

City of Caldwell
Department of Building Safety
621 Cleveland Boulevard, Caldwell, Idaho 83605
Web Page-www.cityofcaldwell.com
(208) 455-3024

COMMERCIAL, INDUSTRIAL, AND MULTI-FAMILY PERMIT GUIDE

This guide outlines the requirements for obtaining the necessary building permits for commercial, industrial, and multi-family developments. In order to ensure that your application is processed in a timely manner; your plans must be complete. For application and submittal requirements, see the attached General Information page.

Once submitted, your plan package will require review and approval from the following City agencies. Questions or inquires as the processing of your permit may be agency specific and may require that you interact with any one or all of the departments listed below:

Zoning Plans Examination

Anne Marie Skinner

(208) 455-3021

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Engineering Plans Examination

Jared Hale

(208) 455-3006

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Fire Department Plans Examination

Dennis Wilson

(208) 455-3024

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Building Plans Examination

Adele Adams

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Prior to building permit issuance, plans for food-related establishments (i.e. restaurants, bars, markets, delis, snack bars, etc.) must also be reviewed and approved by the:

State of Idaho, Southwest District Health Department
(208) 455-5400

GENERAL INFORMATION

This information is designed to assist you through the design phase.

CODES ADOPTED

- **2006 International Building Code**
- **2006 International Fire Code**
- **2005 National Electrical Code**
- **2006 International Mechanical Code**
- **2006 International Fuel Gas Code**
- **2003 Uniform Plumbing Code**
- **2006 International Energy Conservation Code**

DESIGN CRITERIA

- **Seismic Design Category - B**
- **Wind Loading-90 miles per hour**
- **Basic Ground Snow Load-20 pounds per square foot**
- **Frost Depth-24 inches**
- **Minimum Collateral Load-5 pounds per square foot**

ESTIMATED TURN AROUND TIMES-*Plan review turn around times is subject to change without notice. Our turn around goals are listed below but they may be longer if the plans are incomplete, incorrect and require re-submittal and review, and during periods of high volume submittal activity.*

- **New non-residential and multi-family dwelling projects which have all of the required submittals are estimated to not exceed 8 to 10 weeks for approval.**
- **Additions to non-residential and multi-family projects turn around times are project specific, but should not take longer than the 6 to 8 week turn around time specified for new construction.**
- **Tenant improvements which do not involve any changes outside the building shell will generally take 2 to 4 weeks to process.**

PERMIT APPLICATION

- **Permit applications must be filled out in their entirety. Missing or incomplete information will cause delays in the processing of the permit application.**
- **New construction project permit applications must be accompanied by a legal description of the property.**
- **Proposed occupancies that have chemical stored or processed must submit the MSDS sheets for each of the chemicals.**

PLAN SUBMITTALS, DOCUMENTS AND CALCULATIONS SHALL BE PREPARED AND STAMPED BY AN IDAHO LICENSED ARCHITECT OR ENGINEER. PLANS SHALL CONSIST OF:

SITE PLAN, FOUNDATION PLAN, FLOOR PLAN, ROOF PLAN, ELEVATIONS, SECTION DETAILS, SPECIFICATIONS AND DETAILS, AND ENGINEERING DATA

Civil Site Plan Details (**Three Copies**)-prepared by an Idaho licensed engineer

- Scale and format to be standard scale at 1/8"=1 foot or 1/4"=1 foot;
- Sheet sizes shall not be less than 17" by 24" nor greater than 24 inches by 36 inches;
- Legal description and/or record of survey for the property and a 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 must be a minimum 20 feet wide with a 70,000 pound load capacity and reach within 150 feet of any all portions of the exterior walls of the building(s);
- Fire hydrants & fire line location must be shown on the site plan (See IFC for requirements);
- Any areas used for the storage or use of materials regulated by the International Fire Code;
- Storm drainage-On site retention structure design and calculations by a licensed engineer;
- 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 occupancies;
- Landscaping-Including all types and locations of landscape areas with topography showing berms, trees, fencing, retaining walls, waterways, trash enclosures/mechanical equipment areas with method of screening, loading docks, storage areas, pedestrian ways, exterior lighting fixtures, irrigation methods and proposed building pads;
- Location of new and existing structures with fully dimensioned measurements to property lines and other structures;
- Parking lot design-Including fully dimensioned space and isle layout and detailed handicapped parking spaces.

Code Analysis

- Required design information on the front of the commercial building permit and plans.

Com Check Energy Analysis

- Trade off approach prepared by an Idaho licensed architect or engineer. It is requested that these reports be incorporated into the actual plans submitted, though not required.

Foundation Plan

- Including all required structural steel reinforcing and special inspection criteria.

Floor Plan

- Including all exit schemes, exterior wall openings, door swings, use designations of all rooms/areas, exit signage, location of fire extinguishers, high pile storage areas.

Elevations

- North, South, East, West

Building Sections and Details

- Sections of walls, fire rated assemblies, stairways & floor/ceiling assemblies. Rated assemblies shall reference the listing information.

Conservation Elements

- Insulation R-values, glazing U-factor, glazing solar heat gain coefficient (SHGC) value, rough opening sizes, air sealing notes

Electrical Plans

- Exit signage, switching diagrams, lighting schedule with fixture, bulb and ballast type, number of bulbs per fixture, and fixture wattage; exterior lighting bulb and ballast type, and type of control.

Mechanical Plans

- Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; duct insulation R-values, mechanical system control schematics.

Service Water Heating System

- Piping R-values, circulation loop system controls, heating trap requirements.

Fire Department (Supplemental checklist may be required)

- All areas designated to be used for high pile storage or the storage of any materials regulated by the International Fire Code, including the MSDS sheets for those materials;
- Water and fire flow requirements as dictated by IFC, Appendix B
- Separate plans for fire sprinkler, fire alarm, and any special fire protection systems are required at time of building permit application.

Engineering

- Permit application for any improvement(s) on State right-of-way
- Location and type of irrigation cross connection protection;
- Waste Water pretreatment form

