



TETON COUNTY PLANNING and BUILDING DEPARTMENT

COMMERCIAL BUILDING PERMIT APPLICATION

This application is for commercial buildings, commercial remodels and change of occupancy classification or use. If deemed necessary, all commercial buildings must have an approved Conditional Use Permit from the Planning Administrator prior to issuance of a Commercial Building Permit. You may have a building permit plan review concurrently with your Conditional Use Permit review; however, should conditions for approval of the Conditional Use Permit alter the proposed building, an additional plan review fee may be required.

****PLEASE CALL TO MAKE AN APPOINTMENT BEFORE BRINGING IN THIS APPLICATION****

Please type or print in ink

OWNER _____

Phone (____) _____

Mailing Address _____

City _____ State _____ ZIP _____

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

If applicant is other than owner, a notarized Teton County *Letter of Authorization* **must** accompany this application. Only the owner or his/her authorized agent, may sign the application, correction list or the permit.

Mailing Address _____

City _____ State _____ ZIP _____

CONTRACTOR: _____

Phone (____) _____ Idaho Registration Number: _____

Mailing Address _____

City _____ State _____ ZIP _____

ARCHITECT _____

Phone (____) _____ Idaho License Number: _____

Mailing Address _____

City _____ State _____ ZIP _____

CONDITIONAL USE PERMIT NUMBER (if applicable) _____ Date Approved: _____

If you are processing applications concurrently, indicate pending. New buildings and change of uses may require a Conditional Use Permit with the Planning Department. No building permit can be issued until the Conditional Use Permit, if required, has been approved.

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 as well to aid in avoiding code issues. (i.e. restaurants, assembly areas, other businesses etc.)

LIST DAYS / HOURS OF OPERATION:

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

SET BACKS: Indicate distance from buildings to property lines. Distance should be measured in a straight line, perpendicular to the building, to the nearest associated property line. A Certificate of Placement, executed by an Idaho licensed land surveyor, may be required to verify placement of the proposed structure.

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 _____ MAXIMUM HEIGHT _____

For buildings with multiple occupancies, please complete the following:

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: _____

*** 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 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 _____

COST OF CONSTRUCTION: Please state estimated cost of new construction or improvements: \$ _____

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, CERTIFICATION AND AUTHORIZATION: Under penalty of perjury, I hereby certify that I have read this application and state that the information herein is correct. I agree to comply with all County Regulations and State Laws relating to the subject matter of this application and hereby authorize 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 a plan review fee 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 payment of any fees due.

Owner Signature _____ Date _____

Print Name _____ Title _____

Owner Signature _____ Date _____

Print Name _____ Title _____

Application Received By _____ Date _____

OFFICE USE ONLY

Flood Zone / Base Flood Elevation _____

Zoning Compliance Verified By _____ Date _____

Fire Marshal's Approval Approved as Submitted _____ With Conditions (attach memo with details) _____

By _____ Title _____ Date _____

Building Department Approval _____ Date _____

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

Building Permit Number _____ Expires on _____

SUBMITTAL REQUIREMENTS FOR COMMERCIAL BUILDING PERMIT APPLICATIONS

To be sure you have everything you need when you come in to submit your plans and application for a building permit, make sure you have the following...

_____ **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.

_____ **Plans:** Commercial project plans to be submitted with this application need to include 3 complete sets of plans. (See attached list of requirements for plans.)

_____ **Proof of Ownership:** A copy of a Warranty Deed, Quit Claim Deed or Contract of Sale must be submitted with your application.

_____ **Letter of Authorization:** If you are not the owner, or if the owner has not signed the application, you must have a Letter of Authorization. This letter must be notarized, and can be found at the back of this application packet.

_____ **Septic or Sewer Permit:** Owner or his/her authorized representative must submit a copy of the septic permit from Eastern Idaho Public Health Department (208-354-2220). If you are connecting to the central sewer system you will need to submit with this permit application a copy of your connection permit or receipt of payment from the city of Driggs, Victor or Tetonía.

_____ **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.

_____ **Call to make an appointment:** Schedule a time to meet with the Building Official prior to submitting permit application for all commercial projects. (208-354-2593)

COMMERCIAL BUILDING PLAN REVIEW REQUIREMENTS

Architectural and structural drawings shall be drawn to scale of 1/4" = 1'

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.
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, rights of way, creeks, streams, rivers, ditches, ponds, and wetlands.
 - Names of adjacent streets, roads, and highways.
 - Locations of driveways and parking areas. Note: New driveways entering onto State and County roads require an access permit and 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 with in 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 of any recreational facilities (i.e., pools, tennis courts, etc.)
 - Site plan and above elements should be drawn to an acceptable engineering scale.
3. Architectural plans for commercial can be of any size and should 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 routs, 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, including 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 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 is required.

8. Accessibility Plan Review Requirements

- Complete signed and sealed architectural 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, and 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 scoping 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 2006 Addition of the International Energy Conservation Code.
- Building envelope shall comply with the minimum standards of Section 502 Prescriptive in accordance with Table 502.2(1). (Zone 6)
- Compliance can be made simpler by going to the following web site and completing a building analysis using COMcheck. This program can be down loaded free of charge by going to www.energycodes.gov and downloading COMcheck. Complete an analysis of the building and submit 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.)



PLANNING AND BUILDING DEPARTMENT ~ LETTER OF AUTHORIZATION

_____, "Owner" whose address is _____
City _____ State _____ Zip _____

As owner of property more specifically described as: _____

HEREBY AUTHORIZES _____ as Agent to represent and act for the Owner in making application for and receiving and accepting on Owners behalf, any permits or other action by the Teton County Commissioners, Teton County Planning and Zoning, Building, and or other County Departments relating to the modification, development, planning, platting, re-platting, improvements, use or occupancy of land in Teton County, Idaho. Owner agrees that; Owner is or shall be deemed conclusively to be fully aware of and to have authorized and/or made any and all representations or promises contained in said application of any Owner information in support thereof, and shall be deemed to be aware of and to have authorized any subsequent revisions, corrections or modifications to such materials. Owner acknowledges and agrees that; Owner shall be bound and shall abide by the written terms or conditions of issuance of any such named representative, weather actually delivered to Owner or not. Owner agrees that no modification, development, platted or re-platting, improvement, occupancy or use of any structure or land involved in the application shall take place until approved by the appropriate official of Teton County, Idaho, in accordance with applicable codes and regulations.

Owner agrees to pay any fines and be liable for any other penalties arising out of failure to comply with the terms of any permit or arising out of any violation of applicable laws, codes or regulations applicable to the action sought to be permitted by the application authorized herein.

Under penalty of perjury, the undersigned swears that the forgoing is true and, if signing on the behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

X _____
(Signature of Owner)

X _____
(Signature of Co-Owner)

(Print Name) Title

(Print Name) Title

X _____
(Secretary or Corporate Owner)

(Print Name)

STATE OF _____) SS

COUNTY OF _____)

Subscribed and sworn to before me by _____

On this _____ day of _____, 20_____.

Official Seal

WITNESS my hand and official seal.

X _____
Notary Public

Expiration Date