

# **COMMERCIAL BUILDING PERMIT REQUIREMENTS**

**All plans for proposed commercial projects must be prepared by, or under the supervision of a registered design professional licensed to practice in the State of Idaho and bear the seal and signature of same. All engineered design details MUST be transferred onto the plan.**

The applicable Codes as adopted by Shoshone County are as follows:

- 2012 International Building Code
- 2012 International Energy Conservation Code
- 2009 ICC/ANSI 117.1, Accessible and Usable Buildings and Facilities
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2012 International Existing Building Code
- 2012 International Residential Code
- 2012 Idaho State Plumbing Code
- 2014 National Electric Code
- 2012 Idaho State Fire Code

The relevant design criteria are as follows:

- Seismic Zone C
- Minimum Fastest mile wind speed 75 mph (90mph, 3 second gust).
- Minimum Frost depth 30"
  
- Roof snow loads: It shall be the responsibility of the Design Professional to meet or exceed the snow load requirements in the proposed area. The information listed is a guide and should be verified by the designer prior to the completion of the construction document submittal.

*All building site elevations will be verified by the Planning Department at the time application is accepted.*

- 40 lbs psf up to 2349'
- 60 lbs psf from 2350' – 3000'
- 80 lbs psf from 3001' – 3799'
- 100 lbs psf from 3800' – 4500'
- 120 lbs psf 4500' and above

- Ground snow loads: The ground snow loads to be used in determining the design snow loads shall be determined using factors and methodology contained in the publication, "Ground and Roof Snow Loads for Idaho", and accompanying map, "Normalized Ground Snow Loads for Idaho", by the University of Idaho, Moscow, Idaho, 1986.  
<http://www.lib.uidaho.edu/digital/idahosnow>

THE SQUARE FOOTAGE OF ALL AREAS MUST BE NOTED ON THE COVER PAGE

1. Submit **TWO (2)** sets of drawings and all specifications, or building construction documents, including at least one set that is “wet stamped” or is stamped electronically.
- 2. Please inquire about electronic submittal.**
3. All engineered designs must be accompanied by the supporting calculations. Please check that each numbered item below is on the plan.
4. If SPECIAL INSPECTION is required by Code, a letter of retainer from an approved Special Inspection Agency must be provided prior to issuance of a building permit.

All sets of drawings shall include:

- A code analysis that includes no less than the following information:
  - Codes and edition used.
  - Occupancy Classification and Use.
  - Type of construction.
  - Allowable and proposed area and height: If structure exceeds allowable area and/or height, the Architect/Design Professional's calculations justifying the increase in allowable area and/or height must be included with the plans.
  - Allowed and actual occupant load.
  - Demonstrate methods of occupancy area separation if required.
  - Number of required exits and provided exits per the ISFC and IBC.
  - Live and dead loads shown for floor and roof systems.
  - Seismic zone, wind velocity and exposure snow load, soil bearing pressure.
  - List any hazardous materials and their quantities, include MSDS.
- A site plan that indicates the distances to all property lines and/or assumed property line between other buildings on the property and the new proposed structure; occupancy classification of other buildings on the property which border the new structure; width of any frontage roads.
- If special inspections are required under the provisions of 2012 IBC, provide documentation from a Certified Special Inspecting Agency which states that these services have been retained to provide same by the owner or registered designer. List the special inspections which are to be performed.
- Location and referenced design details for any fire resistance rated walls, floor, or ceiling assemblies. The submitted design must be a TESTED AND APPROVED rated assembly.
- Openings in fire resistance rated walls must include the resistance rating of the assembly as required.
- Automatic sprinkler systems, when required.
- Fire alarm systems and smoke detectors, when required.

- Standpipe system, when required.
- Parapets, when required.
- Shaft, through-penetrations fire-stop systems, draft stops, smoke dampers, etc., when required.
- Location and size of all windows and doors.
- Show all means of egress requirements from each level: stairway widths, landing widths, exit signs, panic hardware, and accessible means of egress.
- Elevations for all four sides of the new structure.
- Floor plans for each floor or area.
- Foundation plans, showing the footing and foundation thickness, width and height; rebar size and spacing; anchor bolt sizes and spacing.
- Shear wall design and locations: clearly marked on the plans and type of design construction to be used.
- Floor framing: all structural elements shall be shown (joists, beams, headers, hardware, etc.) for each floor.
- Roof framing layout: all structural elements shall be shown (rafters, beams, headers, hardware, etc.).
- Handicap accessibility: designs that meet accessibility requirements in accordance with the ICC/ANSI A117.1-2009 edition. To include restrooms, drinking fountains, egress, areas of refuge, parking, ramps, multilevel buildings, work areas, assembly seating, assistive listening systems, aisles, signage, etc.
- Demonstrate compliance with the 2012 IECC. Each set of plans must include a ComCheck Compliance Certificate. The ComCheck must show compliance for the Building Envelope, Mechanical and Lighting. Free software download available: [http://www.wbdg.org/tools/tools\\_cat.php?c=4](http://www.wbdg.org/tools/tools_cat.php?c=4)
- A mechanical plan designed and stamped by the Architect/Design Professional and a list of all mechanical equipment used in the building.
- Valuation of the project. Shall include all labor estimates, material costs, and all other expected costs involved in the project. Documentation may be required to be submitted at the time of the application

# Instructions for Completing the Building Permit Application

**Before completing the application please complete the the Plans Submittal Checklist and read the all notices and rights found in the permit application package. Please ensure that all plans, project cost estimates and any other documents are complete and ready for submittal.**

1. Provide the FULL LEGAL NAME of the property owner.
2. Provide the best contact phone number for the property owner
3. Provide the current PHYSICAL ADDRESS for the property owner
4. Provide the current mailing address for the property owner, if same as physical, please write SAME AS ABOVE.
5. Provide the company name or doing business name of a registered Idaho contractor and their contact information.
  - a. A current **Idaho Contractors Registration Number** is required by state law. Contractors licensed in other states must have a current IDAHO number as registration requirements differ from state to state.
  - b. If the property owner is completing the work themselves, write OWNER / BUILDER.
6. Provide the contractors place of business address
7. Provide a contact name and best phone number for the person responsible for scheduling inspections.
8. Provide the address of the construction site and directions to the site. Use the reverse of the form if more room is needed.
9. Provide an estimated cost of the building project.
  - a. This estimate should include costs for all building materials, labor and other costs of the project.
  - b. Detailed estimates from building supply companies, contractors, laborers may be requested by the building department as validation of the proposed value of work.
  - c. If no estimate is provided a valuation will be determined by the building department.
10. Provide the size of the construction lot in square footage or acres and check the box that best describes the construction lot.
11. Check the box that best describes the type of work to be completed.
12. Provide the total square footage of the proposed project and the square footage of each of the individual floors and garage space.
  - a. Write N/A if non applicable
13. Provide the total height of the proposed building project. The number of dwelling units and whether the proposed building is on a septic or community sewer system.
14. Provide the number of other structures on the construction lot.
  - a. If unknown please write UNKNOWN.
15. Provide a brief description of the proposed work to be completed.

**The applicant must sign the application acknowledging that they have read and understand the application submittal package and that all information is correct.**

**SHOSHONE COUNTY  
BUILDING PERMIT APPLICATION**

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

1. Property Owners Name: \_\_\_\_\_ 2. Phone: \_\_\_\_\_
3. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Contractor: \_\_\_\_\_ State #: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
7. Contact Name for Inspections: \_\_\_\_\_ Phone: \_\_\_\_\_
8. Site Address and/or Directions \_\_\_\_\_
9. Estimated Value of Work: \$ \_\_\_\_\_
10. Lot Size: \_\_\_\_\_ or #acres \_\_\_\_\_ Terrain: Flat    Hillside    River    Stream    Floodplain
11. Class of Work: New    Addition    Alteration    Commercial    Residential    Move    Demo
12. Total square feet \_\_\_\_\_ 1<sup>st</sup> flr \_\_\_\_\_ 2<sup>nd</sup> flr \_\_\_\_\_ 3<sup>rd</sup> flr \_\_\_\_\_ Garage \_\_\_\_\_ Other \_\_\_\_\_
13. Height: \_\_\_\_\_ # dwelling units \_\_\_\_\_ Septic    Community Sewer
14. # of Existing Structures \_\_\_\_\_ Year Constructed \_\_\_\_\_ Previous Owner \_\_\_\_\_
15. Purpose of work: \_\_\_\_\_

**DEPOSIT REQUIRED:**

- New Building: **\$500**
- Med-Large Accessory Building (over 500 sq. ft.): **\$250**
- Small Accessory Building (under 500 sq. ft.): **\$100**

I hereby state that the above information and statements I have made are correct. I agree to comply with all Ordinances and State Laws regulating building construction.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application with site plan and building plans to:**

Planning Department, 700 Bank St. Ste 25, Wallace ID 83873, Phone: 208-752-8891 Fax: 208-556-5135

**Official Use Below This Line**

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Parcel # RP \_\_\_\_\_ Zone: \_\_\_\_\_ Soil Class \_\_\_\_\_ PERMIT # \_\_\_\_\_

Elevation: \_\_\_\_\_ Roof Design Snow Load Required: \_\_\_\_\_

**Required Approval:**

- \_\_\_ Zoning By: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Building Dept. By: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Panhandle Health By: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Floodplain By: \_\_\_\_\_ Zone \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Site Disturb / ICP By: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_ Fire District By: \_\_\_\_\_ Date: \_\_\_\_\_

# BUILDING PERMIT ADDENDUM

## CONTRACTOR REGISTRATION EXEMPTION DECLARATION

Effective immediately Shoshone County will not accept a building Permit application unless the applicant provides proof of registration as required by Idaho Code 54-5209

If you are exempt from the contractor registration you are required to:

- Complete the following addendum by indicating that you are exempt from the registration as provided by Idaho Code 54-5205.
  - In order to complete the addendum you must identify the basis for you exemption including a reference to the Idaho Code subsection creating the exemption
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I certify, under penalty of perjury, that I am exempt from the contractor registration requirement of I.C. 54-5209.

I am exempt because of subsection \_\_\_\_\_ Which is an established exemption by I.C. 54-5205 (Pick One)

\*Most Common Below\*

(L) An owner performing construction on the owner's personal residential real property, whether or not occupied by the owner, provided however, this exemption shall not apply to an owner who is otherwise regulated by this chapter who constructs a building, residence or other improvement on the owner's property with the intention and for the purpose of promptly selling the improved property, unless the owner has continuously occupied the property as the owner's primary residence for not less than twelve (12) months prior to the sale of such property

(M) Owners of commercial properties, or lessees of commercial properties with the consent of the owner, who, whether themselves or with their own employees, perform maintenance, repair, alteration or construction work in or upon the properties

(N) A real estate licensee acting within the scope of his license pursuant to chapter 20, title 54, Idaho Code, who, incident to a regulated real estate transaction, assists his clients in scheduling or performing nominal maintenance and repairs upon such properties being transferred; provided however, nothing in this section shall otherwise authorize a real estate licensee or a property manager to act in the capacity of a contractor unless registered with the board

(P) A person working on the person's own residence, if the residence is owned by a person other than the resident

For a full list visit: <http://legislature.idaho.gov/idstat/Title54/T54CH52SECT54-5205.htm>

I understand that acting in the capacity of a contractor within the meaning of Idaho Code Chapter 54 Title 52 without a current registration with the Idaho Bureau of Occupational Licenses or without being exempt as defined by Idaho Code 54-5205, is a misdemeanor punishable by a fine not to exceed \$1000.00 or by imprisonment in the county jail for a term not to exceed six months, or both.

Name: (Please Print) \_\_\_\_\_

Signature; \_\_\_\_\_ Date: \_\_\_\_\_

# SITE PLAN EXAMPLE



Street Name

