

New Commercial/Commercial Additions Building Permit Process

Case Prefix: BLD

Public Version

Notes:

First Review Period:

- Approximately 25-30 working days depending on the workload in the review system.

- All required Planning approvals must be obtained first prior to submitting for a Building Permit.

- Verify if approval from Central District Health Department is needed prior to submittal (food service/food storage tenants).

- A separate Erosion & Sediment Control permit is required. Separate electrical, plumbing, or mechanical trade permits are required once the Building Permit is issued and are to be obtained by a licensed contractor.

- Separate fire sprinkler and fire alarm permits are required if applicable.

Required Submittal Documents:

- New Commercial/Commercial Additions Application
- New Commercial/Commercial Additions Plan Intake Submittal Checklist
- Plans & Documents (Refer to Plan Intake Checklist for requirements)

Note:

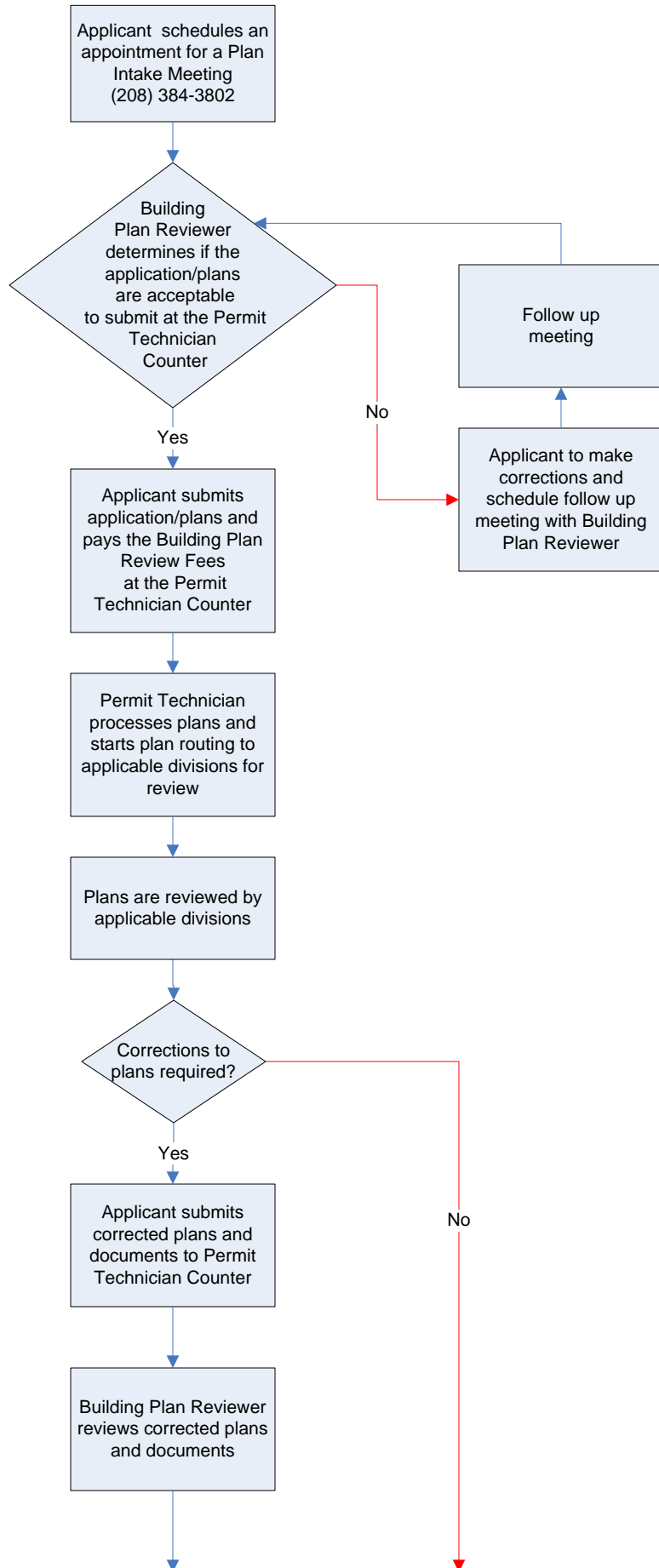
- The applicant is responsible for submitting required plans and documents to Ada County Highway District (ACHD) for review and approval. The Building Permit cannot be issued until verification of ACHD approval is received.

Notes:

- Divisions that could review the plans, depending on the project scope, include:

- 1) Planning Land Division
- 2) Public Works Addressing
- 3) Public Works Sewer Rating
- 4) Public Works Environmental
- 5) Public Works Sewer Design
- 6) Public Works Solid Waste
- 7) Public Works Street Lights
- 8) Public Works Drainage
- 9) Public Works Flood Plain
- 10) Public Works Hillside
- 11) Public Works Geothermal
- 12) Design Review Planning
- 13) Current Planning
- 14) Erosion & Sediment Control
- 15) Plumbing
- 16) Building Plan Review
- 17) Fire Plan Review

- One set of plans and structural calculations may be routed to an outside structural engineer firm for structural review.



Notes:

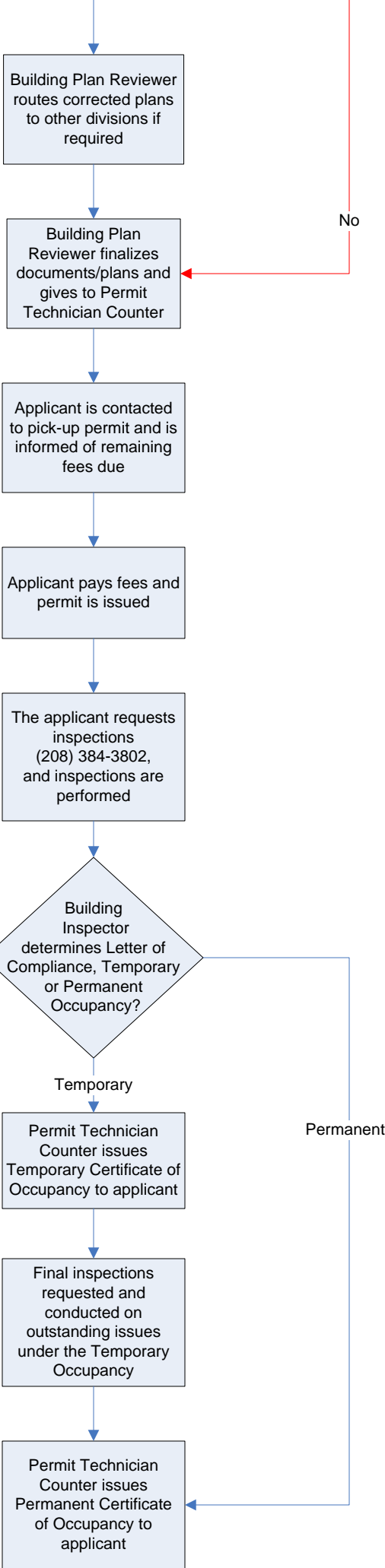
- Review of resubmittal documents by all applicable divisions is approximately 10-15 working days.
- Corrected plans and documents may be required multiple times until full compliance.
- Additional review fees will apply on the third resubmittal.

Notes:

- The applicant needs to provide verification of ACHD approval to the Permit Technician Counter prior to Building Permit issuance.
- Inspections are required at various stages throughout construction.
- If there are other related trade permits, inspections for these are also required.
- The Structural/Building Final Inspection should always be the last inspection requested for final approval.

Notes:

- The applicant will need to bring in the Occupancy Request card with Inspector signatures to obtain a Temporary or Permanent Certificate of Occupancy.
- The applicant may be required to post a bond for Temporary Occupancy.
- Temporary Occupancy lasts for 90 days. Extensions past 90 days may be granted with a letter of request to the Building Division Manager.
- Permanent Certificates of Occupancy cannot be issued if any outstanding fees exceed \$500.00.



3/4/09