

Building Permit Submittal Checklist – Required

In order to better serve you, and to ensure the highest quality of and timely plan review, with minimal resubmittal time, the Department of Professional Licensing (DOPL) Plan Review requests that the specific information below be supplied by the Applicant.

Without this information, it is not possible to ascertain a code compliant building or provide a quality plan review. Your help in the accuracy and completeness of your plan submissions will greatly reduce the time of your review and expedite a quality plan review. This information needs to be specific to the project, not general or arbitrary statements. This will include all areas of the structure, to include but not limited to:

- A complete code analysis and geographic design criteria of the project for the location in which it will be constructed.
- This includes but is not limited to:

___ Plot and site plan showing all property lines, setbacks, and easements.

___ The location of the project. (city, town, state, address, etc.)

___ 105 MPH Wind speed with up to 115 MPH gusts and exposure.

___ Seismic design category (SDC) = D

___ Frost depth of the location in which the project will be constructed. = min. 24"

___ The ground snow load and require roof snow load of the location and any jurisdictional requirements for roof snow load or ice shield. = Roof 100 PSF; Ground 120 PSF

___ Climate zone (either a 5B or 6B for Idaho) This can also be found in Chapter 11 (RE) ___ Table N1101.7 of the 2018 IRC. or LJ.

___ Load bearing pressure of the soils at the location in which the project will be constructed. (Table R401.4.1 of the 2018 IRC, usually 1500 or 2000, or LJ. This information is IRC related. (You can access basic read only 2018 IRC codes online at <https://codes.iccsafe.org>)

___ Occupancy (Single family residents or townhome.)

___ Occupancy load

___ Type of construction is wood frame construction usually stated as "VB"

___ Attic and crawl ventilation calculations showing the amount of ventilation required by section R806 of the 2018 IRC. and the means and methods that will be used to comply with each area separately.

___ Show all envelope insulation values throughout the building to show compliance with the 2018 IECC energy codes. (The Res-Check alternative is permitted)

___ Show air duct sealing, duct and pipe insulation, and location of installation (Section C103.2 2018 IECC)

___ **General building plan** consisting of a completely dimensioned floor plan, including all windows and doors their types and sizes, height off finish floor, locations, and glazing type (tempered / Safety glass) attic and crawl location and sizing as required, egress windows identified, show the heating requirements and location of any heaters, any required separation walls shall be identified along with any fire rated doors their hardware. All fixtures and millwork should be drawn in place.

Foundation submittals should include but not limited to.

___ Detail drawings showing footing size, depth, foundation size, all reinforcement shall be shown on the plan sheet by size, quantity and spacing.

___ Any hardware that is to be placed in the footing and or foundation walls should be shown by location and identified. (HDs, anchor bolts, etc.)

___ Slab thickness, stem wall heights and size, and any reinforcement to be installed in the slab as required by code, insulation requirements illustrated. Any pinning, subgrade materials and compaction required by code should be addressed in the submittal.

Floor framing shall include but not limited to.

___ Type, size and spacing of joists, girder sizing, type and locations, sill plate identification with anchor bolt type, size and spacing. Any required blocking, under floor crawl openings, floor sheathing including the size and type of fastener and fastening schedule for the sheathing. ___ ___ Construction of any under floor pony walls for joist support details, heights, and shear including the size and type of fastener and fastening schedule for the sheathing.

___ **Wall construction**, type size and spacing of studs, header sizing and locations, top and bottom plate identification.

___ All portal frames shall be identified and shown in pictorials on the plan sheets as per the requirements of the 2018 IRC. with all fastening and hardware placements identified. Complete wall bracing requirements of section R602 shall be shown on the plan sheets as for location, type, size, and spacing, and shall include the size and type of fastener and fastening schedule for the sheathing. (Portal framing information and diagrams are located in the IRC that could be followed)

R602.10 Wall bracing. Buildings shall be braced in accordance with this section or, when applicable, Section R602.12.

Where a building, or portion thereof, does not comply with one or more of the bracing requirements in this section, those portions shall be designed and constructed in accordance with Section R301.1.

R301.1.3 Engineered design. *Where a building of otherwise conventional construction contains structural elements exceeding the limits of Section R301 or otherwise not conforming to this code, these elements shall be designed in accordance with accepted engineering practice. The extent of such design need only demonstrate compliance of nonconventional elements with other applicable provisions and shall be compatible with the performance of the conventional framed system. Engineered design in accordance with the International Building Code is permitted for buildings and structures, and parts thereof, included in the scope of this code.*

Roof construction includes but not limited to.

Trusses.

Trusses for IRC constructed buildings are approved in the field by the field inspectors. There is no need for truss documents in IRC plan review. The field inspectors are to inspect, verify and approve all installation, bracing, required snow loads for the jurisdiction, required connections and bearing points. Truss drawings and calculation shall be present onsite for the inspector's inspection and verification of the installation,

___ Roof sheathing includes the size and type of the sheathing and fasteners along with a fastening schedule for the sheathing.

___ **Conventional roof framing** shall include complete sizing, spacing, connections, and blocking of the roof structure as per the requirements of the 2018 IRC. This needs to be in written and pictorial detail.

___ Roof sheathing to include the size and type sheathing and fasteners along with a fastening schedule for the sheathing.

Other information needed for review compliance.

___ A heating source is required, please show how it is to be heated.

___ Locations of all smoke detectors and CO detectors.

___ Identify any gas appliances used in the project.

___ Identify if any sprinkler systems and type as well as location and type of backflow device that are being installed.

___ Any smoke alarms identified.

___ All exterior and interior wall coverings.

___ Roofing type (asphalt shingles, tile, etc.)

___ Chimneys, crickets, flashings, (Dimensioned).

___ Stair details and dimensions, guardrail and handrail details and dimensions, attachments to the top and bottom landings.

___ Exterior elevations showing from all sides.

___ Building sections (more than one floor only) should be submitted.

Required Format :

Acceptable File Types:

___ Plans must be submitted in a PDF format.

___ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, no password protections or other editing security, etc.

___ 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.

Plans/Drawings:

___ 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.

___ Resubmittals must use the EXACT same file name as the original.

___ All plans/drawings must be drawn to scale, and each sheet should state the scale.

___ Upload plans/drawings (to include: building/structural, electrical, energy, mechanical, and plumbing) into project "Drawings" folder

___ All plans/drawings must be uploaded in Landscape format in the horizontal position.

___ 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.

___ Ensure Cover Sheet includes design criteria and scope of work.

___ Plans and structural calculations must be prepared and sealed by a State of Idaho licensed design professional

Documents:

___ 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.

___ Calculations, reports and other supporting documents (non-drawing files) must be uploaded as searchable PDF files or legible scanned documents.

Please ensure accuracy when submitting, these are legal documents and need to be accurate, detailed, and consistent throughout the plan documents and sheets.

Any aspect of the project that exceeding the limits of Section R301 (see above) or otherwise not conforming to this code, (IRC) these elements shall be designed in accordance with accepted engineering practice.

For all new construction except New Single-Family, unless approved otherwise, the Applicant Team will need to email Staff confirming who the site worker will be. Staff will schedule the preconstruction meeting once the site worker is confirmed. Permits cannot be issued until preconstruction meeting has been completed.

If you have any questions or concerns regarding this information, please do not hesitate to call for assistance.

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