



## Department of Building Safety

Eagle City Hall: 660 E civic Ln, Eagle, ID 83616  
Building dept 208-489-8760/ P&Z dept 208-939-0227

# Residential Building Permit Requirements

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_ Subdivision/Lot/Block: \_\_\_\_\_

Site Address: \_\_\_\_\_

### Application Submittal- **Incomplete submittals will not be accepted**

Plan review process due to volume requires **20 business days min without any revisions**, Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

#### Electronic Submittal- **Blue Beam only (not currently available)**

Digital PDF or CD disk copy of all submitting documents must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. Digital approved plans will require the responsibility of the builder to print approved to scale complete city stamped plans and have them on site for inspections

#### Paper Submittal

Paper plans with one digital copy of all submitting documents must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a "plan review" for code compliance.

### Application Acceptance

- **Incomplete submittals will not be accepted.** Applicants with incomplete submittals must upload additional documents and make the needed corrections and return to the Permit Counter for another submittal
- Plans must be accepted as complete and the plan review deposit fee must be paid before review can begin. New Homes-\$250.00/ All Other Residential Structures \$50.00; Deposits will be applied to the Plan Review. **NOTE: If the application is withdrawn after the Plans have been reviewed, the deposit is forfeited.**
- **Completed Building permit Application Required-**

<https://www.cityofeagle.org/DocumentCenter/View/206/Building-Permit-Application-Residential-PDF>

### Instructions

- The checklist is not complete unless all information is filled out, all appropriate boxes are checked

## Documents Provided

Yes  N/A

**Residential Submittal Checklist**-Submit all pages.

**Planning & Zoning Letter(s) of Approval** -i.e. Conditional Use Permit (CUP), Planned Unit Development (PUD)/Final Plat (FP), Floodplain (FPDP) and/or other approval documents.

**Setbacks and Height** – Have you verified the required minimum setbacks, utility easements, maximum height allowed as required by the Zoning Code or specific planning approval? Specify below and show on site plan & elevations.

Front setback \_\_\_\_\_ Side setbacks \_\_\_\_\_ Rear setback \_\_\_\_\_

Max. Height \_\_\_\_\_

- Elevation Certificate or Letter of Map Revision (LOMR)** (For structures located in Floodplain only).
- Building Plans**- Plans drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist, on minimum 18" x 24" size sheets. Where applicable, plans stamped and signed by an Idaho licensed design professional. Plans for townhouse projects with (4) or more units attached shall be prepared, signed and sealed by an architect licensed by the State of Idaho.
- Reduced Site Plan** - On 8½" x 11" sheet – paper submittal only.(to scale)
- Structural Calculations/Engineered plans** - Stamped and signed by an Idaho licensed 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 **NOTE:** 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.
- Truss Details**- For complicated roof layouts, please provide truss details stamped and signed by an Idaho licensed engineer.
- Spray Foam Insulation**- Provide information on the specific product or the approved ICC-ES Evaluation Services Report or other code compliance report.
- ACCA Approved Design Software Analysis Output Report** - 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.

## Building Envelope Energy Compliance Method

**PROVIDE ONE OF THE FOLLOWING OPTIONS:**

Yes  N/A

**REScheck** Software analysis completed and signed.

**Compliance with the Prescriptive Table** - Method shown on plans.

Table 402.1.1 2009 IECC Minimum

## Plans Provided- Code compliance per IRC 2012

### Site Plan *(scaled at 1 inch = 20 feet)*

Yes  N/A

**Site Plan** - Show location of the structure including balconies, decks, driveways, and walkways with dimensions and distances to the property lines. Indicate bearings, distance, and curve data in conformance with the recorded plat. Show/label any easement locations and setbacks of home, Positive drainage IRC 401.3

**Area Special flood Hazard-** Label and indicate Flood plain Floodway and dimensions from property

### Foundation Plan

Yes  N/A

**Specify Locations and Sizes for all Concrete Footings, Piers, Slabs, and Foundation Walls** - Show all reinforcement locations, sizes, and spacing.

**Connectors** – Note any required hold-down locations and types. Specify any mechanical connectors/fasteners such as anchor bolts and column to footing connections.

**Floor joist-** Indicate size, type, location, spacing,

**Crawlspace Venting** – Show sizes and locations or Conditioned crawlspace specs.

### Floor Plans

Yes  N/A

**Square Footage-** Living Space by story, Garage, porch, patios, decks

**Floor Plans** – Dimensioned plan for each floor with usage of all rooms/labeled for use.

**Stairways** - Show locations, width, and handrails.

**Plumbing Fixtures** – Show types and locations.

**Decks, porches, and Stoops** - Show locations, construction details and deck ledger connection details.

**Windows/Doors** – Show locations, opening sizes and types. Note any required safety glazing locations.

**Access** – Indicate attic access and crawlspace access locations and sizes.

**Garage/Dwelling Separation** – Note the required wall and/or ceiling separation requirements between the garage and the dwelling including the door.

### Wall Bracing

Yes  N/A

Provide a plan specifying all braced wall line locations including the bracing method (Table R602.10.4) on each wall line per IRC Table R602.10.3(1). Include any alternate braced wall panels or portal frame details where applicable. Show dimensions of braced wall panels in width required by IRC Table R602.10.5 based on wall height. Show foundation requirements, reinforcement, any hold-downs and fastening requirements of braced wall panels.

**Indicate areas of tall walls-**(over 12' in height engineering required) for shear/Engineering and prescriptive wall bracing will not be accepted on the same wall line/multiple areas of engineering will require stamped plans for structural

## Elevations *(scaled at 1/8 inch = 1 foot or larger)*

Yes  N/A

**Elevations** – Show all sides of the structure and the height

**Exterior Components & Materials** – Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches, and stoops.

**Venting** – Show attic vents and/or crawlspace vents.

## Structural Building Section

Yes  N/A

**Building Cross Section** - Showing a cut through the entire building from the bottom of the footing through the roof. More than one section may be required.

**Footing/Foundation Sizes** – Specify reinforcement sizes and spacing, and minimum frost depth from grade to the bottom of the footing.

**Anchor Bolts** – Specify sizes, embedment and spacing, and specify sill plate as pressure treated or wood of natural resistance to decay.

**Floor Framing** – Specify member sizes, spacing, spans, and floor sheathing.

**Crawl Space** – Specify underfloor clearance, vapor barrier and venting. If conditioned crawl space, provide details and method of conditioning.

**Insulation** – Note types and R-values for foundation, floors, walls, and attic/ceiling.

**Wall Studs** – Specify types, sizes, spacing, lengths. Note types and sizes of headers.

**Wall Components** – Specify sheathing, exterior moisture resistant barrier, siding material, interior wall covering, and interior vapor barrier. For basements, provide interior wood wall construction and method of protection against decay.

**Roof Framing** – Specify manufactured trusses or framing members sizes and spacing, roof sheathing, roofing materials, and any mechanical connectors for roof framing members to walls. Provide attic ventilation.

## Floor Framing Plans

Yes  N/A

**Floor Joists** – Specify type, size, spacing and spans. Show any interior bearing points.

**Beams, Headers and Columns** - Specify types and sizes of supporting beams, headers and columns. Show any bearing points.

**Pony/Cripple Walls** – Note stud type, size, length and spacing.

**Mechanical Connectors/Fasteners** – Specify such as for floor joist to beam, beam to beam, or beam to columns.

## Roof Framing Plans

Yes  N/A

**Roof Framing** - Specify rafter and/or ceiling joist type, size, spacing, and spans. Show any interior bearing points.

**Manufactured Trusses** - 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.  
**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.

**Other Section Details**

Yes  N/A

**Stair Section Detail** - Showing dimensions of treads, risers, headroom, handrails, & guard requirements.

**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.

**Mechanical Plans** *(Information can be on floor plan or as a separate plan)*

Yes  N/A

**Mechanical Equipment locations** (furnace, air conditioner units, water heater, fireplace)

**Gas Fired Equipment in Garage Elevated** - So the source of ignition is at least 18" minimum above the floor.

**Bathroom Exhaust** - Fan locations.

**Electrical Plans** *(Information can be on floor plan or as a separate plan)*

Yes  N/A

**Smoke Alarm and Carbon Monoxide Alarm Locations**  
**Stairway Lighting and Switch Locations**

**Wildland Urban Interface Area**

- Is the site located in an applicable Wildland Urban Interface Area?**  
 No, the site is not located in an applicable Wildland Urban Interface Area  
 Yes

**Applicant Acknowledgement**

*I have completed the above checklist noting all pages and supporting documents for the project.*

\_\_\_\_\_

**For Staff Use**

- Accepted  
 Not Accepted \_\_\_\_\_ by

\_\_\_\_\_

Date

Staff Member Conducting the Intake