City of Hailey

COMMUNITY DEVELOPMENT DEPARTMENT
Zoning, Subdivision, Building and Business Permitting and Community Planning Services

Building Permit Submittal Requirements
ALL INCOMPLETE APPLICATIONS WILL <u>NOT</u> BE PROCESSED

Acceptable File Types:

- o Plans must be submitted in a PDF format. Files must be print-ready (i.e., set up properly for printing with a title block, no data outside the print page area, no password protection or other editing security, etc.).
- o Vector file types such as .PDF facilitate the most efficient viewing of documents. Please print to PDF rather than saving to PDF prior to uploading.
- o Each individual file must be less than 10 MB.

Plans/Drawings:

- o No hidden layers, hidden comments, or blank/empty comment fields should be included. Plans with these elements included require manual workarounds and result in increased processing time.
- o Resubmittals must use the EXACT same file name as the original.
- o All plans/drawings must be drawn to scale, and each sheet should state the scale.
- o Upload plans/drawings (to include building/structural, electrical, energy, mechanical, and plumbing) into project "Drawings" folder.
- o All plans/drawings must be uploaded in Landscape format in the horizontal position.
- o All project plans/drawings must be uploaded as **individual drawing sheets** with specific "sheet" naming convention such as, A1.0 Cover Sheet, E1.0 Electrical One Line, P1.0 Plumbing Schematic, M1.0 Mechanical Layout, or at least some type of indicator of what the drawing contains, i.e., A1.0, E1.0, M1.0, P1.0, etc.
- o Ensure the Cover Sheet includes design criteria and scope of work.
- o Plans and structural calculations must be prepared and sealed by a State of Idaho licensed design professional.

Documents:

- o All documents (any non-drawing files, completed submittal checklists, site photos, neighborhood meeting documents, truss calculations, structural calculations, geo-technical reports, etc.) can be in a packet format.
- o Calculations, reports and other supporting documents (non-drawing files) must be uploaded as searchable PDF files or legible scanned documents.

Submittal:

- o Once ready to submit, please email Jessica.Parker@HaileyCityHall.org a link that includes all associated plans and city applications.
  - o If this is for a commercial project, please drop off 2 hard copies of the plans.
- o To start the review process, the $500.00 deposit plus any application fees.