



PLANNING and BUILDING DEPARTMENT
COMMERCIAL BUILDING PERMIT APPLICATION

This application is for commercial buildings, commercial remodels and change of occupancy classification or use.

OWNER _____ Phone (____) _____

Mailing Address _____

City _____ State _____ ZIP _____ Email _____

APPLICANT: (Contact Person*) _____ Phone: (____) _____

Mailing Address _____

City _____ State _____ ZIP _____ Email _____

* If the applicant is not the owner, a letter of authorization **must** accompany this application. Only the owner or his/her authorized agent may sign the application, correction list, or permit.

CONTRACTOR: _____ Phone (____) _____

Mailing Address _____

City _____ State _____ ZIP _____ Email _____

Insurance Carrier _____ Idaho Registration Number _____

ARCHITECT: _____ Phone (____) _____

Idaho License Number _____ Email _____

Mailing Address _____ City _____ State _____ ZIP _____

SITE LOCATION:

Street Address _____ City _____

LEGAL DESCRIPTION:

Section _____ Township _____ Range _____ Parcel Number _____

Subdivision _____ Lot Number _____ Block Number _____

GROSS SITE AREA: _____ acres or _____ square feet.

PROPOSED USE: Please describe the precise nature of the project (i.e., new office building, restaurant, rest rooms, remodel, addition, etc) & the type of businesses that will occupy the proposed structure. If there any future plans for expansion that are being considered, they should be listed to avoid potential future code issues. (i.e. restaurants, assembly areas, other businesses etc.)

NUMBER OF EMPLOYEES: _____ **NUMBER OF PARKING SPACES:** _____

SETBACKS: Indicate the distances of proposed structures from property lines, easements (including access, road and utility easements) and right of way lines, rivers, creeks, streams, wetlands and ditches. Clearly show any of these features on your site plan for review by the Planning Department. See the Teton County Zoning Ordinance (Title 8) for setback requirements.

North _____ South _____ East _____ West _____

BUILDING COMPOSITION: The following information should be shown both here and on the submitted plans. All buildings are to be designed to the requirements of the most recently adopted edition of the International Building Code (IBC).

TYPE OF CONSTRUCTION _____ **SPRINKLERED** Yes No

OCCUPANCY GROUP* _____ **NUMBER OF STORIES** _____ **HEIGHT** _____

* Rooms or areas designed for the use or storage of hazardous materials shall submit a list of the materials to be used /stored and quantities to be housed in the structure.

For buildings with multiple occupancies, please complete the following for the additional occupancies/uses:

1. Use/Occupancy _____ Actual Area _____ Occupancy Load _____
2. Use/Occupancy _____ Actual Area _____ Occupancy Load _____
3. Use/Occupancy _____ Actual Area _____ Occupancy Load _____

TOTAL AREA: _____ **TOTAL OCCUPANCY LOAD:** _____

For additions and remodels only:

Existing Use/Occupancy of Building: _____ Gross Area of Existing Building: _____

Existing Occupancy Classification: _____ Existing Occupancy Load: _____

Area of Remodel: _____ Are there any increases requested? Yes _____ No _____

Basis for increase _____

ESTIMATED COST OF CONSTRUCTION: \$ _____ (Round to nearest dollar amount.) This figure should be the actual cost of construction not including land, this will be used for reporting purposes only. Permit & Plan Review fees will be calculated based on the valuation determined by the Building Department using the Building Valuation Data published by the International Code Council

CERTIFICATE OF OCCUPANCY IS REQUIRED Before occupying your project, you must have a final inspection by the Building Department and other appropriate County and State Agencies. Following approval of these inspections, a Certificate of Occupancy will be issued. Occupation of the proposed building in whole or in part with out the appropriate final inspections may make you subject to fines under the Teton County Building Code (Title 6) and the currently adopted International Building Code.

APPLICANT'S SIGNATURE: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct and true to the best of my knowledge. I agree to comply with all County regulations and State Laws relating to the subject matters of this application and hereby authorize a representative of this County to enter upon the above-mentioned property for inspection purposes. In signing this application, I acknowledge that the County's acceptance of this application and/or permit fees does not constitute approval of the permit. I agree not to commence any work for which this application is being made prior to approval of this application by the appropriate County Agencies and understand that additional fees will be assessed if such work is commenced. I also understand that this permit is not valid until all fees are paid in full.

Signature * **Print Name and Title** **Date**

Signature * **Print Name and Title** **Date**

* If owned by a corporation, trust or similar entity, provide documentation of authority to sign.

SUBMITTAL REQUIREMENTS FOR COMMERCIAL BUILDING PERMIT APPLICATIONS

The following items are required and shall be submitted to the building department when applying for a permit.

Please call to schedule an appointment with the Building Official to submit this application. 208-354-2593

1. **Application:** Make sure you have the proper type of permit application (i.e. residential or commercial). All applicable portions of the form should be filled in, if you are unsure about the applicability of a question, please ask at the time of submittal.
2. **Plans:** Submittals shall include 2 complete sets of plans that have been reviewed and stamped by a Structural Engineer that is licensed in the state of Idaho. (See attached list of requirements for plans.)
3. **Proof of Ownership:** A copy of either the Warranty Deed or Quit Claim Deed must be submitted with your application.
4. **Letter of Authorization:** If the owner has not signed the application, you must have a Letter of Authorization. This form can be found at the back of this application packet.
5. **Septic or Sewer Permit:** A copy of the septic permit issued by Eastern Idaho Public Health Department (208-354-2220) must accompany this application. If you are connecting to the central sewer system you will need to submit a copy of your connection permit or receipt of payment from the city of Driggs, Victor or Tetonina.
6. **Scenic Corridor and/or Conditional Use Permit:** Provide a copy of your approved and signed permits from the Planning Department for any Scenic Corridor or Conditional Use Permit as required by the county regulations.

COMMERCIAL BUILDING PLAN REQUIREMENTS The following plans are required and shall contain the listed specifications, drawings and details:

1. Complete (signed and sealed by the appropriate design professional, per the currently adopted IBC) architectural plans, structural plans, plumbing plans, fire sprinkler plans and electrical plans. Cover sheet of plans should summarize the project showing square footage of each floor and total square footage of proposed structure, size of property, site design, construction type and occupancy type. For residential type occupancies, the total number of sleeping units and number of accessible units, Type A units and/or Type B units, and applicable codes shall be noted.
 - Architectural and structural drawings shall be drawn to scale of $\frac{1}{4}'' = 1'$
2. A site plan, preferably 24" x 36" or smaller, that shall include the following information:
 - Entire property - with dimensions of boundaries and North arrow.
 - Location and size of existing and proposed structures or additions, including porches, balconies, decks, eave overhangs, and chimneys.
 - Show distances of proposed structures or additions from property lines, easements or rights of way, creeks, streams, rivers, ditches, and ponds.
 - Names of adjacent streets, roads, and highways.
 - Locations of driveways, access and parking areas. Note: New driveways entering onto State and County roads require an access permit which shall be attached to this application.
 - Grade lines for slopes greater than 5% should be shown on the site plan.
 - Proposed and or existing location of wells, septic tank(s) and leach field(s) if applicable.
 - Locations of wells, septic tanks, and leach fields on adjacent properties if within 100 feet of your property.
 - Location of any wetlands, designated flood hazards etc. on your property.
 - Location, height, & description of exterior light fixtures must be shown and comply with the Teton County Zoning Ordinance Outdoor Lighting requirements.
 - Location, and height of any proposed signs
 - Location of any recreational facilities (i.e., pools, tennis courts, etc.)
 - Site plan and above elements should be drawn to an acceptable engineering scale.
3. Plans for commercial projects shall be large enough that all information is legible but shall not exceed 24"x36". Plans shall include:
 - Description of uses and the proposed use group(s) for all portions of the building. Architect shall indicate the design approach for mixed uses as applicable
 - Proposed type of construction of the building.
 - Fully dimensioned drawings to determine areas and building height.
 - An egress plan showing occupant loads of each room for each floor and cumulative occupant loads at each exit. Show exit arrangement and sizes, corridors, doors, stairs, etc.
 - Locations of exit signs/means of egress lighting, including power supply.
 - Accessibility scoping provisions, show detailed accessible routes, exits, ramps, parking signage, etc.
 - Description and details of proposed special occupancies such as a covered mall, high rise buildings, mezzanine, atrium, public parking garage, etc.
 - Adequate details to evaluate fire resistive construction requirements, incl. data substantiating required ratings.
 - Details of plastic, insulation, and safety glazing installation.
 - Details of required fire protection systems.

4. Structural plans specifications, and engineering details to include:
 - Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.
 - Signed and sealed structural design calculations which support the member sizes on the drawings.
 - Local design load criteria, including: frost depth; live loads; snow loads; wind loads; earthquake design data; other special loads.
 - Details of foundations and superstructure.
 - Provisions for required special inspections. (Engineer shall specify any Special Inspections required for project.)
 - Applicable construction standards and material specifications (i.e. masonry, concrete, wood, steel, etc.)

5. Mechanical Plan Review Requirements
 - Complete signed and sealed plans and specifications of all heating, ventilating, and air conditioning work. (Unless otherwise approved by the Building Official)
 - Complete information on all the mechanical equipment and materials including listing, labeling, installation and compliance with specified quality control standards.
 - Details on the HVAC equipment including the equipment capacity (Btu/h input), controls equipment location, access, and clearances.
 - Show location of all outdoor air intakes with respect to sources of contaminants.
 - Duct construction and installation methods, flame spread/smoke development rated materials, flexible air duct connector listing and duct support spacing.
 - Condensate disposal, routing of piping and auxiliary and secondary drain systems.
 - Required exhaust systems, routing of ducts and termination to the exterior.
 - Complete details of all type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles and fire suppression system.
 - Details of all duct penetrations through fire resistant assemblies including shaft, fire dampers and/or smoke damper locations.
 - Method of supplying combustion air to all fuel fired appliances, the location and size of openings and criteria used to size openings.
 - Details on venting the products of combustion from all fuel burning appliances including the type of vent system, the sizing criteria required for the type of vent and routing of the vent.
 - Boiler and water heater equipment and piping details including safety controls and distributing piping layout.
 - Details on the type of refrigerant, calculations indicating the quantity of refrigerant and refrigerant piping material and type of connections.
 - Complete details on gas piping system including materials, installation, valves locations, sizing criteria and calculations (i.e., the longest run of piping, the pressure/pressure drop).

6. Plumbing Plan Review Requirements
 - Contact the Idaho Division of Building Safety- Plumbing Bureau at (208)-332-7112 for plan requirements.
 - Show basis for the number of plumbing fixtures provided including occupant load, use group and fixture rate from the plumbing code.
 - Complete dimensions for bathrooms, the location of plumbing fixtures, accessibility requirements, and wall and floor finishes.
 - Show locations of required drinking fountains, including elevations of all fixtures showing height above floors, hand bar location, size, mounting, backing in walls, knee and toe clearance, turning space, reach ranges, etc.
 - Complete details of the method of draining storm water from the roof including calculations to verify pipe and/or gutter sizes, the location of all roof drains and the roof area that each group of roof drains is intended to serve and an independent secondary roof drainage system.

7. Sprinkler Plan Review Requirements
 - Provide complete signed and sealed plans and specifications for the sprinkler system and related equipment.
 - Description and locations of uses within the building.
 - Design details in accordance with the appropriate reference standard (i.e. NFPA 13, 13D, 13R) as referenced by the currently adopted International Building Code.
 - Design calculations indicating the discharge requirements of the system with evaluation of the arrangement and source of the water supply.
 - Results of the current flow test indicating the location and date of the test.
 - Working drawings indicating all pipe sizes and the spacing between branch lines and sprinklers on the branch line.
 - Material specifications and equipment specifications. Verification that all materials used are installed in accordance with their listing(s).

8. Accessibility Plan Review Requirements

- Complete signed and sealed architectural/engineering plans and material specifications of all work. Details and plans drawn to scale with sufficient clarity, details and dimensions to show the nature and extent of the work proposed.
- A site plan including the following information:
 - Size and location of all new construction and all existing structures on the site.
 - Location of any recreational facilities (i.e., pools, tennis courts, etc.)
 - Established street grades, accessible routes from the building exits to public ways and their grades and proposed finished grade.
- Accessible parking, other locations of public access to the facility, accessible exterior routes and locations of accessible entrances.
- Architectural plans and specifications to include:
 - Adequate details and dimensions to evaluate the accessible route to areas required to be accessible; including corridors, doors, protruding objects, maneuvering clearances, clear floor space at fixtures and controls, etc.
 - Accessibility provisions including but not limited to access to services, eating, listening systems, accessible fixtures, elevators, work surfaces, etc.
 - In residential occupancies, indicate which units are accessible, Type A and/or Type B. Indicate requirements for each type.
- Tactile signage provided.
- Details of required fire protection systems.

Note: The Accessibility Review will cover the scope of requirements in chapter 11 of the International Building Code and other accessibility related requirements main streamed throughout the applicable building code. Technical requirements covered will be based on the applicable edition of *ICC/ANSI A117.1-2003 Accessible and Usable Buildings and Facilities*. Any federal accessibility provisions, laws or regulations are beyond the scope of this review.

9. Energy Conservation Compliance Requirements

- Building shall comply with the currently adopted edition of the International Energy Conservation Code (IECC).
- Building envelope shall comply with the minimum standards of Section 502 Prescriptive in accordance with Table 502.2(1). (Zone 6)
- Compliance can be verified by using COMcheck. This program can be down loaded free of charge by visiting www.energycodes.gov . Complete an analysis of the building and submit it with this application.
- All mandatory requirements of Chapter 5 of the IECC must be met and shown in detail on submitted plans and documents. (i.e. for the building envelope, lighting, air sealing, HVAC systems efficiency requirements, etc.)

OFFICE USE ONLY

Flood Zone / Base Flood Elevation _____

Zoning Compliance Verified By _____ Date _____

Fire District Approval As Submitted _____ **OR** With Conditions (attach memo with details) _____

By _____ Title _____ Date _____

Plans Approved by _____ Building Official Date _____

Permit/Plan Review Fee \$ _____ Impact Fee \$ _____

Check # _____ Amount \$ _____ Received on _____ By _____

Building Permit Number _____ Expires on _____

