PLANNING AND DEVELOPMENT SERVICES
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PDS Document Number #514

Commercial Modular Relocatable Building Plan Intake Submittal Checklist

Case #: _____

Date: _____ **Project Name**: _____

Site Address: _____

Definitions

- **Temporary Placement** of a Modular/Relocatable building is a unit that remains on a site for no more than 6 months for a temporary use. The unit must be self-contained with wheels attached. A Zoning Certificate from the Planning Division must be obtained. Any temporary power service will require an electrical permit. A building permit is not required unless overnight stay is involved.

- **Permanent Placement** of a Modular/Relocatable building is set up for long term use. Wheels are removed and typically the unit is connected to sewer. Written approval from the Planning Division must be obtained prior to submitting for a building permit. Please complete the checklist below.

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 for more information. All electronic flies 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

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 "#514-b – Commercial Modular Relocatable Building Guide" for prior planning approvals, review process information, fees, and outside agencies. The guide is available on www.cityofboise.org/pds

Documents Provided

Yes	N/A	
☐		**Form #304 – Registered Design Professional**
☐	☐	**State of Idaho Division of Building Safety Approved Plans** Complete set – and a copy of the Idaho State Plan Approval number for new modular buildings, or the Idaho State Tag Number for existing relocatable, that includes building occupancy, type of construction, manufacturer and manufacturer serial number.
☐		**Structural Calculations** Stamped and signed by an Idaho licensed engineer.
☐		**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 Subdivision staff.
☐	☐	**Central District Health Department** (CDH) Submit an online Food Establishment License application directly with CDH for any building where food is prepared, manufactured or stored: https://aca-prod.accela.com/CDH/Default.aspx For **Day Care facilities**, submit an online Child Care Center Plan Review application: https://aca-prod.accela.com/CDH/Default.aspx Note that CDH will not pass building permit review until CDH application has been submitted and CDH fees have been paid. Initial submittal does NOT require a trip to CDH, however, CDH may require a separate meeting for specific cases.
☐		**Site specific fire flow at hydrants Letter** From Veolia Water or other public water provider. Include static pressure if sprinklers are to be installed.

Documents Provided

Yes	N/A	
☐	☐	**Form #310 – Statement of Special Inspections** Must be completed by the design engineer.
☐	☐	**Planning & Zoning Letter(s) of Approval** i.e. Conditional Use Permit (CUP), Design Review Permit (DRH) and/or other approval documents
☐	☐	**Hazardous Material Inventory & Classification Report** By a City approved HazMat consultant (if hazardous materials are to be used or stored on premises).
☐	☐	**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.
☐	☐	**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.

Plans Provided

Yes

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

☐ **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, 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 _____]

☐ ☐ **Site Plan Designating Fire Hydrants** (new and existing) [Page _____]

☐ ☐ **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 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 [Page _____]

☐ ☐ **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 know 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 Wavier 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** 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: Idaho Department of Water Resources
☐	☐	**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	
☐	☐	**Exterior Landing** locations, sizes, & construction details [Page(s) _____]
☐	☐	**Exterior Stair Details** showing tread, riser, handrails, & guard requirements [Page_____]
☐	☐	**Exterior Ramp Details**, slope, handrails, & guard requirements [Page(s) _____]
☐	☐	**Accessible Route** from parking to the accessible entrance [Page(s) _____]
☐	☐	**Restrooms Location and Distance** noted to the nearest restrooms if restrooms are not located within the modular building (to be within 500') [Page(s) _____]
☐	☐	**Portable Fire Extinguisher** locations [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 _____]

Yes	N/A	
☐	☐	**Plans and Details for the <u>Foundation System</u>** (include concrete footings, piers, foundation sizes and locations, reinforcement, and engineered tie downs with their placements). Plans signed and stamped by an Idaho licensed engineer. [Page(s) _____]

Plumbing Plans

Yes	N/A	
☐	☐	**Backflow Protection** noted [Page _____]
☐	☐	**Domestic Water Line** locations & sizes from meter to 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 connection to the building [Page(s)_____]
☐	☐	**Kitchen Pretreatment Equipment** including point source grease abatement details [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