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# CITY OF EAGLE NEW RESIDENTIAL BUILDING/ADDITION PERMIT SUBMITTAL CHECKLIST

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**The following checklist needs to be completed and all items shown must accompany the completed application. Incomplete submittals will not be accepted and reviewed.**

**Plans must be accepted as complete, and the plan review deposit fee must be paid before review can begin. New Home Deposit is \$250 / Small Projects \$50**

## APPLICATION SUBMITTAL

### 1. Electronic Submittal-

Digital PDF on CD or USB drive of all submitting documents must be reviewed at the permit counter where staff will verify that the project submittals are complete. Digital plans will require the builder to print approved to scale completed city stamped plans and have them on site for inspections. Pictures, jpeg files or scans of scans are not acceptable for digital review. Digitally locked documents cannot be reviewed by the City.

### 2. Hillside Developments- Avimor & Valnova

Hillside development submittals will in addition to standard submittal requirements be required to provide structural stamp plans for all homes in these designated developments due to topographic wind effects, special ground snow load areas, and Seismic Zone C. If required grading permits will be submitted prior to building permit submittal.

### 3. TownHomes/Duplex-

Plans for townhouse projects shall be prepared, signed and sealed by an architect licensed by the State of Idaho. Townhomes/Duplex per City Code will require architectural review and approval of the building documents prior to review of the building dept. One set of plans shall be submitted for all attached units. Each property will be issued a building permit.

## GENERAL SUBMITTAL DOCUMENTS

Applicant  
Use

STAFF  
USE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>A complete New Residential Building Permit Application form</b><br>(it is the applicant's responsibility to use a <u>current</u> application).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Additional Planning &amp; Zoning Letter(s) of Approval- <u>HOA/ACC Letters of Approval/ (Conditional approvals will not be accepted) All approvals must be in letter format and signed/dated by the HOA/ACC (email chains are not accepted)</u></b> Floodplain Development Permits, Conditional Use Permits, Grading/Hillside Permits, if required from Planning and Zoning |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Elevation Certificate</b> (For structures located in Floodplain only)<br>Preliminary Certificate of Elevation shall be submitted with the Building Permit Application.<br>Post-Construction Certificate of Elevation shall be submitted prior to issuance of the Certificate of Occupancy   |

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Structural Calculations/Engineered plans:</b> Stamped and signed by a licensed Idaho engineer. Such as for tall walls, non-typical light frame construction wall bracing that is not prescriptive, beams, connections, retaining walls more than 4' in height from the bottom of the footing to the top of the wall. <b>Note:</b> Any plan sheets with engineered design components are required to be stamped by the design engineer, two or more areas of engineering design may require complete engineering. Lateral engineering- wall lines will be designed by the engineer for the length of the wall line running through the home. Where a building, or portion thereof, does not comply with prescriptive bracing a engineered design will be required. |
|--------------------------|--------------------------|--|

## BUILDING ENVELOPE COMPLIANCE

- | Applicant<br>Use         | STAFF<br>USE             |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Compliance with the Prescriptive Table within the IECC- Method must be shown on plans per Table 402.1.1 Climate Zone 5 2009 IECC as adopted by the State of Idaho. All other IECC Codes per 2018 IECC or REScheck- Software analysis completed and signed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>ACCA Approved Design Software Analysis Output Report</b> Showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), & Manual S (equipment selection). Include fresh air ventilation design and a duct system layout noting duct sizes, lengths, and termination points with cfm outputs. |

## SITE PLAN

- | Applicant<br>Use         | STAFF<br>USE             |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan drawing's dimensioned with North arrow and streets indicated.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show location of all existing and new structures on the site and show any foundation walls or column piers on the site plan.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Include measurements from structures to the property lines front, rear, sides, and dimensions between structures.</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate location and dimensions of all easements on the site.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate foundation elevation at top of foundation.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Area Special Flood Hazard: Label and indicate Floodplain Floodway and dimensions from property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Building design criteria required to be on plans. Indicate wind zone location or wind speed, exposure category, building risk category and design loads, Live, Dead, Snow. |

## FOUNDATION PLAN

Applicant Use	STAFF USE	
<input type="checkbox"/>	<input type="checkbox"/>	Specify locations and sizes for all concrete footings, piers, slabs, and foundation walls. Show all reinforcement types, locations, sizes, and spacing. Include heights and limits for stem walls of varying heights.
<input type="checkbox"/>	<input type="checkbox"/>	Show all holddowns and type <b>(Required)</b> . Specify any mechanical connectors and/or fasteners such as anchor bolts and column-to-footing connections.
<input type="checkbox"/>	<input type="checkbox"/>	Detail insulation material types with notes as to R-value, location, and weather protection of thermal envelope for slabs, foundation stems, mono footings, crawlspaces and/or basement walls.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate location and size of all foundation vents or conditioned crawlspace specifications.

## FLOOR PLANS

Applicant Use	STAFF USE	
<input type="checkbox"/>	<input type="checkbox"/>	Provide a square footage summary, by floor, of each of the following: livable area, garage, carport, covered patio, porch, decks and basement (finished or unfinished), and any other areas.
<input type="checkbox"/>	<input type="checkbox"/>	Provide dimensioned floor plan for each floor, labeling the intended use for all rooms and ceiling heights of each room.
<input type="checkbox"/>	<input type="checkbox"/>	Provide location of all smoke detectors and carbon monoxide alarms.
<input type="checkbox"/>	<input type="checkbox"/>	<b>FOR ADDITIONS:</b> Provide expanded floor plan for <u>all rooms adjacent to the addition</u> .
<input type="checkbox"/>	<input type="checkbox"/>	Indicate location and types of fire separations, including construction methods to be used.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all plumbing fixtures.
<input type="checkbox"/>	<input type="checkbox"/>	Location of all required GFCI/AFI and waterproof receptacles.
<input type="checkbox"/>	<input type="checkbox"/>	Show location, construction details and deck ledger connection details for all decks, porches and stoops.
<input type="checkbox"/>	<input type="checkbox"/>	Locations, opening sizes and types of all windows. Plan must note any required safety glazing locations.
<input type="checkbox"/>	<input type="checkbox"/>	Indicate attic access and crawlspace access locations and sizes.
<input type="checkbox"/>	<input type="checkbox"/>	Dwelling/garage opening/penetration protection and dwelling/garage separation.
<input type="checkbox"/>	<input type="checkbox"/>	Location of appliances, elevation above floor and impact protection.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Spray Foam Insulation</b> Provide information on the specific product or the approved ICC-ES Evaluation Services Report or other code compliance report.

## WALL BRACING- Will be on its own page

- | Applicant<br>Use         | STAFF<br>USE             |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a plan specifying all brace wall line locations including the bracing method on each wall line per IRC. Include any alternate braced wall panels or portal frame details where applicable.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Braced wall lines (exterior and interior) shall be clearly indicated, and a schedule shall be provided specifying the method of bracing to be used and the foundation attachments.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Show dimensions of braced wall panels in width required by IRC based on wall height. Show foundation requirements, reinforcement, any hold-downs and fastening requirements of braced wall panels. Braced wall line calculations are required to be on the plans or will be considered incomplete.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate areas of tall walls-11'-12' walls with floor or truss spans (simple or multi-span) over 24ft per table R602.3(6) (Requires Tall Wall Engineering) Engineers must verify the load path the length of the wall line. Multiple areas of lateral engineering will require a full lateral from the engineer of record. Calculation packets with red-lines indicated are required for verification or stamped plans with a calculation packet. |

**Where a building, or portion thereof, does not comply with prescriptive bracing requirements an engineered design will be required for those portions of, or structure if deemed necessary for lateral integrity.**

## ELEVATIONS

- | Applicant<br>Use         | STAFF<br>USE             |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Elevations shall be scaled at 1/8 " or larger.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Show all sides of the structure and indicate exterior finish materials for all sides.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Indicate roof slopes and final grade line and chimneys.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Dimension from grade to finished floor, and from grade to beginning of roofline and to roof peak or tallest point to include chimneys. |
| <input type="checkbox"/> | <input type="checkbox"/> | Show exterior doors, windows, wall materials, roofing materials, roof drainage, decks, porches, and stoops.                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Show attic vents and/or crawlspace vents.  |
| <input type="checkbox"/> | <input type="checkbox"/> | If in a Flood Hazard Area, dimension from required design flood elevation at finished floor to beginning of roofline and to roof peak. |

## STRUCTURAL BUILDING SECTIONS

- Wall section(s) from foundation through roof including wall assembly (exterior & interior) materials including connectors manufacturer, model number and uplifts. More than one section may be required. Cross section of the foundation shall include the following:
  - Slab Thickness
  - Reinforcing/steel/mesh
  - Dimensions
- Specify reinforcement sizes and spacing, and minimum frost depth from grade to the bottom of the footing.
- Specify sizes, embedment and spacing of all anchor bolts, and specify sill plate as pressure treated or wood of natural resistance to decay.
- Specify floor framing member sizes, spacing, spans, and floor sheathing.
- Specify underfloor clearance, vapor barrier and venting. If conditioned crawl space, provide details and method of conditioning.
- Insulation information indicated for foundation, floors, walls, and attic/ceiling; R-Values must match energy forms.
- Specify types, sizes, spacing, and lengths of all wall studs.
- Provide framing details and gable end bracing details.
- Indicate location and size of all beams, lintels, and headers.
- Provide a schedule for all connectors or clips.
- Indicate nailing pattern for all wall and roof sheathing.
- Fire blocking/draft stopping locations identified, as applicable.
- Specify type and thickness of wall sheathing, exterior moisture resistant barrier, siding material, interior wall covering, and interior vapor barrier.

## ROOF FRAMING PLAN

Applicant  
Use

STAFF  
USE

- Specific rafter and/or ceiling joist type, size, spacing, and spaces. Show any interior bearing points. **(REQUIRED)**
- If utilizing manufactured trusses, please specify/provide truss layout, spacing, spans, and style (scissor, mono, hip, standard, or girder). Show any interior bearing points.
- Beams, Headers and Columns:** Specify types and sizes of supporting beams, headers, and columns. Show any interior bearing points. Beam calcs may be provided for spans exceeding prescriptive tables in the 2018 IRC.
- Mechanical Connectors/Fasteners:** Specify any mechanical connectors/fasteners such as for rafter/truss to beam, beam to beam, girder truss to beam, or beam to columns.

## FLOOR FRAMING PLANS

Applicant      STAFF  
Use              USE

- Specify type, size, spacing and spans for all floor joists. Show any interior bearing points.
- Specify types and sizes of supporting beams, headers, and columns. Show any bearing points.
- Note stud type, size, length and spacing for any pony or cripple walls, ladder framing etc.
- Specify location, type, and size of any mechanical connectors and/or fasteners, such as floor joist to beam, beam to beam, or beam to columns.

## OTHER SECTION DETAILS

Applicant      STAFF  
Use              USE

- Stair construction details indicate proper tread/riser relationship, handrail location, handrail/guardrail heights, headroom clearance and maximum open rail spacing indicated.
- Fire Resistive Assembly Wall Section Details:** (Townhouse separation, duplex separation, exterior walls or fire-rated eave details due to location on property or wildland urban interface code) Note applicable tested/listed assembly number and construction details (gypsum board type, orientation, fastening, etc.) on the plans.

## 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

\_\_\_\_\_  
Staff Checker Signature/Printed Name

\_\_\_\_\_  
Date

## ADOPTED CODES

2018 International Building Code (IBC)  
2018 International Residential Code (IRC)  
2018 International Energy Code (Residential)  
2018 International Energy Code (Commercial)