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CITY OF EAGLE  
NEW COMMERCIAL BUILDING, ADDITIONS, AND MULTI-FAMILY  
PERMIT SUBMITTAL CHECKLIST

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**All submittals must be complete. Incomplete submittals will not be accepted and reviewed.**

**SEPARATE SUBMITTALS REQUIRED**

The following submittals are the responsibility of the applicant and is separate from the submittals made to the City of Eagle:

**Please check the following for acknowledgement.**

Applicant is responsible to **separately** deliver plans to the following agencies:

- **One (1) complete set of plans to the Eagle Sewer District**

Eagle Sewer District  
44 N. Palmetto Ave.  
Eagle, ID 83616  
Phone: 208-939-0132

- **One (1) complete set of electronic plans, in pdf format and not locked or password protected, to the Eagle Fire Department OR the Meridian Fire Department (depending on the district you are located in)**

Eagle Fire Department  
1119 E. State Street  
Eagle, ID 83616  
Phone: 208-939-6463

Meridian Fire Department  
33 E. Broadway Ave. #210  
Meridian, ID 83642  
Phone: 208-489-0458

- **One (1) complete set of plans to the Ada County Highway District**

Ada County Highway District  
3775 Adams Street  
Garden City, ID  
Phone: 208-387-6170

The applicant is responsible for contacting **Central District Health** to determine if a set of plans is required.

Central District Health  
707 N. Armstrong Place  
Boise, ID

Phone: 208-327-7499

*Note: It is recommended to contact CDH prior to submitting your plans to the City of Eagle in case changes are required, especially for restaurants, food service or manufacturing (A-2, B or F-1 occupancies).*

- The applicant is responsible for contacting Idaho Health and Welfare (Assisted Living and Memory Care Facilities) for licensing.

Idaho Health & Welfare  
3232 Elder Street  
Boise, ID 83705

- The City of Eagle has three (3) water providers. If the water provider is not the City of Eagle Water, contact the appropriate water provider below:

Eagle Water Company	Suez Water
172 W. State Street	208-362-7304
208-939-0132	

**GENERAL SUBMITTAL DOCUMENTS**

**The following checklist needs to be completed and all items shown must accompany the completed application.**

- | Applicant Use            | STAFF USE                |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed submittal checklist.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Commercial Building Permit Application form (it is the applicant's responsibility to use a current application).   |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete sets of plans as follow: <ul style="list-style-type: none"> <li><input type="checkbox"/> A minimum of two (2) sets of scaled construction drawings, project manuals and calculations, <u>AND</u> one (1) high resolution digital copy of pdf files submitted to the City of Eagle Building Department. Each electronic pdf file shall be divided into separate file categories (e.g., Civil, landscape, architectural, structural, mechanical, electrical, plumbing, project manual, structural calculations, energy calculations, etc.). The electronic file must not be locked, or password protected.</li> <li><input type="checkbox"/> One (1) high resolution, digital copy of all scaled construction drawings, project manuals and calculations submitted to the appropriate Fire Department. Each electronic pdf file shall be divided into separate file categories (e.g., Civil, landscape, architectural, structural, mechanical, electrical, plumbing, project manual, structural calculations, energy calculations, etc.). <u>The electronic file must not be locked, or password protected.</u></li> </ul> |

*Note: All plans must be stamped and signed by a design professional licensed in the State of Idaho.*

- Projects located in Floodplain zones MUST have a Floodplain Permit and documentation as

required by [Title 10 of Eagle City Code](#).

- Payment of application fees (DEPOSITS) are due at application submittal.
- ARCHITECTURAL PLANS AND SUBMITTALS SHALL BE STAMPED AND SIGNED BY AN IDAHO LICENSED ARCHITECT.
- STRUCTURAL, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS AND SUBMITTALS SHALL BE STAMPED AND SIGNED BY AN IDAHO LICENSED PROFESSIONAL ENGINEER.

## REQUIRED DOCUMENTS

Applicant  
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USE

- Design Review Zoning Certificate** issued from the Planning and Zoning Department must accompany the application.
- Completed Building Permit Application.** The application shall include the following fees:
  - Deposit of \$200.00 that will be applied to the cost of the plan reviews.
  - Engineering fees in the amount of a \$500.00 base fee and an additional \$250.00 per building for the review on on-site drainage.
  - Planning and Zoning plan review fee of \$150.00 (New Buildings) or \$50.00 (All Other Projects)

*Note: If the application is withdrawn after the plans have been reviewed, the deposit is forfeited.*

- Completed Design Professional in Responsible Charge** form is required for new commercial buildings and tenant improvements 1,500 square feet and greater.
- Completed Contractor Registration Verification** form.
- Completed Commercial Certificate of Value** form.
- A minimum of two (2) sets of scaled construction drawings, project manuals and calculations, AND one (1) high resolution digital copy of pdf files.** Each pdf file shall be divided into separate file categories (e.g. Civil, landscape, architectural, structural, mechanical, electrical, plumbing, project manual, structural calculations, energy calculations, etc.) Plans must be designed to meet compliance with the adopted Codes. All plans and calculations must be stamped and originally signed by the appropriate design professional currently licensed in the State of Idaho. All contractors must be currently licensed in the State of Idaho.
- Code Analysis/Building Data** on front sheet of plans which includes: Code year and references, occupancy group(s), type of construction, floor areas for all floors & building total floor area, building height, fire suppression system, fire alarm or smoke control system. (See Code Analysis Document).

## SITE & LANDSCAPE PLANS

Applicant  
Use

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USE

- Architectural Site Plan** (This is required in addition to the civil site plan), and shall include:
  - Complete dimensioned site plan w/ North directional arrow drawn to a minimum scale of 1/8" per foot.
  - Location of new and existing structures to remain with fully dimensioned measurements to property lines, rights-of-way lines, and other structures.
  - Location of all parking stalls, driveways, and aisles, with dimensions, number of parking spaces, detailed handicapped accessible parking spaces, on-site sidewalks and ramps, ramp details and at-grade mechanical equipment.
  - Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way OR an acceptable dispersal area.
  - Existing and proposed right-of-way areas with dimensions.
  - Existing and proposed easements with type, location, and dimensions.
  - Setbacks.

- Civil Site Plan** (Licensed Civil Engineer required) shall include:
  - Scale and format to be standard scale between 1:10 to 1:60 scale.
  - On-site and adjoining streets, alleys, private drives, and rights-of-way.
  - Civil drawing sheets must be wet-stamped and originally signed by a Professional Engineer currently licensed in the State of Idaho.
  - Legal description and/or record of survey for the property and vicinity map.
  - Right-of-way details including access, easements, utilities, drainage, wastewater, right-of-way to be dedicated.
  - Right-of-way improvements, both existing and proposed.
  - Fire department access.
  - Fire hydrants & fire line location must be shown on plan.
  - Location of any areas used for storage or use of materials regulated by the International Fire Code (IFC)
  - Drainage plan and calculations.
  - Utility services – Number of water services, including size and location, sewer location and proposed connection to the main; irrigation service size and location (Note: areas not served by pressurized irrigation require a separate meter); grease interceptor (including a detailed design) for all food service occupations.
  - Natural and finish grades.
  - Location of curb cuts.
  - Location, dimensions and type of all existing and proposed trails and pathways.
  - Pathways (proposed or approved) in adjacent developments to provide interconnectivity between neighborhoods.
  - Typical pathway cross section.
  - Location and setbacks of any transformers and junction boxes.

- Landscape Plan** stamped by a licensed Landscape Architect or an authorized designee appointed by the licensed landscape architect shall be provided with the following:
  - Scale and North Arrow
  - Boundaries, property lines, and dimensions
  - Existing trees and vegetation identified by species and size. Identify those which are proposed to be relocated or removed.
  - Locations and uses of open spaces.
  - Locations, types and sizes of sound and sight buffers.
  - The location and design of areas to be landscaped.

- The location and labels for all proposed plants.
- Plant lists or schedules with the botanical and common name, quantity, and spacing and size of all proposed landscape material at the time of planting.
- Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights, and courts or paved areas.
- Planting and installation details as necessary to ensure conformance with all required standards.

**Note:** Where trees are approved by the city to be removed, replacement with a species identified in [section 8-2A-7Q](#) of Eagle City Code is required. For each caliper inch of deciduous tree removed, an equivalent amount of caliper inches shall be replanted. For each vertical foot of coniferous tree removed, an equivalent amount of vertical feet shall be replanted.

## ARCHITECTURAL PLANS

Applicant      STAFF  
Use              USE

- Floor Plan** to include all exit and egress components (exit signs and emergency lighting), accessible building elements, exterior wall openings, door swings, use designations, exit signage, location of fire extinguishers, high pile storage areas, smoke and heat vent locations, standpipe locations, fire pump/riser room.
- Elevations** of the North, South, East, and West of all structures. Elevations must show existing and proposed exterior grades.
- Roof Plans, Building Sections and Details** shall include sections of walls, fire rated assemblies, stairways, and roof/ceiling and floor/ceiling Assemblies. Details for all suspended ceilings, veneer or brick applications, UL listed fire stop details, etc. and showing insulation.
- Room and Finish Schedules** to include finishes for ceilings, walls, and floors with classification per chapter 8, IBC. Also include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware.

## ACCESSIBILITY INSIDE THE BUILDING

Applicant      STAFF  
Use              USE

- Interior Ramps, Maneuvering Clearances, Doors & Passages.** Location, dimensions, type, and details
- Floor Plan with Fixture Locations / Dimensions and Elevations** for restroom fixtures, counter heights, sinks and public amenities with required dimensions and clearances.

## STRUCTURAL PLANS

Applicant      STAFF  
Use              USE

- Foundation Plans** (stamped by the Design Professional performing the structural calculations)

to include all required structural steel reinforcing and special inspection criteria.

- Structural Plans** (stamped by the Design Professional performing the structural calculations) – Roof framing plan including roof top equipment loads, floor framing plan, header and beam schedules, strap locations, structural details, shear walls, bracing, shear wall schedule, lintels, lintel schedule and all other structural information as indicated in the calculations or required by the Building Official. Also specify design loads and material specifications.
- Special Inspections.** Provide a note on the plans for all required special inspections.
- Structural Calculations.** Two (2) sets of Structural engineering calculations are required for all new construction, additions, or structural improvements/remodels/retrofits within existing buildings. Calculations shall be stamped and signed by an Idaho Registered Engineer or Architect.

## MECHANICAL, ENERGY, PLUMBING & ELECTRICAL

Applicant  
Use

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- Energy Code Elements** shall include plans and specifications with insulation R-values, glazing U-factors, glazing solar heat gain coefficient (SHGC) value, , rough opening sizes, and air sealing notes.
- Mechanical Plans** shall include:
  - Equipment Plans and Schedules** listing the make and model of the equipment and other information pertinent to compliance with IECC, duct insulation R-values, mechanical system control schematic, load calculations.
  - Supply and Return Duct** locations with designed CFM of air flow
  - Fire and Smoke Damper** locations with ratings and listed assemblies
  - Kitchen Exhaust Hoods**, ducts, locations & details (specify grease duct enclosure-rated shaft or duct wrap)
  - Kitchen Equipment** plan and schedule
  - All Exhaust Fan Locations** (restrooms, dryer exhaust, etc.), CFMs, duct locations, terminations, and sizes.
  - Medium and Low-Pressure Gas Piping** sizes, total BTU load, total developed length & locations.
  - Access to Mechanical Equipment**
  - IECC Complying COMchecks for Building Envelope, Interior/Exterior Electrical Lighting and Mechanical.** Visit <http://www.energycodes.gov> for new commercial or high-rise residential buildings, additions, and alterations to determine IECC and ASHRAE Standard 90.1 energy compliance. REScheck or COMcheck required for multi-family buildings three stories or less in height above grade, such as apartments, condominiums, and townhouses.
  - Heating and Cooling Load Calculations** printed on plans or attached to plans
  - Commissioning Plan**, where applicable, per IECC printed on plans. Can also include a separate attached document.
  - Building Envelope Air Barrier Compliance.** Identify compliance options and/or materials per IECC.

- Plumbing Plans** shall include:
  - Backflow Protection** noted on the plans.
  - Domestic Water Line** piping layout and materials, locations & sizes from meter to and throughout building, along with drain and vent piping layout and materials.
  - Flammable Liquids and/or Grease Interceptor** details, if applicable, along with calculations determining the size of such interceptor.
  - Sanitary Waste Lines** with venting and segregated grease lines – note all sizes from sewer main to and throughout building, along with drain/waste/vent piping layout and materials.
  - Kitchen Pretreatment Equipment** (if applicable), showing point source grease abatement details.
  - Interior Roof and Overflow Drain Lines** locations and sizes.
  - Plumbing Fixture Schedule**
  - Gas Line Piping** materials and calculations.
  - Service Water Heating System** shall include piping R-values, circulation loop system controls, heat trap requirements.

- Electrical Plans** shall include the following:
  - A Lighting Plan** including all proposed lighting, exit signage, emergency lighting, and any required lighting controls such as, required light switching, occupancy sensors and day light harvesting and a complete lighting fixture schedule. Location of exit signage and emergency lighting shall coordinate with floor plan or reflected ceiling plan.
  - Power Plan.**
  - Electrical Fixture and/or Equipment Schedule**
  - A Panel Load Schedule and Summary** showing all panel details including voltage, ampacity, single phase or three phase power, over current protection and branch circuit details, total connected load and all pertinent load calculations per the currently adopted version of the Electrical Code.
  - A One-Line Diagram** of the electrical service showing the utility transformer, service entrance conductors, metering and service equipment and sub panels. Include conduit and wire type and size. Also, show required neutral bonding at the service equipment and a grounding detail per the currently adopted version of the Electrical Code, including required grounding electrodes, grounding electrode conductor, and required concrete encased electrode.
  - Submitted items must bear the stamp of a State of Idaho Licensed Electrical Engineer

**MISC. SUBMITTAL REQUIREMENTS**

Applicant Use      STAFF USE

- MSDS Sheets.** (2) Two copies of the Material Safety Data Sheets and the location and quantities of storage of such materials shall be provided with the building permit submittal where any chemicals or hazardous materials may be present.
- Soils Report.** (2) Two copies of a soils investigation report shall be submitted and contain the following information; A plot showing the location of the borings and/or excavations, a complete record of the soil samples, a record of the soil profile, elevation of the water table, recommendations for foundation type and design criteria, including but not limited to: bearing capacity of natural or compacted soil; provisions to mitigate the effects of expansive soils; mitigation of the effects of liquefaction differential settlement and varying soil strength; and the

effects of adjacent loads, expected total and differential settlement, pile and pier foundation information, special design and construction provisions for footings or foundations founded on expansive soils, as necessary, compacted fill material properties, and testing.

- Additional Handicap Accessibility Information.** Define all handicapped access features for new construction per the current International Building Code, ANSI A117.1 and the International or Uniform Plumbing Code.
- Special Flood Hazard Areas.** Projects located in special flood hazard areas shall have permits and documentation as required by Title 10, Eagle City Code. Elevation certificates are required if structure is in the 100-Year Floodplain as follows:
  - Preliminary Certificate of Elevation shall be submitted with the Building Permit application.
  - Post-Construction Certificate of Elevation shall be submitted prior to issuance of the Certificate of Occupancy.

### ADDITIONAL SUBMITTAL REQUIREMENTS FOR BUSINESSES

Please check the following for acknowledgement.

- Business License.** All businesses are required to obtain an Eagle Business License. Business license applications and renewals can be made online at <https://www.cityofeagle.org/204/Business-License-Application-and-Renewal>. Contact the Eagle City Clerk's office at 208-939-6813 with any questions.
- Liquor Licenses.** If manufacturing, selling, warehousing, distributing, or serving liquor (including beer and wine) – State, County and City licenses are required. Contact the Eagle City Clerk's office at 208-939-6813 with any questions.

### PRIOR TO BUILDING PERMIT ISSUANCE

Please check the following for acknowledgement.

- Pre-Construction Meeting.** The city will require a preconstruction meeting to be held for all new commercial construction projects, additions to commercial buildings, and tenant improvements to commercial shells.
- Building Permits will not be issued until confirmation is received that the Sewer, Water, ACHD and Fire fees have been paid.

### ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature



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# BUILDING CODE ANALYSIS

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The following code analysis information **IS REQUIRED** on all commercial plans submitted to the Building Department for review and approval.

ANALYSIS ITEMS	CODE REFERENCES
<input type="checkbox"/> Type of Construction	IBC Chapter 6
<input type="checkbox"/> Occupancy Classification	IBC Chapter 3 and Table 508.3.3
<input type="checkbox"/> Actual and Allowable Area	IBC 506, Table 506.2
<input type="checkbox"/> Actual and Allowable Height	IBC 504.3
<input type="checkbox"/> Actual and Allowable Stories	IBC 504.4
<input type="checkbox"/> Occupant Load (per use)	IBC Table 1004.5
<input type="checkbox"/> Exits Required and Provided	IBC 1006 and 1006.2
<input type="checkbox"/> Required Fire Resistance of Exterior Walls	IBC 705
<input type="checkbox"/> Required Opening Protection	IBC Table 705.8
<input type="checkbox"/> Fire Resistive Construction Requirements	IBC Table 601
<input type="checkbox"/> Special Inspection(s) Required	IBC Chapter 17
<input type="checkbox"/> Code Editions Used in Design	

## ADOPTED CODES

2018 International Building Code (IBC)  
2018 International Residential Code (IRC)  
2018 International Energy Code (Residential)  
2018 International Energy Code (Commercial)  
2018 International Mechanical Code (IMC)  
2018 International Fuel and Gas Code (IFGC)  
2018 International Fire Code (IFC)  
2017 National Electrical Code (NEC)  
2017 Idaho State Plumbing Code (ISPC)