



CITY OF COEUR D'ALENE Commercial Permit Application Sheet Index

The following information is required to be completed and included within the submittal packet. Incomplete submittals will not be accepted for plan review. Mark N/A for any item below which does not apply to your project.

Site Address:

SUMMARY OF SUBMITTAL DOCUMENTS PROVIDED

Submitting Agent Use

Yes N/A

****REQUIRED****

Application – Complete all four pages

****REQUIRED****

Building Plans – 1 paper copy and 1 electronic copy. Plans drawn to scale on minimum 18" x 24" size sheets

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Structural Calculations

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Specification Book(s) – ☐ 1 copy or ☐ incorporated within building plans

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COMCHECK

Idaho State Registered Design Professional(s) are required to prepare the submittal documents consisting of construction documents, state of special inspections, geotechnical report or other data. See IBC, Section 107, submittal documents.

Detailed requirements pertaining to your specific project would have been given at the project review meeting. Please refer to the project review documentation you received at the project review for any additional information regarding the registered design professional(s) requirements.

Code Analysis Sheet

Submitting Agent Use

Yes N/A

REQUIRED

REQUIRED

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REQUIRED

Type of construction, allowed and as proposed

Floor area per floor: New and/or Existing

Occupancy classification(s)

Occupancy/area separations including fire-resistive time period(s)

Increases in area, stories and height, allowed and proposed.

Use of fire sprinklers

Mixed occupancy ratio analysis, allowed and as proposed

Indicate codes to which design conforms; 2012 IBC, 2009 ISPC, etc.

Identify the location and number of required Accessible, Type A, and B Dwelling Units

Exit analysis

Structural design data; i.e., wind, exposure, seismic, ground/roof snow loads, frost depth

Site Plan

Submitting Agent Use

Yes N/A

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Locate structures, accessible routes, and width of rights-of-way

North arrow (coordinated with other plans)

All easements

Exterior dimensions of building(s)

Dimension from the building to each property line and between structures

Limitations of projections

Indicate yards required to be maintained for area and height increases

Topographical elevation lines throughout the property

Show yards with relation to fire-resistive requirements of exterior walls and opening protection

Show accessible parking spaces and route into the building w/slopes, cross-slopes detailed, dimensioned, and signage

Submitting Agent Use		Plumbing
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Complete plumbing plan
<input type="checkbox"/>	<input type="checkbox"/>	Fixture schedule
<input type="checkbox"/>	<input type="checkbox"/>	Equipment layout plan
<input type="checkbox"/>	<input type="checkbox"/>	Irrigation backflow device location
<input type="checkbox"/>	<input type="checkbox"/>	Interceptors, type, size and location
<input type="checkbox"/>	<input type="checkbox"/>	Piping and material schedule
<input type="checkbox"/>	<input type="checkbox"/>	Main water service backflow prevention location

Submitting Agent Use		Mechanical
Yes	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Provide equipment schedule
<input type="checkbox"/>	<input type="checkbox"/>	Locate mechanical vents/exhaust
<input type="checkbox"/>	<input type="checkbox"/>	Show specific design for combustion and outside air
<input type="checkbox"/>	<input type="checkbox"/>	Coordinate duct diagram with floor plan(s) and elevations
<input type="checkbox"/>	<input type="checkbox"/>	Indicate locations of penetrations into and through fire-resistive assemblies
<input type="checkbox"/>	<input type="checkbox"/>	Specify dampers suitable for fire and smoke control and show where located
<input type="checkbox"/>	<input type="checkbox"/>	Provide detailed plans for the installation of Type 1 hoods and grease ducts
<input type="checkbox"/>	<input type="checkbox"/>	Detail with section cuts the grease duct and shaft construction with an emphasis on clearances and cleanout access panels
<input type="checkbox"/>	<input type="checkbox"/>	Provide listing for fire-resistive duct wrap used in place of a rated shaft with details of the upper and lower terminations formally found in the listing
<input type="checkbox"/>	<input type="checkbox"/>	Locate and detail access hatches as well as permanent ladders leading to rooftop mounted equipment
<input type="checkbox"/>	<input type="checkbox"/>	Provide gas pipe size diagram with location of meter, lengths of each section and branch, demand in btu/hr of each appliance
<input type="checkbox"/>	<input type="checkbox"/>	Indicate the meter outlet pressure and the table used in sizing the gas pipe or provide stamped, engineered calculations

Details and Sections

Submitting Agent Use

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Stairs and ramps in section view, fully detailed and dimensioned
- No use under stairs unless separated by fire-rated construction
- Rated (stairway) exit enclosure(s), time period of 1-hour or 2-hour
- Handrails, guardrails and accessible extensions
- Shafts, details of construction and tested, rated fire-resistive assemblies
- Chase construction with fire stopping at floors, ceilings, etc
- Fire barrier/fire wall construction details and tested/rated assemblies
- Cross sections at non-typical as well as typical locations of construction
- Energy code compliance per 2012 Energy Conservation Code
- Tested, rated fire-resistive assemblies for walls, floor/ceiling, roof/ceiling, columns, beams, etc

Floor Plans

Submitting Agent Use

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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- North Arrow
- Existing and new areas identified by use/occupancy
- Fully dimension exterior and interior spaces
- Provide key plans when partial plans are used
- Locate fire-resistive separation(s), type and duration
- Identify required exits
- Dimension minimum separation between exits
- Door swing
- Male and female restrooms required
- Enlarged plans of accessible restrooms fully detailed and dimensioned
- Enlarged plans of Accessible, Type A, B, and C dwelling unit restroom and kitchen fully detailed & dimensioned
- Locate signage for person with disabilities
- Egress window locations
- Door/window schedules
- Access to attic and crawl spaces

Structural

Submitting Agent Use

Yes

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N/A

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Include structural calculations prepared by Idaho licensed engineer

Specify materials with expected performance characteristics

Specify all special inspection needs and include instructions on who will be the special inspector(s), when to contact them, when to call for special inspections, and copies of reports to the Building Official in a timely manner

Detail connections with an emphasis on the specifics of high-strength bolting, including the method of tightening, and structural welds by size and type

Specify proprietary hardware by name and number of fabricated hardware with appropriately detailed design

Approved fabricator verification and certificate of compliance

Roof Plan

Submitting Agent Use

Yes

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N/A

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Arrows indicating direction of drainage

Roof drains and overflows, details showing construction and sizes

Locate roof access

Locate smoke vents with sizes and distances between

Locate skylights with sizes and distances between

Required parapets with details

Locate rooftop equipment, walkways, and work platforms

Power outlets and electrical disconnects

Roofing materials, including classifications

Elevations: Interior

Submitting Agent Use

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Moisture-impervious wainscot

Safety glazing locations

Locate exit signs, emergency lighting, strobes, and alarms

Locate accessible/Braille signage, dimension, height

Maximum occupant load sign(s)

Fully detail accessible restroom walls where ANSI A117.1 requirements are to be met, including required dimensions

Elevations: Exterior

Submitting Agent Use

Yes N/A

<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

Accurate grade depiction (including basement vs 1st story)

Floor Levels

Accessible ramps/stairs w/handrails and guardrails

Locate window, door openings and air intake openings

Indicate openings used in lieu of fire sprinklers

Identify fire resistive openings

Identify safety-glazing locations

Ceiling level(s)

Elevation as defined in IBC

Slope of roof as ratio

Completed By

Date

Phone Number

Fax Number

Email Address



CITY OF COEUR D'ALENE Commercial Permit Application

Job Address: ☐N ☐S ☐E ☐W _____ ☐ST ☐AVE ☐DR ☐RD ☐PL ☐LN ☐CIR ☐CT ☐WY ☐LP

Describe Work to be done: _____

Project Valuation (not including land cost): \$ _____

Legal Description: ☐ See Attached / or: _____

Owner/Tenant: _____ **Contact Person:** _____ **Phone:** _____

Address: _____

E-mail: _____

Architect: _____ **Contact Person:** _____ **Phone:** _____

Address: _____

E-mail: _____

Contractor: _____ **Contact Person:** _____ **Phone:** _____

Address: _____

E-mail: _____

Idaho State Contractor's Registration Number: _____ **Expiration Date:** _____

Engineer: _____ **Contact Person:** _____ **Phone:** _____

Address: _____

E-mail: _____

Landscape Architect / Engineer: _____ **Contact Person:** _____ **Phone:** _____

Address: _____

E-mail: _____

I understand that separate electrical, plumbing and mechanical permits are required. I understand that it is a violation of the International Codes adopted by the City of Coeur d'Alene for any person, firm, or corporation to use or occupy any building or structure, or cause or permit the same to be done before it passes ALL required inspections and prior to the issuance of a Certificate of Occupancy (C.O.) If any items required for the issuance of a C.O. cannot be completed in a timely manner, the signing party shall enter into an agreement with the City specifying a time certain for completion of the project and providing security therefor. I understand that this permit becomes null and void if the authorized work is not commenced within, or is suspended for 180 days. I understand that the granting of this permit does not give authority to violate provisions of any state or local law regarding construction and that governing ordinances will be obeyed.

NOTE: The State Department of Environmental Quality (DEQ) has review authority on expansions to public water, sewer, and storm water systems, i.e. lift stations, booster stations, water storage facilities, and above ground treatment facilities. Please contact DEQ if you have any questions regarding these projects and DEQ's processes at 2110 N Ironwood Parkway Coeur d'Alene, ID 83814. (208) 769-1422.

Owner / Authorized Agent

Date

STAFF TO COMPLETE:

Submittal Date: _____ **Time:** _____ **Receipt Number:** _____ **Fee Amount:** _____ **Accepted By:** _____



CITY OF COEUR D'ALENE Mechanical Permit Application

Use of building: ☐ Commercial ☐ Residential

Job Address: _____

Owner: _____

Address: _____

City/Zip: _____

Phone: _____

Fax: _____ E-Mail _____

Mech Contractor: _____

Address: _____

City/Zip: _____

Phone: _____ Lic. # _____ Exp Date _____

Fax: _____ E-Mail _____

Describe work:	<input type="checkbox"/> NONE/NO MECHANICAL WORK

Mechanical Requirements:
• ACCA Manuals J and D worksheets
• Plan showing locations, sizes & specific fittings of system
• Manufacturer's data sheets for proposed HVAC appliances
• Tutorial available at http://www.acca.org/speedsheet
• Software available for purchase at http://www.acca.org/store
• ResCheck/ComCheck see www.energycodes.gov/

Description of Item	# of items	Fee	Totals
Processing Fee	1	\$ 35	\$ 35
Air Handler < 10,000 CFM		x 12	
Air Handler > 10,000 CFM		x 20	
Ductwork (any)		x 8	
Boiler/Refrig 1-100M BTU		x 16	
Boiler/Refrig 100-500M BTU		x 29	
Boiler/Refrig 501-1000M BTU		x 40	
Boiler/Refrig 1,001-1750M BTU		x 59	
Boiler/Refrig > 1750M BTU		x 98	
Clothes Dryer		x 16	
Electric Furnace		x 16	
Evaporative Coolers		x 12	
Gas Equipment < 100,000 BTU		x 16	
Gas Equipment > 100,000 BTU		x 20	
Gas Log		x 16	
Gas Piping (each outlet)		x 2	
Gas Water Heater Venting		x 8	
Heat Pump & A/C 0-3 tons		x 16	
Heat Pump & A/C 4-15 tons		x 29	
Heat Pump & A/C 16-30 tons		x 40	
Heat Pump & A/C 31-50 tons		x 59	
Heat Pump & A/C > 50 tons		x 98	
Miscellaneous (not covered elsewhere)		x 26	
Manufactured Home Gas Hook-up		x 16	
Range (Gas)		x 16	
Radiant Heat (# of Items equals zones)		x 8	
Type I Hood (per 12' or portion thereof)		x 12	
Type II Hood (Typical Residential)		x 12	
VAV Units/Duct Heater		x 8	
Ventilating Fans		x 8	
Gas Insert		x 20	
Fireplace Insert		x 20	
Woodstove		x 20	
Water Heater			
Specialty Plumbing Contractor Lic. #: _____		x 8	

Signature _____

Date _____

TOTAL PERMIT FEE

\$ _____

NOTICE TO NEW OR CONTINUING NON-RESIDENTIAL SERVICE APPLICANTS FOR CONNECTION TO CITY'S SANITARY SEWER

In compliance with the United States Environmental Protection Agency (EPA), the City of Coeur d'Alene has established, by Ordinance #1773, an industrial wastewater pretreatment program. Since the inception of this program in 1983 the City has undertaken a major effort to inspect each of the non-residential users, obtained data, then classified each of the facilities for purposes of issuing permits and for conducting compliance monitoring and inspections. This is done to ensure protection of the City's Wastewater Treatment Plant, allow for the safe disposal of its sludge, and protect water quality.

You are required to notify the City, in person or by phone, 90 days prior to the introduction of new wastewater pollutants, changes in manufacturing operations or any substantial change in the volume or characteristics of the wastewater being introduced into the POTW from the permittee's industrial processes, including the listed or characteristic hazardous wastes for which the permittee has submitted the initial notification under 40 CFR 403.12(p). Formal written notification shall be made at least ten (10) days prior to such introduction and the permittee shall obtain approval from the City to do so.

Whenever the EPA publishes new RCRA rules identifying additional hazardous wastes or new characteristics of hazardous wastes, you must notify the City, EPA RCRA Director and State Hazardous Wastes Director if any of these wastes are discharged to the City's treatment system. The notification must occur within 90 days of the effective date of the published regulation.

The following must be completed and signed by the business owner/officer:

BUSINESS NAME: _____

BUSINESS STREET ADDRESS: _____

MAILING ADDRESS: _____

BUSINESS OWNER/OFFICER: _____

TITLE: _____

PHONE: _____ E-MAIL: _____

NATURE OF BUSINESS: _____

A. Do you or will you discharge process wastewater (other than domestic waste from bathrooms, toilets) to the City sewer system? Yes _____ Type of discharge _____
No _____

B. Do you store any chemicals in such a way that if an accidental spill occurred they could enter the City's sewer system via a floor drain? Yes _____ No. _____

If you answered **YES** to either question above, you will be contacted by the City's Pretreatment Coordinator for additional information.

"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine(s) and imprisonment for knowing violations." (Federal Code: 40 CFR 403.6(a)(2)(ii))

DATED this _____ day of _____, 20_____.

Signature (business owner/officer): _____ Title: _____

City of Coeur d'Alene Water Service Form

Date: _____ Project Name: _____

Project Address: _____

Contact Person (filling out form): _____ Phone: _____

How many new water services are planned for this project: _____

Who will install services(s): ☐ Contractor ☐ City of Coeur d'Alene Water Department

Are any water services being abandoned for this project? ☐ Yes ☐ No
If yes, specify quantity, meter size(s), and location(s)

Please circle the size of the service line and meter and indicate approximate location on the project. If additional meters are being installed, please include the appropriate information by attaching additional sheets.

Domestic Service #1

Line Size: ☐ 1" ☐ 2" ☐ 4" Meter Size: ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 3" ☐ 4"

Approximate meter location _____

Domestic Service #2

Line Size: ☐ 1" ☐ 2" ☐ 4" Meter Size: ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 3" ☐ 4"

Approximate meter location _____

Irrigation Service

Line Size: ☐ 1" ☐ 2" ☐ 4" Meter Size: ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 3" ☐ 4"

Approximate meter location _____

Fire Line

Line Size: ☐ 4" ☐ 6" ☐ 8" Approximate location: _____

Fire System Type: Water ☐ Dry ☐ Antifreeze ☐ NOTE: Plans must be submitted to Water Dept.

Fire Hydrants being added for this project:

Quantity: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Approximate locations _____

This form must be included with building permit application. Also, location(s) of service(s) must be shown on the plans. Permit will not be approved without this information.

revised 9/17/09