



## PLANNING AND DEVELOPMENT SERVICES

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# Commercial Rough Grading 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. All resubmittals must be uploaded via the ePlan Review system.

### 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. All resubmittals must be submitted in paper to the permit counter.

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. For development in a hillside or floodplain, planning and 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 return to the Permit Counter for another intake meeting (paper submission).
- Plans must be accepted as complete and the grading plan review fee and erosion and sediment control permit 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 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 "#526-b – Commercial Rough Grading Guide" for prior planning approvals, review process information, and fees. 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 #526 – Commercial Rough Grading Application** (*2 paper copies*) All pages. Include narrative of proposed work: \_\_\_\_\_
- Form #304 – Registered Design Professional Form** (*2 paper copies*)
- Plans** (*2 complete paper sets*). Plans drawn to scale on 18"x24" minimum size plan sheets. Civil plans stamped and signed by an Idaho licensed engineer or professional.
- Soils and Geotechnical Report** (*2 paper copies*) Stamped and signed by an Idaho licensed engineer, geologist, or soil scientist competent to practice in the subject matter. The report shall include material placement specifications, and material testing requirements.
- Erosion & Sediment Control (ESC) Narrative** (*2 paper copies*) Prepared and signed by a plan designer certified by the City of Boise.
- Form #310 – Statement of Special Inspections** (*2 paper copies*) Completed by the design engineer or professional, if applicable such as for structural fill/compaction.
- Planning & Zoning Letter of Approval** (*2 paper copies*) If located in a hillside or floodplain (CFH case).
- 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 N/A

- Vicinity Map** showing location of the property with street names identified [Page \_\_\_\_\_]
- Table of Contents/Drawing Index** [Page \_\_\_\_\_]
- Site Grading Plans** (*3 paper copies*) Stamped and signed by an Idaho licensed engineer or professional. Include total cubic yards of earth to be moved. [Page(s) \_\_\_\_\_]
- Erosion & Sediment Control (ESC) Plans** (*2 paper copies incorporated into the plan set*). Plans must be designed for the specific project and be prepared and signed by a plan designer certified by the City of Boise. [Page(s) \_\_\_\_\_]
- Specify Required Special Inspections on Plans** (such as for structural fill/compaction) [Page \_\_\_\_\_]

**NOTE:** As a condition of approval, the applicant shall comply with a list of grading permit conditions prepared by the Public Works department. Bonding for site restoration may also be required.

## 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

Accepted

Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake

Accepted

Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake