PLANNING AND DEVELOPMENT SERVICES
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PDS Document Number #406

Residential Addition, Alteration & Accessory Building Submittal Checklist

Permit #: _____

The #406 application covers a wide range of project types. Required documentation will vary based on size and complexity of the project. If, after reading this checklist, you are still unsure of what documents/drawings need to be included in your 406 application, you can make a Residential Building Permit Appointment to discuss your project with a Plans Examiner. Here is the link for making an appointment:

https://www.cityofboise.org/departments/planning-and-development-services/pds-appointments/

Application Acceptance/Review – there are two ways to submit, online or in-person.
Residential additions, alterations and accessory building permits can be applied for **online**. Click the **Apply Online** button on the 406 landing page. Online applications are typically reviewed within two weeks, at which point you will receive an e-mail saying fees are due and giving you a link to your City-approved documents.

Residential additions, alterations and accessory building permits can be applied for **in-person**. To apply in-person, make an appointment at the link above. Arrive 20 minutes ahead of your appointment and check in at the Permit Counter with your completed application and any required plans. Please provide two copies of any documentation larger than 11x17. For simple projects expect the process to take +/- one hour. For more complicated projects, or projects with incomplete information, the Plan Examiner will hold the plans/application for later review, typically within two weeks.

Before you apply… Some projects require approval from Planning & Zoning before applying for your Building Permit. Examples of projects that require prior approvals include: projects in an Historic District, in the Floodplain, or on Sub-standard lots, Accessory Dwelling Units (in-laws quarters), and projects in the Hillside overlay that substantively alter the grading. If you are unsure if your project will require one of these prior-approvals, you can make a Front Desk Planning Inquires Appointment to discuss your project with a Planner. Here is the link for making an appointment:

https://www.cityofboise.org/departments/planning-and-development-services/pds-appointments/

The Permit Counter can be contacted at (208) 608-7070 for any further questions or information on fees.

July 2023

Checklists

Plans provided for simple interior remodels:

Yes	N/A	
☐	☐	**Site Plan** Show location of existing structure(s) and any accessory building. Include balconies, decks, driveways, and walkways. Note all dimensions and distances to the property lines and other buildings from exterior walls. For simple interior remodels this information may be written on a satellite or GIS photo.
☐	☐	**Existing Floor Plan** (typically scaled at ¼" = 1 foot). Dimensioned floor plan for the entire floor level affected by the remodel, shown as-is. Usage of all rooms needs labeled, with window and door opening sizes/types noted, and all fixture and cabinet locations shown.
☐	☐	**Proposed Floor Plan** (typically scaled at ¼" = 1 foot). Dimensioned floor plan for the entire floor level affected by the remodel, shown as-proposed. Usage of all rooms needs labeled and all fixture and cabinet locations shown. Windows should be labeled with size and function and as (n) new, (e) existing-to-remain, and/or (t) tempered safety glazing. Smoke & carbon monoxide detectors need shown at all required locations in the home and noted as "hard-wired and interconnected or, where permitted, battery powered."

Plans provided for interior remodels that involve structural or use changes:

Yes	N/A	
☐	☐	**Site Plan** & **Existing Floor Plan** (details as noted above.)
☐	☐	**Proposed Floor Plan** (typically scaled at ¼" = 1 foot). Dimensioned floor plan for each floor level affected by the remodel, shown as-proposed. Usage of all rooms needs labeled and all fixture and cabinet locations shown. Windows should be labeled with size and function and as (n) new, (e) existing-to-remain, and/or (t) tempered safety glazing. Smoke & carbon monoxide detectors need shown at all required locations in the home and noted as "hard-wired and interconnected or, where permitted, battery powered." Specify types and sizes of **supporting beams**, **headers**, and **columns**. Show all bearing points and footing sizes at those bearing points. Show new/modified **stairway locations**, width, and guardrails. Provide a Section View of any new stair showing rise, run, head-height, and handrail location. Show stairway lighting and switch location(s). Show **mechanical equipment** locations (furnace, air conditioner units, water heater, fireplaces) where new or modified. Note bathroom exhaust fan locations and cfm.
☐	☐	For conversions of garage to living space, provide a **Section View** at the location where the garage door is being removed showing footing/foundation sizes/depths, anchor bolt sizes, and specify sill plate as pressure treated. Note insulation types and R-value for foundation, floors, walls, and attic/ceiling. Specify stud types, sizes, and spacing. Note wall sheathing, exterior moisture resistant barrier, siding material, and interior wall covering.

Plans provided for additions:

Yes	N/A	
☐	☐	**Site Plan** (typically scaled at 1 inch = 10 feet –or- ⅛ inch = 1 foot or larger). Show location of existing structure(s) and the new proposed addition or accessory building. Include balconies, decks, driveways, and walkways. Note all dimensions and distances to the property lines and other buildings from exterior walls. Indicate streets and lot size dimensions in conformance with the recorded plat. Show any easement locations.
☐	☐	**Existing Floor Plan** & **Proposed Floor Plan** (details as noted above.).
☐	☐	**Foundation Plan** (typically scaled at ¼" = 1 foot). Dimensioned foundation plan showing size and location of all footings and stem walls, foundation vents, hold-downs (if needed), and crawls-space access size and location (if needed).
☐	☐	**Floor Framing Plan** (typically scaled at ¼" = 1 foot). Dimensioned floor-framing plan showing type, spacing, span, and direction of all floor-joists. Floor-framing plans should include any proposed floor beams and all proposed connectors.
☐	☐	**Roof Framing Plan** (typically scaled at ¼" = 1 foot). Dimensioned roof-framing plan showing type, spacing, span, and direction of all trusses or rafters. Roof-framing plans should include wall and roof beams, connectors, and attic access size and location (if needed).
☐	☐	**Wall bracing plan** specifying all braced wall line locations. Show locations, dimensions, and type of each braced wall panel. Show any header, hold-downs, and/or fastening requirements of braced wall panels.
☐	☐	**Section View**(s) (more than one Section View may be required – provide one Section View for each unique situation – provide a separate Section View for any stairs). Provide a Wall cross section showing a cut through the building from the bottom of the footing through the roof. Specify footing/foundation sizes, reinforcement sizes and spacing, minimum frost depth from grade to the bottom of the footing, and minimum height of siding/framing above grade. Specify anchor bolt sizes, embedment and spacing, and specify sill plate as pressure treated or wood of natural resistance to decay. Show basement damp proofing method. Specify floor framing member sizes and spacing, underfloor clearance, vapor barrier, and floor sheathing. Note insulation types and R-value for foundation, floors, walls, and attic/ceiling. Specify stud types, sizes, spacing, heights and note types and sizes of headers. Note wall sheathing, exterior moisture resistant barrier, siding material, and interior wall covering. Specify roof framing members sizes and spacing, roof sheathing, roofing materials, any mechanical connectors for roof framing members to walls, and attic ventilation intentions. Show any required fire-resistive wall or ceiling/floor assemblies.
☐	☐	**Elevations** (i.e.. a drawing looking at the side of the structure - typically scaled at ¼" = 1 foot). Provide Elevations for each affected side of the structure. Show height. Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches/stoops. Show any proposed roof or gable vents.

Other Project Types

Patio covers or pergolas: (see the Residential Patio Cover Construction Policy for more info).

Yes	N/A	
☐	☐	**Site Plan** Show location of existing structure(s) and any accessory building. Show location of proposed patio cover or pergola and note all dimensions and distances to the property lines and other buildings.
☐	☐	**Elevations** (i.e. a drawing looking at the side of the structure - typically scaled at ¼" = 1 foot). Provide Elevations for each side of the structure. Show height. Show enough of the existing structures to indicate how the new structure attaches to the existing.
☐	☐	**Section View**(s) (more than one Section View may be required – provide one Section View for each unique situation). Provide a cross-section from the bottom of the footing through the roof. Specify footing size(s) and depth, post type/size and connection to footing, beam type/size and connection to post, and details of connection to house. Specify roof framing members sizes and spacing, roof sheathing, roofing materials, any mechanical connectors for roof framing members.
☐	☐	**Structural Calculations** - Stamped and signed by an Idaho licensed engineer for Patio Covers or Pergolas that are not exempt per Boise's Residential Patio Cover Construction Policy. ***Note:*** *Any plan sheets with engineered design components are required to be stamped by the design engineer.*

Decks:

Yes	N/A	
☐	☐	**Site Plan** Show location of existing structure(s) and any accessory building. Show location of proposed deck and note all dimensions and distances to the property lines and other buildings.
☐	☐	**Framing Plan** (typically scaled at ¼" = 1 foot). Dimensioned deck-framing plan showing locations of all footings/posts, and showing type, size, spacing, span, and direction of all floor-joists. Floor-framing plans should include any proposed floor beams and all proposed connectors.
☐	☐	**Elevations** (i.e. a drawing looking at the side of the structure - typically scaled at ¼" = 1 foot). Provide Elevations for each side of the deck. Show height. Show enough of existing structure(s) to indicate how the new deck attaches. Specify guardrail height and member spacing (if deck is over 30" above grade).
☐	☐	**Section View**(s) (more than one Section View may be required – provide one Section View for each unique situation – provide a separate Section View for any stairs). Provide a cross-section from the bottom of the footing through deck, deck rail, or roof. Specify footing size(s) and depth, post type/size and connection to footing, beam type/size and connection to post, joist type/size and connection to beam and ledger, and details of connection to house. Specify guardrail height, member spacing, and any mechanical connectors. Specify decking and other materials.

☐ ☐ **Structural Calculations** - Stamped and signed by an Idaho licensed engineer are required for any deck taller than six feet above grade or for designs or materials not addressed in the International Residential Code.

***Note:** Any plan sheets with engineered design components are required to be stamped by the design engineer.*

Sheds, Garages, or Greenhouses not attached to the home: (see *Plans Provided for Additions* for attached sheds, garages, or greenhouses).

Yes N/A

☐ ☐ **Site Plan**
Show location of existing structure(s) and any accessory building. Include balconies, decks, driveways, and walkways. Note all dimensions and distances to the property lines and other buildings from exterior walls of the new building.

☐ ☐ **Proposed Floor Plan** (typically scaled at ¼" = 1 foot).
Dimensioned floor plan for with window and door sizes labeled, headers specified, and wall bracing type and locations shown.

☐ ☐ **Foundation Plan** (typically scaled at ¼" = 1 foot).
Dimensioned foundation plan showing size and location of all footings and stem walls, and hold-downs (if needed).

☐ ☐ **Roof Framing Plan** (typically scaled at ¼" = 1 foot).
Dimensioned roof-framing plan showing type, spacing, span, and direction of all trusses or rafters. Roof-framing plans should include wall and roof beams, connectors, and attic access size and location (if needed).

☐ ☐ **Section View**(s) (more than one Section View may be required – provide one Section View for each unique situation – provide a separate Section View for any stairs).

Provide a Wall cross section showing a cut through the building from the bottom of the footing through the roof. Specify footing/foundation sizes, reinforcement sizes and spacing, minimum frost depth from grade to the bottom of the footing, and minimum height of siding/framing above grade. Specify anchor bolt sizes, embedment and spacing, and specify sill plate as pressure treated or wood of natural resistance to decay. Specify floor framing member sizes and spacing, underfloor clearance, vapor barrier, and floor sheathing. Specify stud types, sizes, spacing, heights and note types and sizes of headers. Note wall sheathing, exterior moisture resistant barrier, siding material, and interior wall covering. Specify roof framing members sizes and spacing, roof sheathing, roofing materials, any mechanical connectors for roof framing members to walls, and attic ventilation intentions. Show any required fire-resistive wall or ceiling/floor assemblies.

☐ ☐ **Elevations** (i.e. a drawing looking at the side of the structure - typically scaled at ¼" = 1 foot). Provide Elevation for each side of the structure. Show height. Show exterior doors. windows, siding materials, and roofing materials.

☐ ☐ **Structural Calculations** - Stamped and signed by an Idaho licensed engineer are required for accessory structures with walls taller than 10' or for designs or materials not addressed in the International Residential Code.

***Note:** Any plan sheets with engineered design components are required to be stamped by the design engineer.*

Retaining Walls or Below-Grade Exterior Stairs:

Yes N/A

☐ ☐ **Site Plan**
Show location of existing structure(s) and any accessory building. Show location of retaining walls and note height(s). Note all dimensions and distances to the property lines and other structures.

☐ ☐ **Section View**(s) (more than one Section View may be required – provide one Section View for each unique situation – provide a separate Section View for any stairs).

Wall Cross Section from the bottom of the footing through the top of the wall. Specify footing/foundation sizes, reinforcement sizes and spacing, minimum frost depth from grade to the bottom of the footing, and any proposed drainage fill or geo-fabrics.

☐ ☐ **Structural Calculations** - Stamped and signed by an Idaho licensed engineer are required for retaining walls more than 4' in height from the bottom of the footing to the top of the wall, or for any retaining walls supporting a surcharge.

Note: *Any plan sheets with engineered design components are required to be stamped by the design engineer.*

Other Information or documents that may be required

Yes N/A

☐ ☐ **Wildland Urban Interface Area.** If the project site is located in the Wildland Urban Interface Area additional fire resistive construction elements shall be shown on the plans. (Class A roofing, noncombustible or fire resistive exterior walls, fire resistive soffit/eaves, underfloor areas enclosed underneath, or one-hour fire rated, decks constructed of appropriate materials, defensible space…). See the Boise WUI ordinance at this link https://codelibrary.amlegal.com/codes/boiseid/latest/boise_id/0-0-0-6161

☐ ☐ **Planning Letter(s) of Approval** – if your project requires a prior Planning approval, please include that approval letter when applying for your Building Permit - i.e. Design Review/Historic Permit (DRH), Conditional Use Permit (CUP), Planned Unit Development (PUD), Floodplain/Hillside (CFH) and/or other approval document.

☐ ☐ **ACCA Report** (sometimes called "Manual J") - Provide an ACCA report for any heating and or cooling system that is serving a new ADU. ACCA report is optional for additions and alterations that include the installation of new heating and or cooling system.

☐ ☐ **Structural Calculations** - Stamped and signed by an Idaho licensed engineer. Examples of projects requiring engineering include: footings and foundations in the Hillside overlay, tall walls, non-typical light frame construction or 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 for any retaining walls supporting a surcharge.
Note: *Any plan sheets with engineered design components are required to be stamped by the design engineer.*

☐ ☐ **ES Reports** – ICC Evaluation Service Reports showing third-party verification of code-compliance are required for some products. Examples of projects requiring ES Report include: foam insulations, helical or push piers, photovoltaic roof-mounts, and

proprietary metal construction.

☐ ☐ **Building Envelope Energy Code Compliance** – If using REScheck, the Energy Rating Index, or another Simulated Performance method to comply with Energy Code, the appropriate report is need. For projects choosing the Prescriptive compliance method, the relevant info can be shown in the Section View(s).

☐ ☐ **For Complicated Roof Layouts** please provide truss-manufacturer's layout and details pages.

☐ ☐ **Elevation Certificate or Letter of Map Revision LOMR** (For structures located in Floodplain only).

☐ ☐ **Responsible Person** – projects that disturb over 500 square feet are required to have a designated Erosion & Sediment Control Responsible Person. The RP must be the parcel owner or certified by Boise City.

☐ ☐ **Erosion & Sediment Control Plans** are required for large or complicated projects within the Hillside overlay. Plans must be designed for the specific project and be prepared and signed by a plan designer certified by Boise City.

☐ ☐ **Grading & Drainage Plans** stamped and signed by an Idaho licensed design professional competent to practice in the subject matter, are required for projects within the Hillside overlay that substantially recontour the site.

As mentioned before, the #406 application covers a wide range of project types. Required documentation will vary based on size and complexity of the project. If, after reading this checklist, you are still unsure of what documents/drawings need to be included in your 406 application, you can make a Residential Building Permit Appointment to discuss your project with a Plans Examiner. Here is the link for making an appointment: https://www.cityofboise.org/departments/planning-and-development-services/pds-appointments/

Signature of Applicant

I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.

____ _________________________
Signature of Applicant or Submitting Design Professional of Record Date

Staff Use Only

☐ Accepted
☐ Not Accepted by ______________________ Date
Staff Member Conducting the Intake

☐ Accepted
☐ Not Accepted______________________by __________________________________
Date Staff Member Conducting the Intake