

# APPLICATION CHECKLIST



## BUILDING PERMIT APPLICATION CHECKLIST

### RESIDENTIAL ADDITION

Application must include:

- Completed and Signed** applications
  - Building Permit Application
  - Permit Application Checklist
  - Project Information form
  - Construction Plan form
- Plan Review Fee** (cash, check, or credit card)
- Plans** - electronic PDF
  - Site plan:** proposed and existing structure footprints, lot lines, setbacks (as related to lot width and building element height), easements, water meter pit location, sewer tap location, significant trees (12"+), location of 2<sup>nd</sup> stage gas regulator (if propane will be used), driveway location and width, culvert size, parking, walkways, decks, landscaping, and lot coverage computation (refer to MCC 3.03.)
  - Footing and foundation plan/detail:** footing sizes, rebar, ventilation, etc.
  - Floor plan(s):** showing complete information: occupancy type, room use, egress, etc.
  - Wall bracing plan(s):** braced wall lines (shear walls), hold-downs, etc.
  - Elevations/wall sections:** include building heights prior to excavation, insulation, etc.
  - Roof & framing detail:** ridge/valley gable, bearing, headers, sheathing, waterproofing, roof type
  - Outdoor lighting plan:** (refer to MCC 3.14) (**provide lighting spec**)
  - Residential energy code check** (REScheck, LEED, or specifications on plans to meet code)
- Structural Calculations – Required for all applications.** Details and calculations for all load bearing footings, joists, beams, headers, rafters, braced walls (shear walls), etc.

**Additional information may be required prior to issuance of a building permit:** Sewer permit, Planning & Zoning process conditions of approval, etc.

I, the applicant, certify that I have submitted a complete set of plans including the above information.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**THIS PAGE INTENTIONALLY BLANK**



216 East Park Street  
McCall, Idaho 83638  
P: (208) 634-7142  
rsantiago-govier@mccall.id.us

# Building Permit APPLICATION



Submittal Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## PROPERTY INFORMATION:

Site Address: \_\_\_\_\_ or Parcel #: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

## PROPERTY OWNER INFORMATION:

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## APPLICANT INFORMATION (IF DIFFERENT FROM PROPERTY OWNER):

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## CONTRACTOR/REPRESENTATIVE INFORMATION:

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

McCall Business License #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Idaho Contractor #: \_\_\_\_\_

## ARCHITECT, ENGINEER, OR DESIGNER INFORMATION:

Contact Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ License #: \_\_\_\_\_

## PROJECT DETAILS: *to be filled out by applicant*

Project Narrative or Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Square Footage (to be constructed, added or remodeled):

Occupied/Finished  + Unoccupied/Unfinished

Residential (circle applicable)				Commercial (circle applicable)			
New	Addition	Remodel	Repair	New	Addition	Remodel	Repair
Accessory Structure				Accessory Structure			

Unless Premium use \$250/sq ft Occupied and \$125/sq ft Unoccupied

Estimated Valuation of work to be done:

**(building permit application continued)**

**PLEASE ANSWER ALL QUESTIONS: :**

Permit Number: \_\_\_\_\_

- |  | Circle one |             |
|--|------------|-------------|
|  | City       | Impact area |
| 1. Where is the property located?  |            |             |
| 2. Is the project on a public city street?<br>If yes, please contact Public Works at 208-634-8945 to obtain PW permit if you are connecting to water, constructing a driveway, or working in the City Right of Way.  | Yes        | No          |
| 3. Are you demoing a structure first?<br>If yes, and you are within the City Limits, submit the mandatory Demo Requirements Form with this application. Contact Payette Lakes Recreational Water and Sewer District 208-634-4111, if capping a sewer line. | Yes        | No          |
| 4. Are you drilling a well?<br>If yes, please contact the Idaho Department of Water Resources for a Drilling Permit 208-334-2190   | Yes        | No          |
| 5. Are you currently on or putting in a septic system?<br>If yes, please contact Central District Health Department at 208-634-7194, to obtain a Septic Permit.  | Yes        | No          |
| 6. Is the structure greater than 3,500 sq. ft.?<br>If yes, please obtain a Planning & Zoning Design Review application to submit for approval.   | Yes        | No          |
| 7. Is the property on a Scenic Route?<br>If yes, please obtain a Planning & Zoning Scenic Route and Design Review application to submit for approval.  | Yes        | No          |
| 8. Is the property in a Shoreline and River Environs Zone?<br>If yes, please obtain a Planning & Zoning Shoreline and Design Review application to submit for approval.  | Yes        | No          |
| 9. Does the project have HOA or Design Review Committee Approval?<br>If yes, please provide documentation with your application.   | Yes        | No          |
| 10. Does this project include an accessory structure over 1,500 square feet?   | Yes        | No          |

**(building permit application continued)**

**ACKNOWLEDGMENTS:**

Permit Number: \_\_\_\_\_

- **Application, Plans, and associated documents must be submitted as PDFs.**
- The US Environmental Protection Agency requires that renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, childcare facilities, and schools must be performed by an EPA Certified Renovator working for an EPA Certified Firm and specific work practices must be implemented to prevent lead contamination. More information is available at 1-800-424-LEAD (5323) or <http://www2.epa.gov/lead>
- This application becomes null and void if not pursued in good faith within 180 days of submittal date.
- I certify that I have read and examined this application and all submittals and know the same to be true and correct. All provisions of laws and ordinances that govern this type of work will be complied with whether specified herein or not.
- Water connection fees are refundable within the first 180 days from the date of issuance and not refundable after 180 days for any circumstance. However, water connection fees paid (“credit”) may be applied towards future water connection fees. This credit ‘runs with the land’ so it cannot be transferred to another property. The credit may be transferred from the existing property owner to a new property owner. The credit will be applied to the current water connection fees in effect at the time a new building permit is issued, and the new property owner will be responsible for paying the difference. Proof of payment is required for the water connection credit.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FEES & APPROVALS:**

**Completed By City Staff**

VALUATION OF WORK	Sub-Total	PLANNING DEPARTMENT	Yes
S/F Occupied Area @ \$250.00	\$	Application Number	
S/F (Upgrade of Above \$450/\$200)	\$	Conditions Required	
S/F Un-Occupied Area @ \$125.00	\$	Approved by Planning Manager	<input type="checkbox"/>
<b>Value used to Calculate Fee Total</b>	\$	<b>PUBLIC WORKS DEPARTMENT</b>	
<b>FEES</b>	<b>Sub-Total</b>	Water ERU Count _____	
(Due Now) Application/Plan Check	\$	Approved by Department	<input type="checkbox"/>
Building Permit Calculated	\$	<b>BUILDING DEPARTMENT</b>	
Water Capitalization Fee _____	\$	Submittal Information Complete	<input type="checkbox"/>
Water Hook-up Fee _____	\$	Planning Report Complete/Approved	<input type="checkbox"/>
Public Works Permit	\$	Plans Check Complete/Approved	<input type="checkbox"/>
<b>FEE TOTAL</b>	\$	Approved by Building Official	<input type="checkbox"/>

**THIS PAGE INTENTIONALLY BLANK**



216 East Park Street  
McCall, Idaho 83638  
P: (208) 634-7142  
www.mccall.id.us/building  
rsantiago-govier@mccall.id.us

# APPLICATION

## PROJECT INFORMATION



### REQUIRED PROJECT INFORMATION

If you do not know an allowable amount, contact a building/planning staff member prior to submitting your application.

#### **Allowable Lot Coverage**

Lot Area in square feet: \_\_\_\_\_  
Lot Coverage % Allowed: \_\_\_\_\_  
*Lot Coverage Allowed:* \_\_\_\_\_

#### **Proposed Lot Coverage**

Footprint of existing structures: \_\_\_\_\_  
Footprint of proposed structures: \_\_\_\_\_  
*Total Structure size:* \_\_\_\_\_ @ 100% of actual= \_\_\_\_\_

Area of existing uncovered decks,  
Patios, walkways, plazas, etc. \_\_\_\_\_  
Area of new uncovered decks,  
Patios, walkways, plazas, etc. \_\_\_\_\_  
*Total decks, etc. area* \_\_\_\_\_ @ 50% of actual= \_\_\_\_\_

Existing driveways, parking, etc. \_\_\_\_\_  
Proposed driveways, parking, etc. \_\_\_\_\_  
*Total driveway area* \_\_\_\_\_ @35% of actual= \_\_\_\_\_

*Total Proposed Lot Coverage:* \_\_\_\_\_

#### **Proposed Building Size**

Occupied space (existing) \_\_\_\_\_  
Unoccupied space (existing garage) \_\_\_\_\_  
Covered exterior space (existing) \_\_\_\_\_

Occupied space (new) \_\_\_\_\_  
Unoccupied space (new garage) \_\_\_\_\_  
Covered exterior space (new) \_\_\_\_\_

*Total Proposed Building Size:* \_\_\_\_\_  
(If over 3500 sf, contact the City Planner's office for Design Review.)

**THIS PAGE INTENTIONALLY BLANK**





## Construction Plan

*(This form can be used to meet the Construction Plan requirements of MCC 2.1.080(F). Applicants can also provide their own format.)*

**Job Address:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

### **MAINTENANCE DURING CONSTRUCTION:**

Maintenance During Construction: A written construction plan shall be prepared and submitted for approval by the city for all construction projects within the city or the area of city impact. A more detailed plan may be required for larger projects as specified by the action of the commission. A developer and all contractors working at the site shall take care to maintain the construction site and access roads in a manner protective of the public and surrounding property owners or residents. The plan shall address the following elements:

1. **Traffic Control Signing:** The plan shall describe the traffic control signing required, if any.
2. **Construction Sign:** A four by four foot (4 x 4') sign shall be constructed at the main entrance or on the major frontage street of the development advising the public of the name of the development, the name and phone number of both the general contractor and developer, and a twenty four (24) hour emergency number. See Chapter 9, SIGNS of this Title.
3. **Notification of Damage To Infrastructure:** Within twenty four (24) hours of notification by the city, repair and protect damaged service lines to prevent inflow, sedimentation, or other damage to the city's infrastructure. Service shall not be left in a damaged condition until service is restored to the property under construction.
4. **Repair of Streets:** Within forty-eight (48) hours of notification by the city, potholes in asphalt or gravel streets shall be filled and compacted with like material.
5. **Final Repairs and Cleaning:** Within seventy-two (72) hours of notification by the city:
  - a. Cuts in asphalt shall be permanently patched and rolled. Temporary patches may be approved if requested in writing with a permanent patch date given.
  - b. Paved areas shall be cleaned to remove dirt, mud, gravel, concrete and all other debris.
  - c. Sediment and debris shall be removed from any temporary B.M.P., catch basin, valley drain, gutter, or sand and grease trap to prevent further flow into any receiving stream.
6. **Erosion and Sedimentation Control Plan:** As determined to be needed by the Building Official, submit an erosion and sedimentation control plan to the city for review two (2) weeks prior to the beginning of construction. The plan shall have addressed periodic maintenance and response to precipitation events. If precipitation events create a situation requiring mud or snow removal, the city shall review the project site to define appropriate measures and timelines for maintenance activities.
7. **Hours of Operation:** Building construction or site work shall be limited to the hours of six o'clock (6:00) A.M. to ten o'clock (10:00) P.M. If construction is within one thousand feet (1,000') of a residential area, equipment operation shall be limited to the hours of seven thirty o'clock (7:30) A.M. to ten o'clock (10:00) P.M., and auxiliary construction lighting shall be limited to one hour before sunrise and one hour after sunset, unless otherwise approved by the administrator. On Sunday, the hours of operation are limited to nine o'clock (9:00) A.M. to six o'clock (6:00) P.M. Hours of operation may be extended with the approval of the city depending on natural events or other concerns which may require continuous operation.
8. **Use of the Public-right-of ways:**
  - a. **Public Works Permit Required:** Pursuant to section 8-2-9 of the MCC, all use of the public right of way shall require a Public Works permit.
  - b. **Parking:** Construction vehicle parking may be restricted at construction sites so as to not block reasonable public and safety vehicle access along the street and sidewalks.
  - c. **Storage On Public Streets:** No equipment or materials shall be left, parked or stored in public rights of way without traffic control devices in place, including signage and flashing lights, in accordance with the manual on uniform traffic control devices, as amended. Equipment or materials which may impede traffic flow on a public right of way shall be removed or relocated within four (4) hours.
  - d. From November 1 through April 30, no vehicles shall park within the public right of way, except in designated on-street parking areas.

9. Deliveries:

- a. Deliveries of construction materials and supplies, including concrete, may be regulated as to time (hours of operation, but not to exceed the hours of subsection 7. of this section), and routing.
- b. Deliveries shall not obstruct public streets or unreasonably interfere with the flow of traffic.

10. Public Protection:

- a. The public shall be protected from construction hazards within and adjacent to the public right of way.
- b. Orange safety fencing or other fencing materials shall be installed and maintained to prevent inappropriate pedestrian traffic from access to adjacent construction activity and to prevent damage to adjacent vegetation.

11. Access:

- a. Access to private property shall be maintained. In the event that access must be cut off, notification shall be given to affected property owners forty-eight (48) hours in advance explaining the construction and the time access will be restored. Access shall be restored no later than four thirty o'clock (4:30) P.M. each night and shall remain open until eight thirty o'clock (8:30) A.M. each morning.
- b. For dead end streets, one (1) lane of access shall be continuously provided for emergency vehicles.

12. Grading and Excavation: Because of the truck hauling involved in grading and excavation, restrictions on trucking routes as well as the hours of operation may be necessary to mitigate the adverse impacts from such operations.

13. Control of Dust And Mud: Sediment control structures, basins, silt fences, catch basin filters and other items contained in EPA pollution prevention plans or in any sediment control plan shall be maintained at all times. A program for the control of dust or other airborne debris shall be required. Provisions must be made to prevent the tracking of mud onto streets, and it will be required to remove any such mud daily. Placing gravel on egress and ingress areas of sites is a method to control mud and dust problems.

14. Stockpiling and Staging: In order to reduce the number of delivery trips to construction sites, the stockpiling of materials is required, with consideration of the space available on the property for stockpiling.

15. Sanitary Facility: Approved and regularly serviced temporary sanitary facility(ies) adequate for the number of workers shall be in place for use by contractor personnel. The location shall be appropriate to the site and not on the public right of way.

16. Trash Management: Construction sites shall provide adequate storage and a program for regular trash removal. Construction bins are encouraged on sites with adequate room for separation of materials. Burning of scrap wood or other materials or burying construction debris on site is not permitted, except in an approved container and with a current burning permit, if required.

17. Temporary Lighting: An approved lighting plan must be obtained from the administrator if any exterior, temporary lighting is necessary for construction.

18. Dogs: Dogs are prohibited at active construction sites unless under the Owner's voice or leash control at all times.

19. Area Restoration: In the event that the developer, builder or their contractors fail to protect and clean streets or public ways, including adjacent private property as is necessary to provide safe, unimpeded access to the public, the city may directly provide equipment, staff, or hire an outside contractor to restore the area. The direct cost for all associated work, along with the costs for staff time, consultants, contractors and attorney fees, if any, shall be paid for by the developer.

20. Protection and Restoration: Obtain all required permits and provide protection to all intermittent watercourses or streams and wetlands and return any disturbed areas to their original state.

**Acknowledged (Signed):** \_\_\_\_\_ **Comments:**