



PLANNING AND DEVELOPMENT SERVICES

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PDS	Document Number
	#402

New Residential Submittal Checklist

Permit #: _____

Date: _____ Project Name: _____

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

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 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

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.
- For projects not in the Hillside overlay, see [#402-B New Residential Guide](#) for prior planning approvals, review process information, and fees.
- If project is in the Hillside overlay, see [#404-B Hillside New Residential Guide](#) for prior planning approvals, review process information, and fees.

Documents Provided

Yes N/A

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Application #402 – New Residential Permit - Submit all pages, even if blank. |
| <input type="checkbox"/> | <input type="checkbox"/> | Form #310 – Statement of Special Inspections - Must be completed by the design engineer or architect (i.e. Structural steel, welding, fabrication, helical pile foundations, etc). |
| <input type="checkbox"/> | <input type="checkbox"/> | Planning & Zoning Letter(s) of Approval - Please meet with a Planner to confirm what Planning & Zoning Letters required (i.e. Conditional Use Permit (CUP), Planned Unit Development (PUD), Design Review/Historic Permit (DRH), Floodplain (CFH) and/or other approval documents). |

- Setbacks and Height** – Have you verified the required minimum setbacks and maximum height allowed as required by the Zoning Code, subdivision plat, or specific planning approval? Specify below and show on site plan & elevations.

Front setback: _____ **Side setbacks:** _____ **Rear setback:** _____ **Max. Height:** _____

- Elevation Certificate or Letter of Map Revision (LOMR)** For structures located in Floodplain only.
- Building Plans** - Plans drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist, on minimum 18" x 24" size sheets. Where applicable, plans must be stamped and signed by an Idaho licensed design professional. Plans for townhouse projects with four (4) or more units attached shall be prepared, signed and sealed by an architect licensed by the State of Idaho.
- Structural Calculations** - Stamped and signed by an Idaho licensed engineer. Such as for tall walls, non-typical light frame construction wall bracing that is not prescriptive, beams, connections, retaining walls more than 4' in height from the bottom of the footing to the top of the wall, or any retaining walls supporting a surcharge. *This is required for footings and foundations in the Hillside overlay.*

Note: Any plan sheets with engineered design components are required to be stamped by the design engineer.

- Truss Details** - For complicated roof layouts, please provide truss details stamped and signed by an Idaho licensed engineer.
- Spray Foam Insulation** - Provide information on the specific product or the approved ICC-ES Evaluation Services Report or other code compliance report from an IAS accredited agency.
- ACCA Approved Design Software Analysis Output Report** - Showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), & Manual S (equipment selection). Include fresh air ventilation design, and a duct system layout noting duct sizes, lengths, and termination points with cfm outputs.
- Site Specific Fire Flow at Hydrants Letter**- From Veolia Water or other public water provider. Include static pressure if sprinklers are to be installed.

Building Envelope Energy Compliance Method

PROVIDE ONE OF THE FOLLOWING OPTIONS:

Yes N/A

- REScheck**- Software analysis completed and signed.
- or –
- Energy Rating Index (ERI)**- Approved rating software tools defined in the ANSI/RESNET/ICC 301 standard will generate a report with proposed rating score and inspection checklist, required to be submitted. Acceptable software includes – [Rem/rate](#); [Energy Gauge](#); and [Ekotrope](#). For information on Home Energy Rating System (HERS) visit [RESNET](#). Please specify third party verification, name of person and business (e.g. RESNET Certified HERS Rater)

Note: Designs with an ERI score of 55 or less are eligible for expedited review upon request.

– or –

- Compliance with the Prescriptive** - Method shown on plans.
[Page(s) _____] Link: [Residential Energy Code Compliance](#)

– or –

- Other Simulated Performance**- Software analysis completed and signed.

Plans Provided

Site Plan (scaled at 1 inch = 20 feet)

Yes N/A

- Site Plan** - Show location of the structure including balconies, decks, driveways, and walkways with dimensions and distances to the property lines. Indicate bearings, distance, and curve data in conformance with the recorded plat. Show any easement locations.
[Page(s) _____]

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 Waiver Request Form **#703** (submitted in documents folder in ePlanReview).
- ESC plan already approved under related ESC permit listed above.

Foundation Plan

Yes N/A

- Specify Locations and Sizes for all Concrete Footings, Piers, Slabs, and Foundation Walls** - Show all reinforcement locations, sizes, and spacing.
[Page(s) _____]
- Connectors** - Please note any required hold-down locations and types. Specify any mechanical connectors/fasteners such as anchor bolts and column to footing connections.
[Page(s) _____]
- Crawlspace Venting** - Show sizes and locations.
[Page(s) _____]

Floor Plans

Yes N/A

- Floor Plans** – Dimensioned plan for each floor with usage of all rooms.
[Page(s) _____]
- Stairways** - Show locations, width, and handrails.
[Page(s) _____]
- Plumbing Fixtures** – Show types and locations.
[Page(s) _____]
- Decks, porches, and Stoops** - Show locations, construction details and deck ledger connection details.
[Page(s) _____]
- Windows/Doors** – Show locations, opening sizes and types. Note any required safety glazing locations. [Page(s) _____]
- Access** – Indicate attic access and crawlspace access locations and sizes.
[Page(s) _____]
- Garage/Dwelling Separation** – The required wall and/or ceiling separation requirements between the garage and the dwelling including the door.
[Page(s) _____]
- Wall Bracing** – Provide a plan specifying all braced wall line locations including the bracing method (Table R602.10.4) on each wall line per IRC Table R602.10.3(1). Include any alternate braced wall panels or portal frame details where applicable. Show dimensions of braced wall panels in length required by IRC Table R602.10.5 based on wind speed. For townhouses, also verify requirements of IRC Table R602.10.3(3) based on seismic design category. Show foundation requirements, reinforcement, any hold-downs and fastening requirements of braced wall panels.
[Page(s) _____]

Note: Braced wall panel lengths may also be provided by submitting approved electronic wall bracing software compliance documentation.

Elevations *(scaled at 1/8 inch = 1 foot or larger)*

Yes N/A

- Elevations** – Show all sides of the structure and the height.
[Page(s) _____]
- Exterior Components & Materials** – Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches, and stoops.
[Page(s) _____]
- Venting** – Show attic vents and/or crawlspace vents.
[Page(s) _____]

Structural Building Section

Yes N/A

- Building Cross Section** - Showing a cut through the entire building from the bottom of the footing through the roof. More than one section may be required. [Page(s) _____]
- Footing/Foundation Sizes** – Specify reinforcement sizes and spacing, and minimum frost depth from grade to the bottom of the footing. [Page(s) _____]
- Anchor Bolts** – Specify sizes, embedment and spacing, and specify sill plate as pressure treated or wood of natural resistance to decay. [Page(s) _____]
- Basement Dampproofing** – Specify method. [Page(s) _____]

- Floor Framing** – Specify member sizes, spacing, spans, and floor sheathing. [Page(s) _____]
- Crawl Space** – Specify underfloor clearance, vapor barrier and venting. If conditioned crawl space, provide details and method of conditioning. [Page(s) _____]
- Insulation** – Please note the types and R-values for foundation, floors, walls, and attic/ceiling. [Page(s) _____]
- Wall Studs** – Specify types, sizes, spacing, lengths. Please note the types and sizes of headers. [Page(s) _____]
- Wall Components** – Specify sheathing, exterior moisture resistant barrier, siding material, interior wall covering, and interior vapor barrier. For basements, provide interior wood wall construction and method of protection against decay. [Page(s) _____]
- Roof Framing** – Specify manufactured trusses or framing members sizes and spacing, roof sheathing, roofing materials, and any mechanical connectors for roof framing members to walls. Provide attic ventilation. [Page(s) _____]

Floor Framing Plans

Yes N/A

- Floor Joists** – Specify type, size, spacing and spans. Show any interior bearing points. [Page(s) _____]
- Beams, Headers and Columns** - Specify types and sizes of supporting beams, headers and columns. Show any bearing points. [Page(s) _____]
- Pony/Cripple Walls** – Please note stud type, size, length and spacing. [Page(s) _____]
- Mechanical Connectors/Fasteners** – Specify such as for floor joist to beam, beam to beam, or beam to columns. [Page(s) _____]

Roof Framing Plans

Yes N/A

- Roof Framing** - Specify rafter and/or ceiling joist type, size, spacing, and spans. Show any interior bearing points. [Page(s) _____]
- Manufactured Trusses** - Specify/provide truss layout, spacing, spans, and style (scissor, mono, hip, standard, or girder). Show any interior bearing points. [Page(s) _____]
- Beams, Headers and Columns** - Specify types and sizes of supporting beams, headers, and columns. Show any interior bearing points. [Page(s) _____]
- Mechanical Connectors/Fasteners** - Specify any mechanical connectors/fasteners such as for rafter/truss to beam, beam to beam, girder truss to beam, or beam to columns. [Page(s) _____]

Other Section Details

Yes N/A

- Stair Section Detail** - Showing dimensions of treads, risers, headroom, handrails, & guard requirements. [Page _____]

- Fire Resistive Assembly Wall Section Details** (Townhouse separation, duplex separation, exterior walls or fire-rated eave details due to location on property or 2018 International Fire Prevention Code). Please note applicable tested/listed assembly number and construction details (gypsum board type, orientation, fastening, etc...) on the plans.
[Page(s) _____]

Mechanical Plans *(Information can be on floor plan or as a separate plan)*

Yes N/A

- Energy Star Standards** – Will this home be constructed and tested under current Energy Star Standards? This is not required but needed to know for informational purposes. **Yes** – or – **No**
- Mechanical Equipment locations** (furnace, air conditioner units, water heater, fireplaces).
[Page _____]
- Gas Fired Equipment in Garage Elevated** - So the source of ignition is at least 18" minimum above the floor. [Page _____]
- Gas Piping and Equipment in a Garage** – Indicate how all will be guarded to prevent damage (such as a bollard). [Page _____]
- Bathroom Exhaust** - Fan locations and cfm. [Page _____]

Electrical Plans *(Information can be on floor plan or as a separate plan)*

Yes N/A

- Smoke Alarm and Carbon Monoxide Alarm Locations** [Page(s) _____]
- Stairway Lighting and Switch Locations** [Page(s) _____]

Accessibility *(Townhouses)*

Yes N/A

- Accessible Dwelling Units** – Where there are four or more dwelling units or sleeping units in a single structure, the provisions of Chapter 11 of the *International Building Code* for Group R-3 shall apply.
[Page(s) _____]

2018 International Fire Prevention Code

Yes N/A

- Is the site located in an applicable Wildland Urban Interface Area?** See the Planning & Development Services internet site for more information.
- No**, the site is not located in an applicable Wildland Urban Interface Area.
 - Yes**, the site is located in area IR1 (Additional requirements apply).
 - Yes**, the site is located in area IR2 on the outer perimeter abutting undeveloped land (additional requirements apply).
 - Yes**, the site is located in area IR2 not on the perimeter abutting undeveloped land (Class A roofing only required).
- If in area IR1 or in area IR2 on the outer perimeter abutting undeveloped land**, additional fire resistive construction elements shall be shown on the plans. (Class A roofing, noncombustible or fire resistive exterior walls, fire resistive soffit/eaves, no soffit/eave venting, underfloor areas enclosed underneath, or one-hour fire rated, decks constructed of appropriate materials, defensible space...).
- [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, 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