



CITY OF HAILEY

Community Development Department

Residential Plan Submittal Checklist

REQUIREMENTS FOR ALL CONSTRUCTION :			
Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit one (1) complete set of stamped <i>electronic</i> drawings either on a disk, via email, or some other electronic transfer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A five hundred dollar (\$500.00) deposit will be paid at the time of permit application submittal if the estimated amount of <u>construction exceeds \$60,000</u> . This will be credited to the total amount of the permit fee upon permit issuance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Complete the <u>Construction Recycling Plan</u> .
NEW CONSTRUCTION ONLY:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project is new construction on a vacant lot, submit both <u>Water & Sewer</u> and <u>Encroachment Permit</u> Applications. There will be a fifty dollar (\$50.00) charge for the Residential Encroachment fee at the time of the building permit application submittal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the recorded subdivision plat.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide design case HERS Certificate with rating of 70 or less <u>OR</u> show prescriptive energy requirements from 2012 IECC and BBP on plans. (RESCheck may be used as an alternative to HERS or Prescriptive routes.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signed BBP and Durability & Assurance Form.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manuals J, S & D –Heating & Cooling Load Calculations.
NEW CONSTRUCTION AND ADDITIONS :			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>New Construction & Additions > 500 sq. ft. of conditions space:</u> Provide compliance with the 2012 Energy Code.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>New Construction & ALL Additions:</u> Include at least one (1) detail indicating record grade, finished grade, and building height, measured from record grade.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>New Construction & ALL Additions:</u> Provide detail showing a final grading, declining a minimum of 6” within the first ten feet (10’) of the foundation wall, five percent (5%) slope.
OTHER ADDITIONS AND ALTERATIONS:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Additions > 500 sq. ft. of conditions space:</u> Submit a RESNET energy analysis (audit) of the existing structure, done by a Certified HERS Rater.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manuals J, S & D may be required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Alterations and ALL Additions:</u> Show that the all installed energy components – windows, insulation, etc. - used on the altered portions of the building or addition will be <u>compliant with the 2012 IECC requirements</u> . This can be shown by submitting two (2) copies of the most current version of the REScheck Energy Code Compliance Report (www.energycodes.gov)