



# PLANNING AND DEVELOPMENT SERVICES

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<b>PDS</b>	Document Number
	<b>#506</b>

# New Multi-Family Buildings & Additions Plan Intake 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 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.

### 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.

Intake meetings can occur any time between 8:00 am – 3:30 pm Monday through Friday. Please check in at the Permit Counter and a staff member will conduct the intake meeting with you. All zoning approvals must be completed prior to your meeting time.

## 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 "#506-b - New Multi-Family Buildings & Additions Guide" for prior planning approvals, review process information, fees, and outside agencies. The guide is available on [www.cityofboise.org/pds](http://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 #506 – New Multi-Family Buildings & Additions Building Permit** (*2 paper copies*) - Submit all pages **Note:** For paper submittal, a separate application with a separate valuation is required for each different type of building on the site and for each building separated by fire walls for allowable area provisions.
- Form #304 – Registered Design Professional** (*2 paper copies*)
- Structural Calculations** (*3 paper copies*) - Stamped and signed by an Idaho licensed engineer.  
**Note:** An engineer stamp/signature is not required (optional) on calculations for buildings with three (3) units or less.
- 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 Planning Staff.
- Site Specific Fire Flow at Hydrants Letter** (*2 paper copies*) - From United Water or other public water provider. Include static pressure for the required fire sprinkler system installation.
- 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).
- 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.
- Planning & Zoning Letter(s) of Approval** (*2 paper copies*) – i.e. Conditional Use Permit (CUP), Variance Planned Unit Development (PUD), Design Review Permit or Historic Preservation (DRH) and/or other approval documents
- 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** - Approved and signed by the Building Official, and where applicable, the Fire Marshal (*2 paper copies*)

## Plans Provided

Yes

- Building Plans** (*3 complete paper sets*) - Plans drawn to scale on minimum 18"x24" size sheets. Architectural stamped and signed by an Idaho licensed architect; Civil, structural, mechanical & plumbing stamped and signed by Idaho licensed engineers.  
**Note:** An architect or engineer is not required (optional) for buildings with (3) units or less.  
**Note:** An engineer is not required (optional) for mechanical/plumbing plans for buildings with three (3) units or less.
- 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, setbacks of parcel 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 \_\_\_\_\_]
- 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 (*3 paper copies incorporated into plans plus 3 extra paper copies*) [Page \_\_\_\_\_]
- Landscape Plan** - Showing location of trees, shrubs, groundcovers, and irrigation lines, that includes a 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** (*3 paper copies incorporated into plans plus 3 extra paper sets*) - Stamped and signed by an Idaho licensed design professional. [Page(s) \_\_\_\_\_]
- Site Grading & Drainage Plans** (*3 paper copies incorporated into plans plus 3 extra paper sets*) - Stamped and signed by an Idaho licensed design professional. [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

- Dimensioned Floor Plans** - Labeling usage and square footage of all rooms and rated walls (e.g. fire walls, fire partitions, fire barriers, horizontal exits, smoke barriers, smoke partitions) [Page(s) \_\_\_\_\_]
- Roof Plans, Elevations & Wall Section(s)** - Showing insulation [Page(s) \_\_\_\_\_]
- Ceiling Details** (hard lid or suspended ceiling) - And/or draft stops [Page \_\_\_\_\_]
- Door and Window Schedule** [Page \_\_\_\_\_]
- Exit Door Hardware Schedule** [Page \_\_\_\_\_]
- Finish Schedule** [Page \_\_\_\_\_]
- Fire Resistive Assemblies Details** - Penetration requirements [Page(s) \_\_\_\_\_]
- Dwelling Unit/Sleeping Unit Separation Details** - Specify fire rated assemblies (vertical fire partitions and/or horizontal assemblies), locations, sections, specify sound transmission STC rating and IIC rating. [Page(s) \_\_\_\_\_]
- Stair Enclosure and Shaft Construction Details** [Page(s) \_\_\_\_\_]
- Stair Details** - Showing tread, riser, handrails, & guard requirements [Page \_\_\_\_\_]
- Standpipe Locations** [Page(s) \_\_\_\_\_]
- Fire Sprinkler Riser** - Locations [Page(s) \_\_\_\_\_]
- Fire Pump/Riser Room** - And reservoir location [Page(s) \_\_\_\_\_]
- Fire Pump/Riser Room** - Details (rated walls/ceilings, floor drains, ventilation) [Page \_\_\_\_\_]
- Smoke Detector Locations** - And notes [Page(s) \_\_\_\_\_]
- Emergency Generator & Fuel Tank** - Location [Page(s) \_\_\_\_\_]
- Standby and Emergency Power Source** [Page(s) \_\_\_\_\_]

- Exit Signs and Emergency Lighting** - Locations [Page(s) \_\_\_\_\_]
- Required Plumbing Fixtures** - (i.e. toilets, lavatories, kitchen sinks, bathtub/shower). [Page(s) \_\_\_\_\_]
- Portable Fire Extinguisher** - Locations (Exception: "shell only" permits) [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 \_\_\_\_\_]
- Foundation Plans** - Details (including reinforcement) [Page(s) \_\_\_\_\_]
- Wall Framing & Bracing** - Details [Page(s) \_\_\_\_\_]
- Structural Building Sections** [Page(s) \_\_\_\_\_]
- Floor Framing** - Plans & details [Page(s) \_\_\_\_\_]
- Roof Framing** - Plans & details [Page(s) \_\_\_\_\_]

## Accessibility Inside the Building

Yes N/A

- Interior Ramps, Maneuvering Clearances, Doors & Passages** [Page(s) \_\_\_\_\_]
- Bathroom Fixture Locations** - On floor plan, counter heights, amenities and interior elevations all with required dimensions. [Page(s) \_\_\_\_\_]
- Fully Accessible Units, Accessible Type A Units or Accessible Type B Units** - Show numbers and types of each unit on each level and details of each unit type including dimensions. [Page(s) \_\_\_\_\_].

## Energy Code Compliance

Yes N/A

- Building Envelope** (analysis signed & printed on the plans) [Page \_\_\_\_\_]  
**Note:** For buildings four (4) stories or more use "COMcheck"  
**Note:** For buildings up to and including three (3) stories use "REScheck – Multi-family"  
**Note:** For any duplexes on the site use "REScheck – Single Family"
- Lighting Compliance** – Show lighting within dwelling units meeting 50% or more of the permanently installed interior light fixtures fitted with high-efficacy lamps – *or* – COMcheck signed & printed on the plans where the 50% minimum high-efficacy lamp requirement is not met, and the residential building exceeds three (3) stories. [Page \_\_\_\_\_]
- Lighting Compliance** – Required for all common use areas. (COMcheck signed & printed on the plans) [Page \_\_\_\_\_]
- Lighting Plan, Fixture Schedule & Controls** – Required for common use areas and for residential units not meeting the 50% minimum high-efficacy lamp requirement where the building exceeds three (3)

stories (list fixture types, wattage, ballast/bulb type, fixture count, switching requirements including common area daylight zones switching and automatic lighting control shutoff where common areas are over 5,000 sq. ft.) [Page \_\_\_\_\_]

- Mechanical Compliance** – Required for common use areas and where mechanical systems serve multiple dwelling units within a building (COMcheck signed & printed on the plans) [Page \_\_\_\_\_]
- ACCA Approved Design Software Analysis Output Reports** (for residential buildings three (3) stories or less where mechanical systems serve individual units) Showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), and Manual S (equipment selection). Include fresh air ventilation design, and a duct system layout noting duct sizes, lengths, and termination points with cfm outputs. In addition, if using ACCA reports need to submit a plan detailing the exhaust ventilation design drawn by an Idaho licensed Architect, or Engineer that includes exhaust fan location, size, and duct design showing the routing and penetration protection of rated assemblies. (1 paper copy)
- Heating & Cooling Load Calculations** (for buildings exceeding three (3) stories or where systems serve multiple dwelling units in buildings three (3) stories or less) Printed on plans [Page \_\_\_\_\_] or  attached to plans (2 paper copies)

## Mechanical Plans

Plan view drawing per typical unit for single story buildings; Plan view drawings plus isometric/riser drawings for multi-story buildings.

Yes    N/A

- Mechanical Equipment Schedule** [Page \_\_\_\_\_]
- Appliance and Equipment Locations** [Page(s) \_\_\_\_\_]
- Appliance Venting and Sizes** [Page(s) \_\_\_\_\_]
- Condensate Lines** - And termination points [Page(s) \_\_\_\_\_]
- Combustion Air Ducts** - Openings, sizes [Page(s) \_\_\_\_\_]
- Supply and Return Duct Locations** – Include diffuser locations (floor or ceiling) [Page(s) \_\_\_\_\_]
- Fire and Smoke Damper Locations** - Ratings and listed assemblies [Page(s) \_\_\_\_\_]
- Range Hoods, Bathroom Exhaust, and Dryer Exhaust** - CFM, duct locations and sizes [Pages(s)\_\_\_\_\_]
- Hydronic Piping** - Locations, type, and sizes [Page(s) \_\_\_\_\_]
- Medium and Low-Pressure Gas Piping** - Sizes, locations, load calculation table – show gas meter location [Page(s) \_\_\_\_\_]
- Access to Mechanical Equipment** - On roof [Page \_\_\_\_\_]

## Plumbing Plans

Plan view drawing per typical unit for single story buildings; Plan view drawings plus isometric/riser drawings for multi-story buildings.

Yes    N/A

- Plumbing Fixture Schedule** [Page \_\_\_\_\_]
- Backflow Protection** - Noted [Page \_\_\_\_\_]

- Domestic Water Line** - Locations & sizes from meter to and throughout building  
[Page(s) \_\_\_\_\_]
- Sanitary Waste Lines** - With venting – note all sizes from sewer main to and throughout the building  
[Page(s) \_\_\_\_\_]
- Interior Roof and Overflow Drain Lines** - Locations and sizes [Page(s) \_\_\_\_\_]
- Water Heater** - Details [Page \_\_\_\_\_]

### Electrical Plans

*Required on projects with buildings containing more than three (3) units.*

- |                          |                          |  |
|--------------------------|--------------------------|--|
| Yes                      | N/A                      |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Lighting Plan</b> [Page(s) _____]   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Power Plan</b> [Page(s) _____]  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical Fixture and/or Equipment Schedule</b> [Page(s) _____]  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Panel Load Schedules and Summary</b> - Of electrical load calculations [Page(s) _____]  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>One Line Diagram</b> - With details of service, grounding, feeders, transformers and sub-panels<br>[Page _____]                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Electrical Details/Notes</b> - Conduit sizes/types, conductor sizes/types, insulation types, circuit wiring sizes/types, homeruns [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
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**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