Green Building Code (IgCC, ICC-700 National Green Building Standard, LEED, Green Globes)**

[Page(s) \_\_\_\_\_] [Method \_\_\_\_\_]

-OR-

- ☐ **Model Building Energy Performance**– Accepted building design modeling software. Must be demonstrated at 15 percent minimum above the adopted Energy Code [Page(s) \_\_\_\_\_]

-OR-

- ☐ **Compliance documentation showing 15 percent minimum above the adopted Energy Code (ComCheck or REScheck) and shown on plans** [Page(s) \_\_\_\_\_]

-OR-

- ☐ **Prescriptive Compliance documentation showing compliance with the most recently published Energy Code and Shown on plan**-[Code Year \_\_\_\_\_]- [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  
(or applicant if design professional not required)

\_\_\_\_\_  
Date