



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

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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; 2018 IBC, 2017 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

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N/A

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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 2018 Energy Conservation Code

Tested, rated fire-resistive assemblies for walls, floor/ceiling, roof/ceiling, columns, beams, etc

Floor Plans

Submitting Agent Use

Yes

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N/A

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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 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 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

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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

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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