



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

1. Electronic Submittal

Our PDS Online | 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 a plan intake meeting where staff will verify that the project submittals are complete. The meeting is not a "plan review" for code compliance. The applicant is responsible for contacting staff members if additional consultation is required.

Plan intake meetings must be scheduled at least one day in advance. Call 208/384-3802 to schedule or go to www.cityofboise.org/PDS and log into PDS Online. Meetings are available each business day, begin at 9:00 a.m. and last approximately one (1) hour. All zoning approvals must be completed prior to scheduling your meeting.

Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents (electronic submission) or schedule another plan intake meeting with the same staff member (paper submission).
- 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 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 "#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

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 #514 – Commercial Modular Relocatable Building Permit** (2 paper copies) Submit all pages.
- Form #304 – Registered Design Professional** (2 paper copies)
- State of Idaho Division of Building Safety Approved Plans** (2 paper copies) Complete set – and a copy of the Idaho State Plan Approval number for new modular buildings, or the Idaho State Tag Number for existing relocatables, that includes building occupancy, type of construction, manufacturer and manufacturer serial number.
- Structural Calculations** (3 paper copies) Stamped and signed by an Idaho licensed engineer.
- Specification Books:** (2 paper copies) - or - incorporated within building plans.
- Soils and Geotech Report** (2 paper copies) 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** (1 paper copy) Signed and approved by PDS Subdivision staff.
- Central District Health Department** (2 paper copies) (CDHD) signed copies of all plan sets, *if paper submittal*, for any building where food is prepared, manufactured or stored, and for all day care facilities, *and* of the CDHD Food Establishment Plan Review and Approval form or the Child Care Center Plan Review form where applicable. Submit plans to CDHD prior to City submittal.
- Central District Health Department** (1 copy) (CDHD) *If electronic submittal*, provide a completed Food Establishment License application and Food Establishment Plan Review and Approval form for any building where food is prepared, manufactured or stored. Form is available at: <https://www.cdhd.idaho.gov/eh-food-forms.php>. For day care facilities, provide a completed Child Care Center Plan Review form. This form can be obtained at: <https://www.cdhd.idaho.gov/eh-childcare-forms.php>. Initial submittal does NOT require a trip to CDHD if submitting electronically, however, CDHD may require a separate meeting for specific cases.
- 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.

Documents Provided

Yes N/A

- Form #310 – Statement of Special Inspections** (*2 paper copies*) Must be completed by the design engineer.
- Planning & Zoning Letter(s) of Approval** (*2 paper copies*) – i.e. Conditional Use Permit (CUP), Design Review Permit (DRH) and/or other approval documents
- Hazardous Material Inventory & Classification Report** (*2 paper copies*) By a City approved HazMat consultant (if hazardous materials are to be used or stored on premises).
- Recorded Document** (*1 paper copy*) (with instrument number) For all new and existing sewer easements.
- Any Modifications to the Code, Alternative Materials/Methods/Design of Construction or Equipment** (*2 paper copies*) Approved and signed by the Building Official, and where applicable, the Fire Marshal.
- Floodplain Elevation Certificate or Letter of Map Revision (LOMR)** (*1 paper copy for both ePlan and paper submittals*) 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** (*3 complete paper sets*) 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 (*4 paper copies incorporated into plans plus 3 extra paper copies*) [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

Yes N/A

- ESC Plans** (*3 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. [Page(s) _____]
- 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.

Grading/Drainage Plans & Documents

Yes N/A

- Site Grading & Drainage Plans** Stamped and signed by an Idaho licensed design professional (*3 paper copies incorporated into plans plus 3 extra paper sets*) [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: <http://www.idwr.idaho.gov/RulesStatutesForms/WellConstruction/WellFormsRules.htm#Inj>
- Site Drainage Report** (*2 paper copies*) Stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations.
- Drainage System Operation & Maintenance Plan** (*2 paper copies*) Stamped and signed by Idaho licensed design professional.
- Drainage System Operation & Maintenance Plan Agreement (appendix J from Public Works Stormwater Manual)** (*1 paper copy for both ePlan and paper submittals*) Original copy only. Must be completely filled out and notarized prior to submittal.
- Soils and Geotech Report** (*2 paper copies*) 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 Foundation System** (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

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