CITY OF CALDWELL DEVELOPMENT SERVICES

COMMERCIAL/NON-RESIDENTIAL/MULTI-FAMILY

BUILDING PERMIT GUIDE

For

TENANT IMPROVEMENTS

621 Cleveland Boulevard
Caldwell, ID 83605

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www.cityofcaldwell.com

General Information

This guide outlines the requirements for obtaining a commercial, non-residential or multi-family (triplex and above) building permit for TENANT IMPROVEMENTS within the City of Caldwell limits.

Your permit application will require review and approval from each individual member of the Development Team. Your project will be assigned a Development Team Leader who will provide status updates and will serve as your point of contact. The Development Team contact information is listed below.

Development Team Contact Information

Planning and Zoning Codes
Jarom Wagoner
(planning and zoning plan reviews and related inspections)
(208) 455-4662 jwagoner@cityofcaldwell.org

Engineering Codes
Robb MacDonald
(engineering plan reviews and related inspections)
(208) 455-4682 rmacdonald@cityofcaldwell.org

Building Codes
Chris Bryant
(building plan reviews, building inspections and mechanical inspections)
(208) 455-4756 cbryant@cityofcaldwell.org

Fire Codes
Andy Cater
(fire inspections, fire sprinkler and monitor/alarm inspections, hood suppression system inspections)
(208) 455-4703 acater@cityofcaldwell.org

***Food-related establishments (i.e., restaurants, bars, markets, delis, snack bars, etc.) need to also contact Southwest District Health for Health District requirements

Your project will be assigned to one of the above four individuals to serve as your Team Leader.

All four individuals serve as your Development Team, but your assigned Team Leader will provide you with updates. In the event you are unable to reach your assigned team leader and there is an emergency, please feel free to contact one of the other Development Team Members listed above.

Code Information

Planning and Zoning Codes

Codes:	located at www.sterlingcodifers.com
Chapter 10, Article 2, Section 2	Land Use Schedule
Chapter 10, Article 2, Section 5	Parking, Loading and Pedestrian Amenity Standards
Chapter 10, Article 2, Section 6	Sign Schedule
Chapter 10, Article 10	Transportation Policies and Practices
Chapter 10, Article 11	Airport Overlay Zones
Chapter 10, Article 12	City Center Zone Regulations

Building and Fire Codes

Codes:

2015 International Building Code
2015 International Existing Building Code
2017 National Electrical Code
2012 International Mechanical Code
2012 International Fuel Gas Code
2017 Idaho State/Uniform Plumbing Code
2015 International Energy Conservation Code (Commercial)
2012 International Energy Conservation Code (Residential)
2015 International Fire Code
ICC-ANSI A117.1 2009
NFPA Standards

Design Criteria:

Exposure - B
Seismic Design Category - Based on Site Class
Wind Loading - 90 miles per hour, 3-second gust
Basic Ground Snow Load - 20 psf Min. Roof Snow Load – 25 psf
Frost Depth - 24 inches
Minimum Collateral Load - 5 pounds per square foot

Timelines and Submittal Guidelines

1. The goal of the Development Team is to issue a Complete Plan Review that includes Planning and Zoning, Building, Fire and Engineering comments/redlines within ten (10) business days of the submittal date for a single building permit for a tenant improvement.

2. Applications must be complete, all attachments must be submitted with applications and all checklists must be completed in order for the Development Team to meet the above-stated goal.

3. **Applications that are submitted that aren't complete, that don't include all required attachments and/or that are missing items from the checklists will most likely not have a Complete Plan Review within 10 business days of the submittal date.**

4. **Issuance of the Building Permit will be dependent upon the design professional's response time to the Complete Plan Review and subsequent re-submittal and accuracy of any requested revisions indicated in the Complete Plan Review.**

5. All plans and calculations must be stamped and originally signed by the appropriate design professional (architect or engineer) who must be currently licensed in the State of Idaho.

6. All contractors must be currently licensed in the State of Idaho.

7. Plan review fees are paid at the time of submittal of the Building Permit Application.

8. A complete submittal includes:

   a. The completed Building Permit Application and Checklist for Commercial Use
   b. The completed *Contractor Registration Declaration* form
   c. Two complete sets of Building Plans
   d. Two sets of Building calculations and specifications, etc.
   e. One electronic copy of the Building Plans

9. Building permit fees (which include the building permit fee, impact fees, utility connection fees, and engineering inspection fees) are paid when the building permit is issued.

10. Fire Sprinkler Systems, Fire Alarm/Monitoring Systems and Hood Suppression Systems are submitted on a separate application to the Building Department with separate fees.

11. Plumbing, electrical and mechanical permits are separate permit applications, with separate fees, that are submitted after the Building Permit has been obtained.

12. Engineering fees are based on fee schedule adopted by City Council. Please see separate fee chart for additional information or contact Robb MacDonald, 455-4682.

RANGE SHEET FOR BUILDING PERMIT FEE

I. Building Permit Fees

A. Building Permit Fees shall be assessed based on the valuation of the work for which the Permit is required with a base fee associated with the value range of the work and a per-dollar increment for each dollar above the range minimum as given below:

FY2013 Fee Schedule

LOWER RANGE	UPPER RANGE	BASE RATE	Per-Dollar RATE
$0	$499	$23.04	0
$500	$1,999	$23.04	0.02624
$2,000	$24,999	$64.37	0.01135
$25,000	$49,999	$326.54	0.0085
$50,000	$99,999	$549.65	0.00565
$100,000	$499,999	$846.27	0.004546
$500,000	$999,999	$2,755.45	0.004336
$1,000,000	-	$5,031.78	0.003650

II. Plan Review Fees

A. Commercial building plan review fees shall be computed as sixty-five percent (65%) of the building permit fee;

B. Commercial fire plan review fees shall be computed as twenty percent (20%) of the building permit fee;

C. Commercial Planning and Zoning plan review fees shall be computed as ten percent (10%) of the building permit fee;

D. Fire Sprinkler Plan Review fees shall be one hundred fifty dollars ($150.00) plus three dollars and twenty-five cents ($3.25) per sprinkler head.

E. Fire Sprinkler Plan Review fees for plans with no (or under twenty) heads shall be three hundred dollars ($300.00)

F. Fire Alarm Plan Review fees with a complete National Fire Protection Association (NFPA) 72 system shall be one hundred fifty dollars ($150.00) base fee plus two dollars and twenty-five cents ($2.25) per device.

G. Fire Sprinkler System Monitoring review shall be three hundred fifty dollars ($350.00).

H. Cooking Hood Fire Extinguishing System under National Fire Protection Association (NFPA) 97 fees shall be one hundred eighty-four dollars ($184.00) per system.

I. Residential building plan review fees shall be computed as twenty percent (20%) of the

building permit fee.

J. Residential Planning and Zoning plan review fee shall be computed as ten percent (10%) of the building permit fee;

III. Hourly Inspection Rate

A. The hourly inspection rate will shall be forty-six dollars ($46.00).

IV. Sign Permit

A. Sign Building Permit fees shall be fifty percent (50%) of the valuation based permit fee given Section I. A. under the heading *"FY 2013 Fee Schedule"*

B. Sign Building Permit Review Fee shall be sixty-five percent (65%) of the Sign Building Permit fee.

C. Sign Planning and Zoning Review Fee shall be ten percent (10%) of the Sign Building Permit Fee.

i. The Minimum combined Sign Building Permit and Review fee shall be sixty three dollars and sixty three cents ($63.63).

V. Building Permit Fee Schedule Chart

VI. The Building Permit Fee Schedule Chart and Building Valuation Table are attached hereto as Exhibits "A" and "B" respectively and are made a part hereof as if set forth in full setting forth fees enacted herein and rules for valuation concerning various buildings and types of buildings.

Tenant Improvement Plan Review Checklist and Required Attachments

Building:

The following code analysis information **IS REQUIRED** on all tenant improvement plans submitted for review and approval:

Staff Only	Applicant Only		
___	___	Type of Construction	IBC Chapter 6
___	___	Occupancy Classification	IBC Chapter 3 and Table 508.3.3
___	___	Actual and Allowable Area	IBC 503, Table 503
___	___	Actual and Allowable Height	IBC 504 and Table 503
___	___	Actual and Allowable Stories	IBC 504 and Table 503
___	___	Occupant Load (per use)	IBC 1004 and Table 1004.1.1
___	___	Exits Required and Exits Provided	IBC 1004 and Table 1004.1.1 IBC 1014, 1027
___	___	Required fire resistance of exterior walls	IBC Table 602
___	___	Required opening protection	IBC Table 705.7
___	___	Fire resistive construction requirements	IBC Table 601
___	___	Special inspection(s) required **(indicate the type of inspections and the name of the agency to perform the inspection)**	IBC Chapter 17
___	___	Code summary including all current adopted codes	
___	___	ComCheck Energy Analysis: stamped and signed by an Idaho-licensed Architect or Engineer (must be currently-licensed in Idaho)	
___	___	Site Plan:	

Location of new and existing structures to remain with fully-dimensioned measurements to property lines, rights-of-way lines, and other structures;
Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way OR an acceptable dispersal area;
Parking lot design including fully dimensioned space and aisle layout and detailed handicapped parking spaces

___ ___ Foundation Plan:

Stamped and signed by the Architect or Engineer preparing the structural calculations
Include all required structural steel reinforcing
Include all special inspection criteria

____ ____ Floor Plan:

Include all exit schemes, exterior wall openings, door swings, use designations of each space/room, exit signage.

____ ____ Elevations: North, South, East West

____ ____ Building Sections and Details:

Sections of walls, fire-rated assemblies, stairways and floor/ceiling assemblies.
Details for all suspended ceilings, veneer or brick applications, etc.

____ ____ Room and Finish Schedules:

Include room finishes for ceilings, walls and floors.
Include schedules for all windows and doors, indicating type, size, safety glazing and door hardware.

____ ____ Structural Plans:

Stamped and signed by the Architect or Engineer preparing the structural calculations.
Roof framing plan, floor framing plan, header and beam schedules, strap locations, structural details, Shear walls, shear wall schedule, lintels, lintel schedule.
All other structural information as indicated in the calculations or required by the Plans Examiner.

____ ____ Conservation Elements:

Insulation R values, glazing U-Factors, 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; fixture wattage; exterior lighting bulb and ballast type; type of control.
Location of exit signage and emergency lighting shall coordinate with the floor plan or the reflected ceiling plan.

____ ____ 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; load calculations.
Information regarding all fire-rated penetrations, smoke dampers, fire dampers, etc.

____ ____ Plumbing Plans:

Plumbing plan; isometrics; grease/sand interceptor details; calculations to determine actual interceptor sizing according to the requirements in the Uniform Plumbing Code; sewer connection location; type and location of reduced pressure backflow device(s); gas line piping materials and calculations; water line piping layout and materials; drain/waste/vent piping layout and materials.

____ ____ Service Water Heating System

Piping R-values; circulation loop system controls; heat trap requirements.

____ ____ ADA Accessibility Information:

Show and define all disability ADA access features per current International Building Code, ANSI A117.1 (entrances, exits, door hardware, bathrooms, fixtures, accessible route)

___ ___ MSDS:

Two (2) copies of Material Safety Data Sheets (MSDS)
Location of on-site storage of chemicals, oils, gasoline, etc. shown on plans
Quantities of chemicals, oils, gasoline stored and/or produced on site

___ ___ Structural Engineering Calculations:

Two (2) sets of structural engineering calculations required for:
Structural improvements/remodels/retrofits within existing buildings
Must be stamped and signed by an engineer or architect currently licensed in Idaho.

___ ___ Detailed design of grease interceptor when required by Uniform Plumbing Code.

___ ___ All sheets (including structural plan sheets and structural engineering calculations) stamped and signed by the design professional (architect and/or engineer) who is currently licensed in the State of Idaho, unless this requirement has been waived by the Building Department. See Chris Bryant for this requirement.

___ ___ Design professionals must be currently-licensed in Idaho.

FIRE:

___ ___ Location of all new and existing fire hydrants

___ ___ Location of all fire hydrant water lines, depth of pipe, size of pipe for new lines only

___ ___ Location and type of all fire extinguishers

___ ___ Location, width, turning radii of all fire lanes and turn-arounds along with surface requirements

___ ___ Location of Knox key box(es)

___ ___ Location, color and size of street numbers on the building

___ ___ Listing of all hazardous materials, types and quantities and location of use or storage

Include all MSDS sheets

___ ___ Notation indicating any existing fire sprinkler systems and/or fire alarm/monitoring systems and type and show existing system locations

PLANNING AND ZONING:

___ ___ Parking layout shown on site plan (assumes all landscaping was completed with the shell and all parking was paved with the shell).

___ ___ Zoning Designation:

Note on the Site Plan.
City Center Zone has specific design criteria and may or may not require Design Review.

___ ___ Notation on the site plan as to Airport Overlay Zone: APO-1 or APO-2 or None.

If a Noise Sensitive Use in the APO-2 zone, note all Noise Mitigation Measures.
Noise sensitive uses are prohibited in the APO-1 zone.
Noise sensitive uses in the APO-2 will require an aviation easement.