



# NON-RESIDENTIAL/MULTI-FAMILY PLAN REVIEW CHECKLIST

**Notice to all applicants:** This checklist is designed to provide the basic information needed to allow the various agencies with the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

- ◆ **General Requirements for all plan submittals (Four complete sets prepared by a licensed architect or engineer) Note: Any project 20,000 sq. ft. and larger will require an electronic copy of the final approved plans, calcs, and specs with all changes, to be submitted to the plans examiner.**
- **Code Analysis-** Required information is detailed on the front page of this form.
- **Energy Compliance Report or COM Check Energy Analysis-** Prepared by an Idaho licensed architect or engineer.
- **Site Plan (licensed architect or engineer required)-** Including:
  - Scale and format to be standard scale at between 1:10 to 1:60 scale;
  - Sheet sizes shall not be less than **11 inches by 17 inches** 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 (access must be 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;
  - 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 registered 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 line & other structures;
  - Parking lot design- Including fully dimensioned space and isle layout and detailed handicapped parking spaces.
- **Foundation Plan-** Including all required structural steel reinforcing and special inspection criteria. See Special Inspection policy.
- **Floor Plan-** Including all exit schemes, exterior wall openings, door swings, use designations, 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;
- **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 schematic;
- **Service Water Heating System-** Piping R-values, circulation loop system controls, heating trap requirements;
- **Waste Water Data Disclosure Form-** Contact Celeste at the Sewer Department for this form. 455-3041

## ADDITIONS

- **Code Analysis-** Required information is detailed on the front of this form.
- **Energy Compliance Report or COM Check Energy Analysis-** Prepared by an Idaho licensed architect or engineer.
- **Site Plan-** Building location (existing and proposed), distances to property lines and other structures, site drainage including storage retention structures & calculations (if parking is expanded), landscaping (if required by land use reg's), parking- including all required structural steel reinforcing.
- **Foundation Plan-** Including all required structural steel reinforcing.
- **Floor Plan-** Including all exit schemes, exterior wall openings, door swings, use designations, exit signage.
- **Elevations-** North, South, East, West
- **Building Sections and Details-** Sections of walls, fire rated assemblies, stairways & floor/ceiling assemblies
- **Waste Water Data Disclosure Form-** Required only when the addition is adding waste water loading

## REMODELS

- **Site Plan-** Building location landscaping, parking.
- **Code Analysis-** Required information is detailed on the front of this form.
- **Floor Plan-** Including all exit schemes, exterior wall openings. Door swings, use designations, exit signage.

**APPLICANT CHECK LIST  
FOR COMMERCIAL USE**

*Incomplete information may delay the review process.*

We would like to thank you for submitting commercial business venture. Please assist us by answering the following questions:

**Name of Business:** \_\_\_\_\_

**Former Business Name:** \_\_\_\_\_

**Address of the Commercial Site:** \_\_\_\_\_

1. Is the address posted on the building?      Yes \_\_\_\_\_      No \_\_\_\_\_

2. Is there more than one address?      Yes \_\_\_\_\_      No \_\_\_\_\_

3. What previous use or type of land-use activity was last conducted on the site?

\_\_\_\_\_

4. What is the proposed use of the building and/or site and estimated number of employees? (Be Specific.)

Proposed Use: \_\_\_\_\_

\_\_\_\_\_

Estimated number of employees: \_\_\_\_\_

5. Is the building vacant?      Yes \_\_\_\_\_      No \_\_\_\_\_

If so, approximately how long has it been vacant?      \_\_\_\_\_ Mo. \_\_\_\_\_ Yrs.

6. Have you been provided a floor plan for the building?      Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please furnish a copy to us for review.

7. What is the area of the building in terms of square feet? \_\_\_\_\_

8. Do you have an exterior site plan?      Yes \_\_\_\_\_      No \_\_\_\_\_

(Site plans should depict all buildings on the site, distances to property lines from buildings, and lot and building dimensions.)

Please provide a vicinity map. These may be taken from a local city/county map.

9. Does the building have a built-in fire protection system?

Fire Sprinkler System      Yes \_\_\_\_\_      No \_\_\_\_\_

Fire Alarm System      Yes \_\_\_\_\_      No \_\_\_\_\_

10. Will there be any repairs or modifications to:

Parking Lot      Yes \_\_\_\_\_      No \_\_\_\_\_

Building Structure(s)      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

11. Will you be adding or altering signage on the building?      Yes \_\_\_\_\_      No \_\_\_\_\_

12. Will the parcel or building be leased or subdivided?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

13. Will the parcel or building have more than one land use?      Yes \_\_\_\_\_      No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

14. Will wine or alcohol be served from the building?      Yes \_\_\_\_\_      No \_\_\_\_\_

15. Will there be any live music or dancing in the facility?      Yes \_\_\_\_\_      No \_\_\_\_\_

16. Projected number of employees: \_\_\_\_\_

17. If a restaurant, projected number of meals served per day: \_\_\_\_\_

18. Did you have a roundtable meeting for this project?:      Yes \_\_\_\_\_      No \_\_\_\_\_

19. Is your landscaping plan application attached, if landscaping is required?

Yes \_\_\_\_\_      No \_\_\_\_\_

# CITY OF CALDWELL

## Department of Building Safety

### Special Inspection Policy

---

---

The following are requirements set forth by the Building Official for the City of Caldwell Department of Building Safety. These requirements shall be adhered to whenever special inspections are required by the International Building Code due to specific design criteria. Any required information that is not addressed may result in project delay and/or the removal of certain materials to ensure compliance with appropriate design, codes, and ordinances.

**IBC Section 1703.1**, requires an approved special inspection agency to provide all information as necessary for the building official to determine that the agency meets applicable requirements.

#### Requirements

**1703.1.2, Equipment.** The special inspection agency shall provide verification that all appropriate equipment is periodically calibrated.

**Exception:** Submitted documents demonstrating recognition from an approved accreditation service that conducts periodic inspections of the agencies equipment.

**1703.1.3, Personnel.** Names of inspectors, certifications, and resumes shall be submitted to the building official by the start of each project to determine adequate qualifications and experience.

**1704.1.1, Statement of Special Inspections.** The applicant shall submit a statement of special inspections prepared by the registered design professional in responsible charge.

**Exception:** Required special inspections listed on the plans submitted for review.

**1704.1, General.** The owner or the registered design professional in responsible charge acting as the owner's agent shall employ the special inspectors for the project. These inspections are in addition to the inspections required in section 109.

**Note:** The special inspector shall not for any reason, inspect, or be instructed to inspect outside his/her scope as defined in the approved documents. Also, any inspection conducted by a special inspector shall not be considered equivalent, or an approval by the city.

**1704.1.2, Report Requirement.** Special inspectors shall maintain records of inspections. The special inspector shall furnish inspection reports to the building official, and to the registered design professional in responsible charge, **prior to the completion of that phase of work.** Reports shall indicate that the work inspected was in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. If discrepancies are not addressed, they shall be brought to the attention of the building official and registered design professional. A final inspection report documenting that all inspections were conducted and discrepancies were addressed shall be submitted to the building official or plans examiner **prior to the issuance of a certificate of occupancy.**

**Note:** Reports shall be signed by the inspector conducting such inspections or tests. It is recommended that all reports be submitted to the plans examiner in charge of such project, in lieu of the building official.