

# **RESIDENTIAL BUILDING PERMIT** **SUBMITTAL REQUIREMENTS AND CHECKLIST**

- Each application must have **ONE PERSON WHO IS RESPONSIBLE** for compiling a complete and accurate submittal package. Unless stated otherwise, that person is the applicant.
- Permit applications will not be accepted without a current **IDAHO CONTRACTOR REGISTRATION NUMBER**, or a signed declaration of exemption. Owners performing work on their own property are exempt from this requirement
- The **SQUARE FOOTAGES** of the living spaces, garage, and decks **MUST** be on the cover page of the plans or the plans will not be accepted.
- **Please ask how to submit plans and construction documents electronically**
- **Provide two copies of each required document.**
- Building Codes require construction documents to be of sufficient clarity to show in detail that the proposed construction will conform to the provision of code and relevant laws, ordinance, rules and regulations. **They must be clear enough that a qualified 3<sup>rd</sup> party is able to understand the proposed project without any prior knowledge.** All construction requirements must be clearly and accurately indicated in the plans.
  - If generic details are used on the plan, include **ONLY** those which specifically apply to your project.
  - Purchased stock plans **MUST** be re-drafted if any changes are to be made.
  - Mirrored plans will not be accepted.
- The following are notes that are **NOT** acceptable on submitted documents:
  - Notations such as “See Engineering”, “PRELIMINARY”, “BY OTHERS” or similar.
- Staff will gladly answer questions about submittal requirements, but **MUST NOT** assist with the design of the project.
- Please check off each item on the **CHECKLIST** as the submittal documents are prepared.
  - If it does not apply, place N/A next to it.
  - Submit the signed and dated Checklist as part of the application package.
- Most delays in the permit process are as a result of incomplete, inaccurate, conflicting or unclear documents.
  - If the plans and required construction documents (see checklist) are incomplete, inaccurate, or unclear, a **CORRECTION LETTER** will be sent to the applicant. This may require re-submittal of the corrected construction documents and delay issuing the permit.

**THE FOLLOWING ARE THE RELEVANT CODES AND DESIGN CRITERIA FOR CONSTRUCTION AND SHALL BE NOTED ON THE PLANS:**

- 2012 International Residential Code: Excluding the electrical and plumbing provisions.
- 2012 International Building Code
- 2012 International Energy Conservation Code
- 2012 Idaho State Fire Code
- 2012 International Mechanical Code
- 2012 International Fuel Gas Code
- 2012 International Existing Building Code
- 2014 National Electrical Code
- 2012 Idaho State Plumbing Code

**Relevant Building Criteria**

- Seismic Zone C
- Minimum Fastest mile wind speed 75 mph (90mph, 3 second gust).
- Wind Exposure Category - Varies
- 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.
  - 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

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

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.

**NOTE:** The state of Idaho Division of Building Safety governs Plumbing and Electrical requirements.

## **MOST COMMON ENGINEERING REQUIREMENTS:**

If engineering is required, **SUPPORTING CALCULATIONS ARE REQUIRED.** All engineering requirements **MUST** be transferred onto the plan and **MUST** be consistent with all other submitted documentation. All pages of the plan which contain an engineered design must bear the seal and signature of a registered design professional licensed to practice in the State of Idaho. At least one set of the submittal documents must be “wet stamped” or provided with an electronic signature. A letter of compliance from a registered design professional for someone else’s work which has not been done under their direct supervision will not be accepted.

**THIS LIST INCLUDES THE MOST COMMONLY REQUIRED “STAMPED” ENGINEERING AND IS NOT INTENDED TO BE A COMPLETE LIST. FURTHER ENGINEERING MAY BE REQUIRED ON AN INDIVIDUAL BASIS IN ORDER TO ACHIEVE COMPLETE DEMONSTRATION OF CODE COMPLIANCE.**

1. All structures exceeding two stories in height by the International Residential Code definition.
2. Any design which is not a prescriptive method found in the International Residential Code.
3. Any alteration which is attached to or affects the structural members of an engineered design
4. Any alteration or addition to a manufactured or mobile home.
5. Unrestrained wood stud bearing walls exceeding 10’ in height.
6. If beams are not loaded uniformly, support a concentrated load, or span more than 25’ between supports.
7. Floor cantilevers exceeding those in accordance with R502.3.3, Table R502.3.3 (1), or Table R502.3.3 (2).
8. Any restrained concrete or masonry wall with unbalanced backfill exceeding the heights listed in Section R404 or any cantilever retaining wall regardless of material used exceeding 4’ in height measured from the bottom of the footing to the top of the wall requires a sealed and signed engineered design. (Retaining walls less than 4’ in height may require an engineered design depending on the retained surcharge).
9. Any building site exceeding 15% slope requires a sealed and signed engineered foundation design.
10. Any cut or fill slope which exceeds a ratio of 2 horizontal to 1 vertical requires some method of restraint.
11. Other items may require engineered design as determined by Plan Reviewer.

**NOTE: If the Code Official requires SPECIAL INSPECTION for any proposed project, a letter of retainer from an approved Special Inspection Agency must be provided prior to issuance of the building permit.**

**“CHECK LIST” OF ITEMS REQUIRED ON ALL CONSTRUCTION PLANS:**

- Plans are drawn to a recognized scale and of sufficient clarity to read. (1/4” per ft. preferred).
- The square footages of all habitable areas, garage, and decks must be noted on the cover page of the plan.
- The relevant codes and design criteria must be noted on the plan.
- Floor plans for each level which indicate:
  1. The intended use of each room including bonus rooms.
  2. All window and door sizes and type. Indicate all required emergency egress openings.
  3. Indicate the locations of all required smoke detectors.
  4. All header sizes and material. Provide design calculations for any header exceeding 6’ in length.
  5. Indicate required safety glazing at all hazardous locations in accordance with R308.4.
  6. Location, type, and fuel source of all fuel burning appliances (special requirements for LPG in basements apply).
  7. Indicate the location and type of vehicle impact protection devices (such as bollards).
  8. Indicate the location and CFM of all required mechanical ventilation.
  9. All required fire separation detailed on the plan
- Elevation view of all sides of the structure.
  1. Accurately indicate the adjacent grade and slope within 20’ in all directions from the structure.
- Foundation plan and details. (Include decks)
  1. All footing, stem wall, pier sizes, and retaining walls.
  2. Size and placement of all reinforcement.
  3. Depth of footings below grade for frost burial.
  5. Type and location of all anchorage hardware. Include the **SPECIFIC** type of hold downs.
  6. Method and amount of crawl space ventilation.
  7. Crawl space access location and opening size.
- Floor framing plan for each floor
  1. Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
  2. All beam sizes on the plan (include design calculations if more than 6’).
  3. Layout of submitted floor trusses must match plan layout.
  4. Deck framing including ledger attachment and specific hardware.
  5. Methods of support and all connecting hardware.
- Roof framing plan
  1. Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
  2. Truss layout diagram and specification details for each truss.
  3. All beam sizes on the plan (include design calculations).
  4. Layout of submitted roof trusses **MUST** match plan layout.
  5. Complete details of over-framing support and connections.
  6. Methods of support and all connecting hardware.
  7. All methods of uplift restraint indicate **SPECIFIC** hardware to be used.
- Building bracing plan which indicates: (Any approved method is allowed for each braced wall line)
  1. Methods and locations of all wall bracing: braced wall panels, alternate panel or narrow portal, continuously sheathed or engineered shear design. **INCLUDE** required interior braced wall lines.
  2. All hold-down locations. Indicate the specific hardware which is to be used.
  3. Provide **COMPLETE** details, including standard exterior and interior, alternate, narrow portal, or engineered.

4. If the benefits of continuous sheathing provisions are to be used, provide the percentages of countable panels.

Building cross sections which clearly show all levels of the structure. (One or more section may be required for clarity)

1. Identify all construction materials
2. Complete stair, handrail, and guard details.
3. Slope of adjacent grade and clearance to framing and siding.

Mechanical System Plan

1. Show all locations of all furnaces and mechanical systems
2. Include all BTU/Hr for **all** fuel burning appliances, KW/hr for all elect. heating
3. Detail how appliances will be vented and any sources of combustion make up air
4. Show all exhaust fan locations and their CFM rating.

RESCHECK energy compliance certificate or show other method of demonstrating energy code compliance. Free software download available: [http://www.wbdg.org/tools/tools\\_cat.php?c=4](http://www.wbdg.org/tools/tools_cat.php?c=4)

NOTE: RESCHECK must match the insulation values on the plan.

Applicant Name (printed): \_\_\_\_\_

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

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

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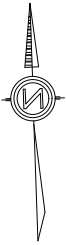
Parcel # RP \_\_\_\_\_ Zone: \_\_\_\_\_ Soil Class \_\_\_\_\_ PERMIT # \_\_\_\_\_

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

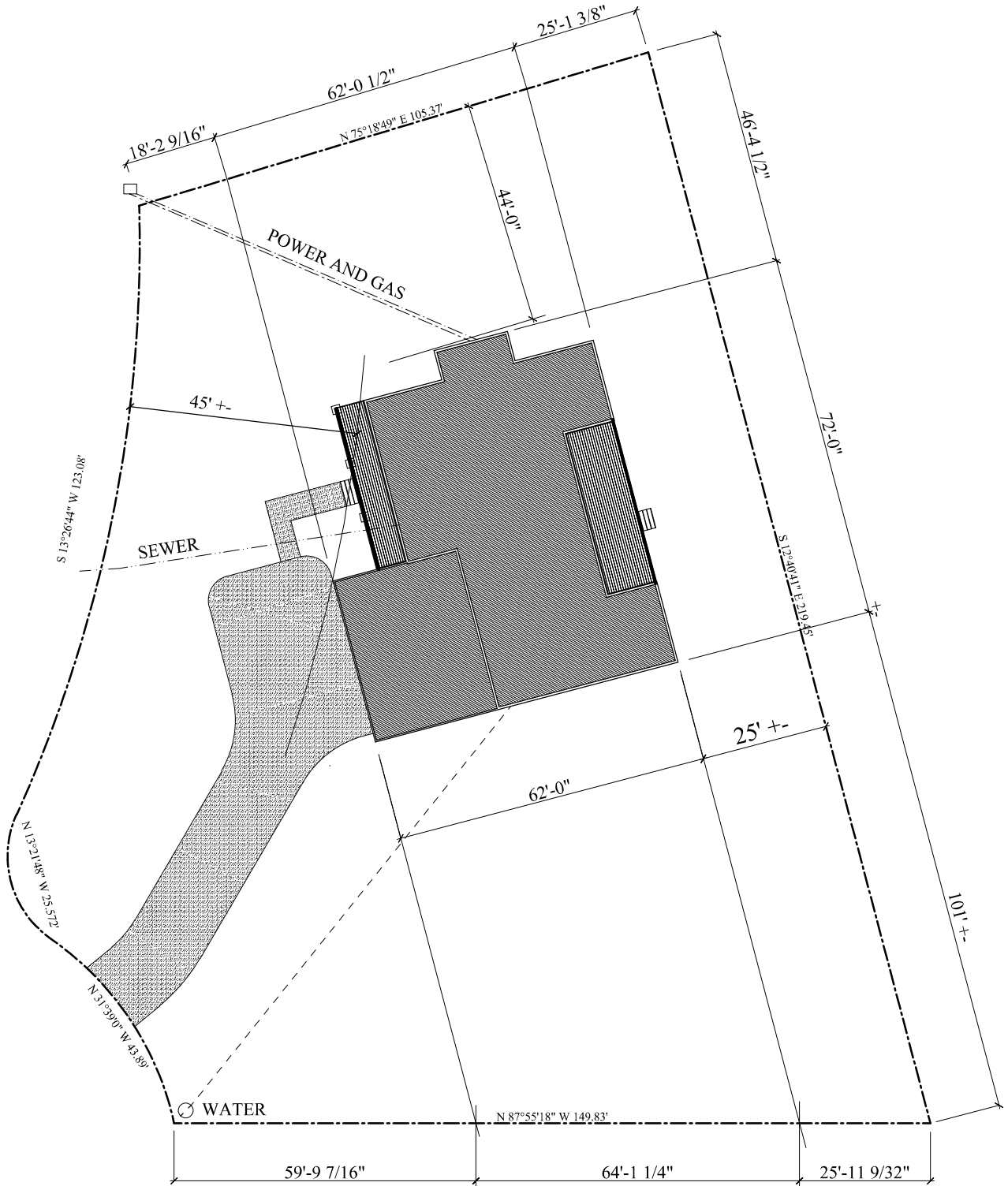
**Required Approval:**

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

# SITE PLAN EXAMPLE



Street Name





# 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: \_\_\_\_\_