CITY OF CALDWELL

Department of Building Safety
621 Cleveland Blvd.
Caldwell, ID 83605
Ph: 208-455-3024 Fax: 208-455-3050
Brett Clark, C.B.O., Building Official
Website * cityofcaldwell.com

BUILDING PERMIT APPLICATION

OFFICIAL USE ONLY			
Application By,	Plan Review Fees:		
	Plan Check Validation:	Check #	Cash
	Permit Validation:	Check #	Cash

NON-RESIDENTIAL / MULTI-FAMILY

PROJECT INFORMATION

Job Address:			**Project Name:**
Legal Descr.	Lot No.	Block No.	Subdivision:

OWNER/CONTRACTOR

Owner:
Address
Phone: Cell:
Email:

Contractor:
Address
Phone: Cell:
Email:

RCE #:

Class of Work: ☐ NEW ☐ ADDITION ☐ REPAIR ☐ ALTERATION ☐ TENANT IMPROVEMENT ☐ MISC. ☐ CHANGE OF USE/OCCUPANCY

Describe in Detail:

DESIGNER

Architect:
Address
Phone: Fax:
Email:

Engineer:
Address
Phone: Fax:
Email:

DESIGN CRITERIA REQUIRED

Occupancy Group(s): _____
Type of Construction: _____
Fire Sprinklers: ☐ Yes ☐ No
Total Area of Building: _____
Total Height of Building: _____
Is Building a Mixed Use?: ☐ Yes ☐ No

Valuation of Work: $
Exclude Electrical, Mechanical and Plumbing

SEPARATE PERMITS ARE REQUIRED FOR PLUMBING, ELECTRICAL, MECHANICAL, DEMOLITION, AND MOVED BUILDINGS.

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS FROM THE ISSUANCE OF THIS PERMIT, OR IF CONSTRUCTION OR WORK IS ABANDONED OR SUSPENDED FOR A PERIOD OF 180 DAYS AFTER WORK IS COMMENCED. EXPIRED PERMITS ARE NOT ELIGIBLE FOR AN EXTENSION.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF ORDINANCES AND LAWS GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION.

Signature of Contractor or Authorized Representative (Date)

Signature of Owner (If Owner Builder) (Date)

OFFICIAL USE ONLY

BUILDING PERMIT #

Adjusted Project Value:	Total Permit $
Zone Designation	Floodplain Requirements: ☐ Yes ☐ No Initials

DEPARTMENT APPROVALS

Department	Signature	Date
Mapping		
Planning & Zoning		
Engineering		
Fire		
Building		

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. **Please see Building Permit Guide for additional information.**

- **General Requirements for all plan submittals (Two 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 an application for a commercial business venture. Please assist us by answering the following questions:

QUESTIONNAIRE

1. Name of Business:_____

2. Type of business or use of the building/site:_____

3. Estimated number of employees in building at any one given time:_____

4. If this is an addition only, will there be an increase in the number of employees? Yes___ No___ How many additional employees?_____

5. Will wine, beer, alcohol or liquor be served from the building? Yes ____ No ____

6. Projected number of meals served per day, inside the restaurant, if a restaurant:_____

7. If this is an addition only, please list the type of existing built-in fire sprinkler system, fire alarm system and/or fire alarm monitoring system, if any:_____
_____

8. If food-related, do you or will you use fats, oils or grease in your business? Please list use, types and quantities:_
_____
_____

9. If food-related, will you be installing a three-compartment sink? Yes___ No___ N/A___

10. If food-related, will you be installing a commercial dishwasher? Yes___ No___ N/A___

11. If food-related, please list all types of cooking equipment:_____
_____
_____
Please note that Type I suppression hoods are required under certain circumstances.

12. If food-related, are you planning on installing a grease trap or an underground grease interceptor, if one isn't already installed? Please specify which one._____
Please note that either a grease trap or an underground grease interceptor is always required, and the plumbing code determines when it actually needs to be an underground grease interceptor.

13. What is the total square footage of new impervious surface (asphalt paving, rooftops, etc.) that will be added to the site that wasn't/isn't previously/currently existing?_____

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.

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CONTRACTOR REGISTRATION DECLARATION

Idaho Code 54-5209. **Building permits and contractor registration number.** (1) On and after January 1, 2006, no building inspector or such other authority of any county, municipality or district charged with the duty of issuing building permits or other permits for construction of any type shall issue any permit without first requesting presentment of an Idaho contractors registration number. Such registration number presented shall be conspicuously entered on the face of a permit so issued; provided however, a permit may be issued to a person otherwise exempt from the provisions of this chapter provided such permit shall conspicuously contain the phrase "no contractor registration provided" on the face of such permit. No authority charged with the duty of issuing such permit shall be required to verify that the person applying for such permit is exempt as provided in this chapter.

(2) All building permits or other permits for construction of any type shall be posted at the construction site in such a manner that the conspicuous statements set forth in subsection (1) of this section are visible.

(3) No person engaged in construction activities who is otherwise exempt as set forth in section 54-5205, Idaho Code, shall be required to have a contractor registration number.

I certify that:

☐ _____ is my Contractor Registration Number issued by the State of Idaho as required by Idaho State Code Chapter 52, Title 54 and that such registration is current as of today.

☐ I am not providing a Contractor Registration Number because I am exempt per Idaho State Code 54-5205.

I understand that acting in the capacity of a contractor without a current registration with the Idaho Bureau of Occupational Licenses, or without being exempt, is punishable by applicable laws.

_____
Print Name

_____ _____
Signature Date