

New or Addition Commercial Building Permit Application

Type of Permit Requested

- New Complete Building Addition
- Multi-Family (3 or more dwelling units)
- Building-No Interior walls (no occupancy)
- Shell Building-with interior walls (no occupancy)

New Sq. Ft. _____
 Exist. Sq. Ft. _____ Shell

NOTE: PROVIDE PHASING PLAN FOR MULTI-BUILDING PROJECTS (IF APPLICABLE)

PRE-SUBMITTAL MEETING REQUIRED ON ALL NEW AND ADDITION COMMERCIAL PROJECTS (CALL TO SCHEDULE)

PROJECT INFORMATION		Special Use Permit required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Project Address: _____		Subdivision: _____	
Business/Tenant using space: _____		Lot / Block/ _____	
Check address with Engineering before submitting application		Parcel #: _____	
PROPERTY OWNER INFORMATION		CONTRACTOR INFORMATION	
Business name: _____		Business Name: _____	
Contact name: _____		Contact Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
		State Registration # & Expiration Date: _____	
ARCHITECT INFORMATION		ENGINEER INFORMATION	
Business Name: _____		Business Name: _____	
Contact Name: _____		Contact Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
ADDITIONAL CONTACTS: Project Manager, other designers, contacts, etc.			
Business Name: _____		Business Name: _____	
Contact Name: _____		Contact Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	

*****This page & checklist to be submitted for each different building*****

1. **Project Description:** _____

2. **Project Value:** \$ _____

Note: If contractor does not know at time of application, project value to be provided by contractor before permit is issued.

- A. Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, other permanent equipment, owner supplied items, storm water retention, curb, gutter, paving, parking, and landscaping.
Project value only excludes the value of the land.

I certify that the value & scope of work provided above are the most accurate available at this time:

(applicant) _____
Print Name Signature Date

*****When a project contains multiple buildings on site, a separate permit is required for each building. Each building will need to be on its own set of plans unless the buildings are identical or this is a storage unit complex. Please reach out to the Building Department for specifics before submitting plans.**

3. **Planning & Zoning Info**

- A. **District:** _____
B. Parking Spaces: _____
C. Required Landscaping Provided SF# _____
D. Building Height: _____
E. Site Drainage Area square footage/ Calcs: _____
F. Water Tap Size: _____
G. Sewer TapSize: _____

4. **Engineering Info**

- A. Water Tap Size _____ B. Sewer Tap Size _____
C. Site Drainage square foot area w? Calcs. _____

5. **Building & Fire Info**

***Attach a site-specific letter from the engineering department or other public water provider stating fire flow at hydrants. Include static pressure if fire sprinklers are to be installed. *

- A. Fire Flow: _____
B. Static Pressure: _____
C. Is there a fire alarm system? Yes No Partial
D. Is the building fully fire sprinkled? Yes No Partial
If yes, will the sprinklers be used for: Allowable Area Increase? No
Story Increase? No
Fire-resistive Substitution? No

If partially sprinkled, where? _____

***** FYI... Fire sprinklers plans and Elevators plans to be submitted to the State of Idaho for review*****

- E. **Are there any classified areas per NFPA?** Yes No (if yes, please show on plans and explain classification)

F. Deferred submittals: _____

*****NOTICE*****

All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits. Furthermore, any application that has not been issued or picked up after 180 days will become null and void.

*****New commercial projects/ and or additions with all the required submittals are not expected to exceed 4-6 weeks for the initial review but could take longer depending on needed revisions or current workload. Please let the Building Department know if there are any unusual time constraints and we will work with you to move your project forward as quickly as possible. Please keep in mind that any missing information from the below checklist will cause delays in the review & processing of the permit application.**

General Requirements for all plan submittals (to be FOR CONSTRUCTION):

Digital Plans required for submittal: Save plans "to scale" as a PDF. We prefer plans to be saved directly from CAD (instead of scanned), so the file is "intelligent". **Digital signatures OK.** *Please call the permitting help desk at **208-679-8158** to coordinate the best way to transfer files for application.

Small files email to tmorley@heyburncity.org Provide one full-size paper set.

(New & Addition) Commercial/Non-Residential/Multi-Family Plan Review Checklist

The basic requirements outlined below may not be all-inclusive.

***** (DESIGN PROFESSIONAL TO GO THROUGH LIST AND CHECK OFF THAT ALL REQUIREMENTS HAVE BEEN PROVIDED ON PLANS.) ***MISSING ITEMS BELOW WILL DELAY ISSUANCE OF THE BUILDING PERMIT*****

- Civil Site Plan** (This is *REQUIRED* separate from the architectural site plan) To include:
 - Scale and format to be standard scale at between 1:10 to 1:60 scale.
 - Digital paper size typically 24x36, but other sizes may be approved on a case-by-case basis.
 - Legal description and/or record of survey for the property and a vicinity map w/ north arrow.
 - Property lines and lot dimensions, including minimum building setbacks from property lines to be **clearly shown** on site plan. We recommend using a legend to clearly designate the different line types.
 - Right-of-way details including access, easements, utilities, drainage, wastewater, right of way to be dedicated.
 - Right-of-way improvements, both existing and proposed, along with right-of-way dedication according to the master transp. plan.
 - Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way.
 - Fire department all weather access (access must be 20 feet wide with a 75,000-pound load capacity and reach within 150 feet of any/or all portions of the exterior walls of the building(s)).
 - Fire hydrants within 1000 feet & fire line location must be shown on the site plan; a water model may be required to determine fire flow. Identify existing and new.
 - Grading plan including finished floor elevations, accessible route and top of curb elevations.
 - Utility services – Number of water services including size and location; sewer location and proposed connection to the main irrigation service size and location, grease interceptor (including a detailed design) for all food service occupancies.
 - Parking lot layout, including fully dimensioned space & aisle layout, detailed handicapped parking spaces & accessible route from right of way to entrance.
 - Storm Drainage – Show on site retention design, and or waterways.
 - Storm Drainage Calculations – To be designed & stamped by an Idaho Registered Civil Engineer or Landscape Architect.
 - Geotechnical report.
 - Water tap size needed (or well permit, if applicable) & location shown on plans.
 - Sewer lateral location, & sewer tap size.
 - All public water or sewer mains will have a 15' easement minimum.
 - Proposed and existing curb, gutter, sidewalk, and driveway approaches.
 - Flood Plain indicated if within 100 year or less flood zone.

- Architectural Site Plan** (This is *REQUIRED* in addition to the civil site plan) To include:
 - Scale typically 1/8" per foot for large projects and 1/4" per foot for smaller ones. Other sizes allowed on a case-by-case basis.
 - Location of new and existing structures and distance between them.
 - Show any areas used for the storage or use of materials regulated by the International fire Code (IFC).
 - Show required square footage of Landscaping – Including all types and locations of landscape areas showing berms, trees, bushes, fencing, and retaining walls.
 - Exterior lighting fixtures showing lumens per foot.
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 -

Show all setbacks and easements including location of proposed building pad.

Show trash enclosure/ mechanical equipment areas with method of screening, loading docks, storage areas, & pedestrian ways.

Location of new and existing structures with fully dimensioned measurements to property lines & other structures.

Parking lot design – Including fully dimensioned spaces, isles, and landscape islands per city code Title 8

Ch.9.

If applicable...required improvements per SUP conditions.

Drive-thru Isle with extra escape lane (if applicable).

- CODE/ PLAN ANALYSIS** – Required information is detailed on the example code Analysis form within the application. Example plans analysis to only be used as a guide, and not the actual plans analysis. **Separate plans analysis required for each building.**
- Com Check Energy Analysis** – Prepared by an Idaho licensed architect or engineer. (Include envelope, interior and exterior lighting & mechanical compliance worksheets) Can be prescriptive or performance approach.
- Foundation Plan**— (stamped by the Idaho licensed Design Professional performing the structural calculations)
Include all required structural steel reinforcing, tie downs and special inspection criteria.
- Floor Plan** – Including all exit schemes, travel distances, exterior wall openings, door swings, use designations, exit signage, location of fire extinguishers, high pile storage areas, and square footage. For tenant improvements or remodels, include floor plan of the entire building. Indicate the existing occupancies of tenant spaces in contact with new tenant improvement or remodel.
- Elevations** – North, South, East, West (show building height dimensions) *Indicate street side elevations for address numbers.
- Building Sections and Details** – Full exterior wall section from foundation to roof, interior wall section, & stair section. Including the room finishes for ceilings, walls and floors. Also, include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware (specify type of door hardware on plans i.e., lever, panic, push-pad). Provide full UL or GA Listings and details for fire separations (not just the listing number). Provide fire stop material specifications along with U.L. design details. Include sections of all walls showing height and how to be built. Also show any grid ceilings or storage above ceilings and framing details.
- Stair drawings** – Provide floor plan designs and elevations for all new stairs whether interior or exterior showing, rise & run, stringers, handrails, guards, intermediate landings (if any), and ceiling height above nosing. Please provide actual drawings of stairs, not a generic detail. **This cannot be a deferred submittal.**
- Structural Plans (stamped by the Design Professional performing the structural calculations)** – Roof framing plan, floor framing plan, header and beam schedules, strap locations, structural details, shear walls, shear wall schedule, lintels, lintel schedule and all other structural information as indicated in the calculations or required by the Building Official. Any special details (i.e., storage above restrooms)
- Foundation, Structural & Shear Engineering Calculations** – Calculations must be stamped and signed by an Idaho Registered Engineer or Architect. (Exception: prescriptive parameters of section 2308 of the IBC 2012, and design will be required). **Required for:**
 - All new construction & additions.**
 - Metal buildings.** Drawings and structural calc's will be required for all prefabricated metal buildings, including concrete footing details. Calculations must be stamped and signed by an Idaho Registered Engineer or Architect. **Cannot be a deferred submittal.**
 - Modular buildings.** Engineering calculations will be required for the foundation design for all modular buildings. Calculations must be stamped and signed by an Idaho Engineer or Architect. (Modular buildings are required to have Idaho Division of Safety approval.)
- Conservation Elements** – Insulation R-values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes.
- Electrical Plans** – Exit signage, switching diagrams, lighting schedule with fixture, bulb and ballast type, number of bulbs per fixture, and fixture wattage, exterior lighting bulb and ballast type, and type of control. Location of exit signage and emergency lighting shall coordinate with the floor plan or the reflected ceiling plan. (list and give details/ boundaries of any classified areas per NFPA & NEC)
- Mechanical Plans & Ventilation Calcs** – Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; duct insulation R-values, mechanical system control schematic load calculations. Show Information regarding all fire rated penetrations, smoke dampers, fire dampers, etc. **Ventilation design & calculations required on all new HVAC systems or change of use or occupancy.** Engineered mechanical plans may be required on certain projects such as paint booths, vehicle repair garages, parking garages, wood working shops, etc. Hair and nail salons also have special exhaust requirements. (Provide calculations on plans for either natural or mechanical ventilation). **See: IBC section 1202.1 & IMC section 402 & 403**
- Plumbing Plans** – Plumbing plan, isometrics, grease/sand interceptor details, and calculations to determine actual interceptor sizing according to the requirements in the Idaho State/ Uniform Plumbing Code. Be sure to include the sewer connection location, type and location of reduced pressure backflow devices(s), gas line piping materials and calculations, water line piping layout and materials, and drain/waste/vent piping layout and materials.
- Additional Handicap Accessibility Information** – Define/provide accessibility access features for new construction per the current International Building Code & ANSI A117.1.
- Permanently fixed furniture** – Provide floor plan designs and elevations for all permanently affixed cabinets, counters, reception counters, sales counters, lockers, seating, or shelving. **This cannot be a deferred submittal.**
- Fire Department Requirements** – Location and type of fire extinguishers, fire alarms, hoods, pull stations for hoods, sprinkler system, riser rooms, etc.
- MSDS Sheets** – Completed Material Safety Data Sheets and the location and quantities of storage of such materials shall be provided with the building permit submittal where any chemicals or hazardous materials may be present.
- Provide **statement of special inspections** per IBC 1704.1.1. A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted by the permit applicant prior to the start of work.
- Completed Wastewater Survey (see survey in this application)
- Completed Sewer Capacity Fee Worksheet (see the form in this packet)
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HEALTH DISTRICT APPROVAL IS REQUIRED FOR ALL BUILDINGS WHERE FOOD IS BEING PREPARED. A LETTER OF APPROVAL MUST BE SUBMITTED TO THE BUILDING DEPARTMENT PRIOR TO PERMIT ISSUANCE.

*I (the designer in responsible charge, Architect or Engineer) hereby certify that I have read and examined the above application and checklist, and that all the information provided, and items **checked** are included as part of the initial permit application submittal and are true to the best of my knowledge.*

Architect's Signature _____

Date _____

Engineer's Signature _____

Date _____

SEWER CAPACITY FEE WORKSHEET

Business Name: _____

Address: _____

1. Please indicate the number of new and existing plumbing fixtures in the appropriate boxes below.
2. Also, the number of holidays being closed, the number of days the business is open in a week, and how many hours it is open during the day.
3. If no plumbing fixtures are being installed, signify at the bottom of the form and sign.
4. Sign and date.

<u>VALUES</u>	<u>Number</u>
New DFU / Unit	
Lavatories	
Water Closets	
Urinal	
Water Softener	
Hand Sink	
Dishwasher	
Bar Sink	
Clothes Washer	
Kitchen Sink	
Shower	
Drinking Fountain	
Mop/Svce-Sk/Tr Dr	
Hose Bibb	
Laundry Sink	
Floor Drain/Sinks	
Swimming pool	
Hot tub/whirl pool	
Other	

<u>VALUES</u>	<u>Number</u>
Existing DFU / Unit	
Lavatories	
Water Closets	
Urinal	
Water Softener	
Hand Sink	
Dishwasher	
Bar Sink	
Clothes Washer	
Kitchen Sink	
Shower	
Drinking Fountain	
Mop/Svce Sk/Tr Dr	
Hose Bibb	
Laundry Sink	
Floor Drain/Sinks	
Swimming pool	
Hot tub	
Other	

**THESE FIELDS
REQUIRED TO BE
FILLED IN**



Holidays	
Days / Wk	
Hrs / Day	

***No plumbing fixtures are being installed. Initial _____**

Signature below indicates all information provided for on this form is accurate.

Name _____ **Date** _____

SAMPLE PLANS ANALYSIS:

(THIS INFO TO BE PROVIDED ON PLANS) ***MAY NOT BE ALL INCLUSIVE***

Applicable codes: (List all currently adopted codes in COTF on plans)

OCCUPANCY CLASS(S): (A, B, M, S-1, E, R-2, ETC...)			
OCCUPANCY USE: (DAYCARE, HAIR SALON, DOCTORS OFFICE, ETC.)			
CONSTRUCTION TYPE:			
OCCUPANT LOAD:	(SHOW FOR EACH STORY AND TOTAL)		
SEISMIC DESIGN CATEGORY:			
ALLOWABLE STORIES (SEE IBC TABLE 505.4):			
ALLOWABLE BUILDING HEIGHT:			
ALLOWABLE AREA INCLUDING CALC'S: (SEE IBC TABLE 506.2)			
ACTUAL AREA (SHOW AREA PER STORY AND TOTAL):	BASEMENT:		1ST:
	2ND:		3RD:
	4TH:		5TH:
	TOTAL:		
AUTOMATIC SPRINKLER SYSTEM?	YES	OR	NO
ALLOWABLE AREA SEPARATION REQUIRED?	YES	OR	NO
OCCUPANCY SEPARATION OR NON-SEPARATED USE?			
FIRE RATED WALLS REQUIRED? (SPECIFY TYPE & RATING)	YES	OR	NO
PENETRATIONS? SHOW APPROVED LISTED PRODUCTS ON PLANS:			
FIRE RESISTANCE RATINGS OF BUILDING ELEMENTS (SEE IBC TABLE 601) (IF YES, SPECIFY RATING)			
RATED STRUCTURAL FRAME (ROOF SUPPORTS ONLY):	YES	OR	NO
RATED BEARING WALLS-EXTERIOR:	YES	OR	NO
RATED BEARING WALLS-INTERIOR	YES	OR	NO
RATED BEARING WALLS-INTERIOR (ROOF SUPPORTS ONLY):	YES	OR	NO
RATED NONBEARING WALLS-EXTERIOR (>30' FIRE SEPARATION):	YES	OR	NO
RATED NONBEARING WALLS-EXTERIOR (10'-30' FIRE SEPARATION):	YES	OR	NO
RATED NONBEARING WALLS-INTERIOR	YES	OR	NO
RATED FLOOR CONSTRUCTION:	YES	OR	NO
RATED ROOF CONSTRUCTION:	YES	OR	NO
MINIMUM ROOF CLASS: (SEE IBC TABLE 1505.1)			
RATED CORRIDORS: (SEE IBC SECTION 1020.1)	YES	OR	NO
EXTERIOR WALL OPENINGS: SEE IBC 705.8			
FIRE DOORS: IBC TABLE 716.1.2			
FIRE ALARM SYSTEM: (SEE IBC 907.2)			
FIRE FLOW AND DURATION:			
FIRE HYDRANTS: SHOW LOCATIONS AND DISTANCE TO STRUCTURE			
BUILDING EXITING (REQUIRED EXITS PER OCCUPANT LOAD): SEE IBC TABLE 1006.3.2			
EXITS REQUIRED PER FLOOR:			
CORRIDOR WIDTH: (SEE IBC TABLE 1020.2)			
FURTHEST TRAVEL DISTANCE: (SEE IBC TABLE 1006.2.1 & 1017.2)			
AREAS OF REFUGE REQUIRED: (SEE IBC SECTION 1009.2,3,4)	YES	OR	NO
PORTABLE FIRE EXTINGUISHERS ON PLANS: (SEE IFC SECTION 906)	YES	OR	NO
CLASSIFIED AREAS? IF YES, SHOW ON PLANS & SHOW AREAS	YES	OR	NO
VESTIBULE REQUIRED?	YES	OR	NO
SPECIAL INSPECTIONS REQUIRED?	YES	OR	NO
LIGHTING LAYOUT AND COM CHECK?	YES	OR	NO