

## SUBMITTAL CHECKLIST AND STANDARDS

### Submittal Checklist

Applicant	Description
	<b>Site Plan</b> – Must show the location of the structure on the site and any existing structures, dimensional setbacks from the back of sidewalk to the new structure or a note stating setbacks are measured from the back of sidewalk, dimensional width of driveway and any proposed or existing fence. *A new fence may require a separate permit: <a href="#">11-3A-7 Fences</a>
	<b>Foundation Plan</b> – Must include the type of foundation system, compliant crawlspace venting, anchor bolt locations and a footing detail. Projects including basements require submittal of a soils report - Soils and Geotech report for support of the structure must be stamped and signed by an Idaho licensed engineer.
	<b>Floor Plan</b> – All rooms and areas must be easily identified with labels and clear dimensions.
	<b>Roof and Floor Framing</b> – Must specify the type, size, spacing and spans and provide compliant roof ventilation.
	<b>Elevations</b>
	<b>Wall Bracing</b> – Must include the method type, fastening information, portal frame type with detail, clearly identified braced wall lines and lengths of each and all corner returns.
	<b>Wall Sections and Details</b> – An elevation wall detail is required: <a href="#">Typical Wall Section Detail</a>
	<b>Connection Details</b> – Required for all exterior wall attachments such as a deck, patio cover, leant-to, etc.
	<b>Energy Compliance</b> - Alternate Energy Path (must be signed and include all pages) or Prescriptive Method
	Manual J, D & S
	<b>Structural Drawings &amp; Calculations</b> (*if applicable) – Must be stamped, signed and dated by an Idaho licensed professional.

### Submittal Standards

- ◆ All plans must be submitted in a PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ All plans must be drawn to scale and each sheet should state the scale.
- ◆ Plans must be submitted individually using separate file names.
- ◆ Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files.
- ◆ Soils and Geotech report for support of the structure must be stamped and signed by an Idaho licensed engineer.

### Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

#### File Naming Examples for Residential Projects

Discipline	Example File Names
Floor Plan	Floor Plan