



TETON COUNTY PLANNING and ZONING DEPARTMENT
BUILDING DIVISION

TETON COUNTY COMMERCIAL BUILDING PERMIT APPLICATION

This application is for commercial buildings, commercial remodels and change of occupancy classification or use. 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 AND MAKE AN APPOINTMENT WITH BRUCE BEFORE BRINGING IN THIS APPLICATION****

PLEASE NOTE: IF THE USE AND/OR OCCUPANCY IS ANYTHING OTHER THAN WHAT IS STATED BELOW, THIS PERMIT WILL BE VOID AND A NEW PERMIT APPLICATION WILL NEED TO BE SUBMITTED.

Please type or print clearly in ink only.

OWNER: _____ Phone: (____) _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

APPLICANT: (Permit 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 either 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 NO. _____ Date Approved: _____ Pending: _____

Enter P & Z application number and date approved. If you are processing applications concurrently, indicate pending. New buildings and change of uses require Conditional Use Permits with the Planning and Zoning Department. No building permit can be issued until the Conditional Use Permit, if require, has been approved.

SITE LOCATION:

STREET ADDRESS: _____

LEGAL DESCRIPTION: A copy of the Warranty Deed, Quit Claim Deed or Contract of Sale must accompany this application.

Section _____ Township _____ Range _____ Parcel Number _____

Or

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.):

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

DAY HOURS OF OPERATION: _____

In order to expedite your application, it will be helpful to attach a narrative describing the nature of the businesses that will occupy the proposed structure. It would also help if any future plans for expansion that are being considered should be listed as well to aid in avoiding code issues in the future. (i. e. restaurants, assembly areas, other businesses etc.)

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

North _____ South _____ East _____ West _____

**TETON COUNTY, IDAHO
COMMERCIAL BUILDING PERMIT**

Cont.

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 2006 edition of the INTERNATIONAL BUILDING CODE.

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 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 Board of County Commissioners and Teton County Adopted Ordinances.

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 and I swear that any information which may be hereafter given by me in hearing before the Planning Commission of Teton County or the Board of County Commissioners of Teton County shall be truthful and 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: X _____ Date: _____

Print Name: _____ Title: _____

Owner Signature: X _____ Date: _____

Print Name: _____ Title: _____

Application Received By: _____ Date: _____



OFFICE USE ONLY:

BUILDING PERMIT NUMBER: _____ ZONE _____ BASE FLOOD ELEVATION _____

PARCEL ID: _____ OWNERSHIP MAP _____ PARCEL ID Number _____

Parcel Address: _____ City: _____ Zip: _____

Zoning Compliance Verified By: _____ Date: _____

Fire Marshal's Approval: Approved as Submitted _____ With Conditions _____ Date _____ By _____ Title _____



PLANNING and ZONING DEPARTMENT
BUILDING DIVISION

COMMERCIAL BUILDING PERMIT OWNER CHECKLIST

In an effort to inform owners, design professionals and builder of the minimum requirements the plans examiner is looking for, we have created the owner application checklist. While it is extensive, all of the items on the list have previously been addressed either at the plan review or during construction. We now require that all of the items on the checklist be addressed during the plan review. Addressing these issues during the planning stage will surely help minimizing unexpected cost to owners, builders and design professionals. The checklist must be filled out before submitting for your building permit. Prints found to be insufficient for architectural, life safety, or structural will be refused. If refused, the applicant will be responsible for picking up one set of their prints from the building department, making all required corrections and returning two corrected sets. After receiving the corrected sets the permit would then be placed at the end of the building plans review process. When completing the checklist, note that several of the items have the option of either details or notes. For example flashing under the Building Envelope section can be addressed on a general note page with the following statement; Flashing shall be provided at all required locations, including but not limited, windows, doors, masonry intersecting with framing, above projecting trim, where roofs or decks intersect walls, etc. Other items will require some research on behalf of the applicant, such as structures located in areas subject to high ground water due to seasonal spring run off or irrigation. While we can often let the applicant know that high water is present on a site we can't always make the determination that it is not. Assurance that these issues have been addressed shall be the responsibility of the applicant.

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 permit should be filled in, if you are unsure about the applicability of a question, please ask at the time of submittal.
- _____ **Owner Application Checklist:** Every item on this checklist must be filled out with a Y, N, or NA or your application could be returned incomplete. This check list is the next item in this permit packet.
- _____ **Plans:** Commercial requirements for plans to be submitted with this application are 3 complete sets of plans. (See attached list of requirements for plans.)
- _____ **Proof of Ownership:** We need a copy of a Warranty Deed, Quit Claim Deed or Contract of Sale submitted with your application.
- _____ **Letter of Authorization:** If you're 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 in the back of this application packet.
- _____ **Septic or Sewer Permit:** Owner or his/her authorized representative must submit a copy of septic permit from Idaho Public Health Department located in Valley Centre 208-354-2220 or if your 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 Tetonla.
- _____ **Scenic Corridor and/or Conditional Use Permit:** Provide a copy of your approved and signed permits from Planning and Zoning for the Scenic Corridor or Conditional Use Permits as required by the County Planning and Zoning Administrator.
- _____ **Call to make an appointment:** with the Building Official (Bruce Nye) prior to submitting permit application for all commercial projects. (208-354-2593 ext. 2112)



PLANNING AND ZONING DEPARTMENT
BUILDING DIVISION
COMMERCIAL BUILDING PLAN REVIEW
REQUIREMENTS

Once you have received an approved Scenic Corridor and/or Conditional Use Permit, from the Planning and Zoning Office, contact the Teton County Building Official for an appointment 208-354-2593 ext. 2112 to submit your plans. At that time, you will need to bring with you an application, warranty deed, three (3) sets of plans and a check for the plan review fee. The permit application shall be signed by the owner or his/her authorized agent (accompanied by a Letter of Authorization). Copy of approved septic or sewer connection permits.

Plans shall contain the following specifications, drawings and details:

1. Complete signed and sealed by the appropriate design professional (Per IBC currently adopted addition) 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.

The following check list must be filled out and submitted with the building permit application.

2. A site plan size 24" x 36" or under would be appreciated and shall include the following information:
 - _____ Entire property with dimensions of boundaries and north arrow.
 - _____ Location 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, right of ways lines, 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 within 100 feet of your property.
 - _____ Location of any wetlands, designated flood hazards etc. on your property.
 - _____ Location, height, and description of exterior light fixtures. Must comply with County Ordinance 9-4-1-K-2.
 - _____ Site plan and above elements should be drawn to an acceptable engineering scale.

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

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 accessibility routs, exits, ramps, parking signage, etc.
 - _____ Description and details of proposed special occupancies such as a covered mall, high rise, mezzanine, atrium, public 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.
 - _____ Applicable construction standards and material specifications (i.e. masonry, concrete, wood, steel, etc.)
 - _____ Engineer shall specify any Special Inspections required for project.

MECHANICAL PLAN REVIEW REQUIREMENTS:

5. _____ Complete signed and sealed plans and specifications of all heating, ventilating, and air conditioning work. (Unless other wise 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 contaminates.
- _____ 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).

COMMERCIAL PLAN REVIEW CHECK LIST
Cont.

PLUMBING PLAN REVIEW REQUIREMENTS:

6. _____ Contact the Idaho Division of Building Safety- Plumbing Bureau. (208)-334-3442 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 require 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.

SPRINKLER PLAN REVIEW REQUIREMENTS:

7. _____ 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. All materials used should be verified that they are installed in accordance with their listing.

ACCESSIBILITY PLAN REVIEW REQUIREMENTS:

8. 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.

ENERGY CONSERVATION COMPLIANCE REQUIREMENTS:

9. 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 energycodes.gov and downloading COM check. 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.)

Teton County, Idaho
Planning and Zoning Department
Building Division



PLANNING AND ZONING DEPARTMENT
BUILDING DIVISION
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.

OWNER:

X _____
(Signature of Owner)

X _____
(Signature of Co-Owner)

(Print Name) Title _____

(Print Name) Title _____

X _____
(Secretary or Corporate Owner)

(Print Name)

NOTARY:
STATE OF: _____ SS. _____

COUNTY OF: _____ Zip _____

Subscribed and sworn to before me by _____

this _____ day of _____, 20_____.

WITNESS my hand and official seal.

X _____
Notary Public

Expiration Date

Teton County, Idaho
Planning and Zoning Department
Building Division
150 Courthouse Drive . Driggs, Idaho
208-354-2593 Fax 208-354-8778