PLANNING AND DEVELOPMENT SERVICES
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PDS Document Number #404

Hillside New Residential Submittal Checklist

Case #: _____

Date: _____ **Project Name**: _____

Site Address: _____

Application Submittal

Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. **Electronic Submittal**
   Our Permitting and Licensing | 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.

2. **Paper Submittal**
   Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a "plan review" for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required.

   Intake meetings can occur any time between 8:00 am – 4:00 pm Monday through Friday. Please check in at the Permit Counter and a staff member will conduct the intake with you. All zoning approvals must be completed prior to the intake.

Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents (electronic submission) or make the needed corrections and return to the Permit Counter for another intake meeting (paper submission).
- Plans must be accepted as complete and the plan review fee 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 is not required) and submitted with the application (paper) or uploaded with 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 "#404-b – Hillside New Residential User's Guide" for prior planning approvals, review process information, and fees. The guide is available on www.cityofboise.org/pds

Note: If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

Documents Provided

Yes	N/A	
☐		**Application #404 – Hillside New Residential Permit** *(2 paper copies)*-Submit all pages.
☐	☐	**Form #310 – Statement of Special Inspections** *(2 paper copies)*-Must be completed by the design engineer (or architect if no engineer or applicant if no design professional) (i.e. Structural steel, welding, fabrication, helical pile foundations, etc.)
☐	☐	**Planning & Zoning letter(s) of Approval** *(2 paper copies)*– i.e. Hillside Development or Floodplain (CFH), Conditional Use Permit (CUP), Planned Unit Development (PUD), Design Review/Historic Permit (DRH) 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)** *(2 paper copies)* (For structures located in Floodplain only).
☐		**Building Plans** *(2 complete paper sets)*- Plans drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist, on minimum 18" x 24" size sheets. Plans stamped and signed by an Idaho licensed design professional. Plans for townhouse projects with (4) or more units attached shall be prepared, signed and sealed by an architect licensed by the State of Idaho.
☐	☐	**Reduced Site Plan** *(2 paper copies)*- On 8½" x 11" sheet – paper submittal only.
☐		**Structural Engineering Calculations** *(2 paper copies)* - Stamped and signed by an Idaho licensed engineer. Required for footings and foundation. Could also apply for items such as 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. **NOTE:** Any sheets with engineered design components are required to be stamped by the engineer.
☐	☐	**Truss Details** *(2 paper copies)*- For complicated roof layouts, please provide truss details stamped and signed by an Idaho licensed engineer
☐	☐	**Spray Foam Insulation** *(2 paper copies)*- Provide information on the specific product or the approved ICC-ES Evaluation Services Report or other code compliance report from an IAS accredited agency.
☐		**Site Specific Fire Flow at Hydrants Letter** *(2 paper copies)*- From United Water or other public water provider. Include static pressure if sprinklers are to be installed.
☐		**Erosion & Sediment Control (ESC) Narrative** *(2 paper copies)*- Narrative must be designed for the specific project and be prepared and signed by a plan designer certified by Boise City.
☐		**Soils and Geotechnical Report** *(2 paper copies)* stamped and signed by and Idaho licensed design professional competent to practice in the subject matter.
☐		**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.

Building Envelope Energy Compliance Method

PROVIDE ONE OF THE FOLLOWING OPTIONS:

Yes **N/A**

☐ ☐ **REScheck** *(2 paper copies)*- Software analysis completed and signed – **or** –

☐ ☐ **Energy Rating Index (ERI)** *(2 paper copies)* - 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 - http://www.remrate.com/ http://www.energygauge.com/ and https://ekotrope.com/
For information on Home Energy Rating System (HERS) by RESNET see http://www.resnet.us/
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

☐ ☐ **Other Simulated Performance** *(2 paper copies)* Software analysis completed and signed.

Plans Provided

Site Plan *(scaled at 1 inch = 20 feet)*

Yes

☐ **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 _____]

Erosion & Sediment Control & Drainage Plans

Yes

☐ **Erosion & Sediment Control (ESC)** *(2 paper copies incorporated into plans)* - Plans must be designed for the specific project and be prepared and signed by a plan designer certified by Boise City. **NOTE:** A Storm Water Pollution Prevention Plan (SWPPP) will be accepted for review in place of the ESC plan. [Page(s) _____]

☐ **Site Grading & Drainage Plans** *(2 paper copies incorporated into plans and 1 extra copy)* - Stamped and signed by and Idaho licensed design professional competent to practice in the subject matter. [Page(s) _____]

Foundation Plan *(Required to be stamped and signed by an Idaho licensed engineer)*

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** – Note any required hold-down locations and types. Specify any mechanical connectors/fasteners such as anchor bolts and column to footing connections. [Page(s) _____]

☐ **Elevations for Footings & Stem Walls** - In same datum as grading plan showing all steps in the footings and foundation walls (Provide TOF/TOW). [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** – Note 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. **NOTE:** Braced wall panel lengths may also be provided by submitting approved electronic wall bracing software compliance documentation. [Page(s) _____]

Elevations *(scaled at ⅛ 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. Engineered foundation details will need to be stamped by the design engineer. [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** – Note types and R-values for foundation, floors, walls, and attic/ceiling. [Page(s) _____]
☐		**Wall Studs** – Specify types, sizes, spacing, lengths. Note 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 members sizes and spacing, roof sheathing, roofing materials, manufactured trusses or framing, 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** – 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 _____]

☐ ☐ **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 wildland orban interface code) - 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 <u>not</u> 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) _____]

Wildland Urban Interface Area

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 A (Additional requirements apply)
- □ Yes, the site is located in Area B on the outer perimeter abutting undeveloped land (Additional requirements apply)
- □ Yes, the site is located in Area B not on the perimeter abutting undeveloped land (Class A roofing only required)

☐ ☐ **If in Area A or in Area B 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) _____]

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

For Staff Use (paper submittal)

☐ Accepted

☐ Not Accepted _____ by _____

Date | Staff Member Conducting the Intake

☐ Accepted

☐ Not Accepted _____ by _____

Date | Staff Member Conducting the Intake