

# Commercial Building Checklist & Instructions



A complete application will include:

Supplemental Information to be provided:

You will e-submit the following via provided links once you enter the application portal

- Construction Plan Form**

When applicable (tying into City Water or building a driveway off a City owned street):

- Public Works Permit Application** and **Water Infrastructure Sizing Worksheet**
- Application and Contract for Water Utility Service**
- Authorization for Automatic Withdrawal** – for your water bill (optional)

Utilize the “upload” button at the end of the application to provide the following:

- Architect (Idaho licensed) stamped plans (required)
- Structural Engineering
- MEP Engineering (required)
- 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”+) existing and to be removed, location of 2<sup>nd</sup> stage gas regulator (if propane will be used), topo lines (existing & proposed), driveway location and width, driveway slopes, culvert size, parking, walkways, decks, landscaping (3.8.13), lot coverage computation (refer to 3.03), and snow storage (3.8.15).
- Code study & analysis: Occupancy, exiting, construction type, allowable areas & heights, etc.
- Floor plan: showing occupancy type, room use, egress, accessibility.
- Footing and foundation plan/detail
- Elevations/wall sections
- Roof framing detail
- Outdoor lighting plan: (refer to MCC 3.14)
  
- Structural Calculations – Required for all applications.** Details and calculations for all load bearing footings, joists, beams, headers, rafters, braced walls (shear walls), etc.
- Sewer Permit** – obtained from Payette Lakes Recreational Water and Sewer District if connecting to their system. Otherwise, a septic permit provided by Central District Health Department is required.
- COMcheck** - Commercial energy check report (COMcheck or other energy modeling)
- Planning & Zoning approval** - (as required) New or Exterior commercial work requires Design Review with the Planning and Zoning Commission

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Additional information may be required prior to issuance of a building permit:

- HOA approval** (if applicable)
- Planning & Zoning process Conditions of Approval** (if applicable)

Fees

- Plan Review Fee** – should be paid upon receipt of the invoice which will be sent to the contractor on the application via email once your application is submitted. Note that the Permit Fee can be paid at the same time as the Plan Review Fee or at a later time but must be paid as well in order for your permit to be issued.
- Water Fees and Meter Purchases** – after you submit your PWP application and Water Infrastructure sizing info, it will be evaluated by the City Water Department who will determine the number of ERUs (Equivalent Residential Units) your project will use, the size of the connection, and the size of the water meter you will need. Water meters are provided by the city but must be purchased. You will receive a letter via email from the water department communicating the fees and you will be invoiced for that amount. These fees must be paid prior to building permit issuance. Questions regarding this process should be directed to Public Works.

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

Signature\_\_\_\_\_

Date\_\_\_\_\_