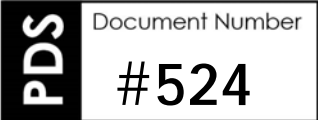




## PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500  
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529



# Commercial Grading & Drainage with Utilities 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 "#524-b – Commercial Grading & Drainage with Utilities Handout" for prior planning approvals, review process information, and fees. The guide is available on [www.cityofboise.org/pds](http://www.cityofboise.org/pds).

## Documents Provided

Yes N/A

- ☐ **Application #524 – Commercial Grading & Drainage with Utilities Permit** Submit all pages.
- ☐ **Form #304 – Registered Design Professional**
- ☐ ☐ **Structural Calculations** Such as for shoring or retaining walls, stamped, and signed by an Idaho licensed engineer.
- ☐ **Specification Books:** ☐ *Document*) - or - ☐ incorporated within building plans
- ☐ ☐ **Soils and Geotechnical 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.

- ☐ **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) if applicable, such as for shoring or structural fill.
- ☐ ☐ **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), Planned Unit Development (PUD), Design Review Permit (DRH) and/or other approval documents.
- ☐ ☐ **Recorded Document** (With instrument number) For all new and existing sewer easements.
- ☐ **Site Drainage Report** Stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations.
- ☐ ☐ **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/wp-content/uploads/sites/2/forms/shallow-well-inventory-form.pdf>
- ☐ **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)** Must be completely filled out and notarized prior to issuance.

## Plans Provided

Yes N/A

- ☐ ☐ **Site Grading and Drainage Plans**- Plans drawn to scale on minimum 24" W x 18" H size sheets. Architectural stamped and signed by an Idaho licensed architect; Civil plans stamped and signed by an Idaho licensed engineer or professional. Structural, electrical, and 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** where applicable, 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, and street light locations and types  
[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** 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 [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 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 Wavier Request Form #703 (submitted in documents folder in ePlanReview.

☐ ☐ ESC plan already approved under related ESC permit listed above.

## Plumbing Plans

Yes N/A

☐ ☐ **Plumbing Fixture Schedule** [Page \_\_\_\_\_]

☐ ☐ **Backflow Protection** noted [Page \_\_\_\_\_]

☐ ☐ **Domestic Water Line** locations & sizes from meter to the building [Page(s) \_\_\_\_\_]

☐ ☐ **Underground Sanitary Waste Lines and Segregated Grease Lines** – note all sizes from sewer main to the building [Page(s) \_\_\_\_\_]

☐ ☐ **Flammable Liquids and/or Grease Interceptor** locations and details  
[Page(s) \_\_\_\_\_]

☐ ☐ **Roof and Overflow Drain Lines** locations and sizes [Page(s) \_\_\_\_\_]

## Electrical Information

Yes N/A

☐ ☐ **Site Electrical Notes or Details** (vaults, transformers, underground service, site lighting, right of way lighting) [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