



**Kootenai County Building and Planning Dept.
Permit Center
Policy No. 6**

RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS AND CHECKLIST

THESE REQUIREMENTS MUST BE INCLUDED IN THE SUBMITTAL PACKAGE AND THE "CHECK OFF LIST" MUST BE COMPLETED AND SIGNED OR THE SUBMITTAL WILL NOT BE ACCEPTED.

This aid has been prepared to assist the Applicant in obtaining a Building Permit. The importance of each application having **ONE PERSON WHO IS RESPONSIBLE** for compiling a complete and accurate submittal package cannot be stressed enough. The Building Codes require that construction documents submitted for the purpose of obtaining a Building Permit be of sufficient clarity to show in detail that the proposed construction will conform to the provisions of Code and relevant laws, ordinances, rules, and regulations. Most delays in the permit process are the result of incomplete, inaccurate, conflicting, or unclear submittal documents. The checklist represents the most common items noted if a **CORRECTION LETTER** is sent to the applicant, which then requires re-submittal of the construction documents. The plans and any other construction documents should be clear enough that a qualified third party would be able to understand and complete construction without prior knowledge of the project. All construction requirements must be clearly and accurately indicated in the plans. The use of reference notations such as "See Engineering" or similar is not acceptable. Plans marked as "PRELIMINARY" or similar are not acceptable. If generic details are used on the plan, include **ONLY** those which specifically apply to your project. Mirrored plans are not acceptable. Purchased stock plans **MUST** be revised if any changes are to be made. Please check off each item on the list as the submittal documents are prepared. If a checklist item does not apply, place NA next to that item. Submit this checklist as part of the application package. Provide two copies of each required document. Staff will gladly answer questions about submittal requirements, but **MUST NOT** assist with the design of the project.

The current design criteria adopted by Kootenai County are:

- 2003 International Residential Code; excluding ALL Electrical, Mechanical, Plumbing, and Fuel Gas provisions.
- 2003 International Building Code
- 2003 International Mechanical Code
- 2003 International Fuel Gas Code
- 2003 International Energy Conservation Code
- 2003 International Property Maintenance Code
- Seismic Zone C
- Fastest mile wind speed 75 mph (90 mph 3 second gust), the exposure is site specific.
- Frost depth 24"
- Roof snow load is 40# per square foot
- The State of Idaho Division of Building Safety governs plumbing and electrical requirements.

MOST COMMON ENGINEERING REQUIREMENTS:

THIS LIST INCLUDES THE MOST COMMONLY REQUIRED ENGINEERING AND IS NOT INTENDED TO BE A COMPLETE LIST. FURTHER ENGINEERING MAY BE REQUIRED ON AN INDIVIDUAL BASIS IN ORDER TO ACHIEVE COMPLETE DEMONSTRATION OF CODE COMPLIANCE.

NOTE: If the Code requires SPECIAL INSPECTION for any proposed project, a letter of retainer from an approved Special Inspection Agency must be provided prior to issuance of the building permit.

If engineering is required, PROVIDE SUPPORTING CALCULATIONS. All engineering requirements MUST be transferred onto the plan and MUST be consistent with all other submitted documentation. All pages of the plan which contain an engineered design must bear the seal and signature of a registered design professional, who must be registered and licensed to practice in the State of Idaho. A letter of compliance from a registered design professional for someone else's work which has not been done under their direct supervision will not be accepted.

1. All structures exceeding two stories in height, by Code definition, must be prepared by or under the direct supervision of a registered design professional appropriately licensed to practice in the State of Idaho. All sheets of plans and the cover sheet of structural calculations must bear the seal and original signature of the responsible State of Idaho Licensed Design Professional.
2. If the structure is considered to be an irregular building under the provisions of IRC R301.2.2.2.2, or beyond the scope of conventional light frame construction under the provisions of IBC 2301.2.3, a sealed and signed, engineered design is required. Sheets of plans containing engineered items must bear the seal and original signature of the responsible State of Idaho Licensed Engineer.
3. If any unrestrained wood stud bearing walls exceed 10' in height, a sealed and signed, engineered design is required.
4. If beams are supporting concentrated loads from beams or girder trusses above, span more than 25' between supports, or have more than two bearing points: a sealed and signed engineered design is required.
5. Floor cantilevers exceeding those in accordance with R502.3.3.
6. Any restrained concrete or masonry wall with unbalanced backfill exceeding 8' in height (9' total wall height) or any cantilever retaining wall regardless of material used exceeding 4' in height measured from the bottom of the footing to the top of the wall requires a sealed and signed engineered design. (Retaining walls less than 4' in height may require an engineered design depending on the retained surcharge).
7. Any building site exceeding 15% slope requires a sealed and signed engineered foundation design.
8. Any cut or fill slope which exceeds a ratio of 2 horizontal to 1 vertical requires some method of restraint.
9. Other items may require engineered design as determined by Plan Reviewer.

“CHECK LIST” OF ITEMS REQUIRED ON ALL CONSTRUCTION PLANS:

Plans are drawn to a recognized scale and of sufficient clarity to read. (1/4” per ft. preferred).

The effective Codes must be noted on the plan.

Floor plans for each level which indicate:

1. The use of each room.
2. All window and door sizes and type. Indicate all required emergency egress openings.
3. Indicate the locations of all required smoke detectors.
4. All header sizes and material. Provide design calculations for any header exceeding 6’ in length.
5. Indicate required safety glazing at all hazardous locations in accordance with R308.4.
6. Location, type, and fuel source of all fuel burning appliances (special requirements for LPG in basements apply).
7. Indicate the location and type of vehicle impact protection devices (such as bollards).
8. Indicate the location and CFM of all required mechanical ventilation.
9. Note the square footage (measured to the outside) of each floor.
10. All required fire separation detailed on the plan

Elevation view of all sides of the structure.

1. Accurately indicate the adjacent grade and slope in all directions from the structure.

Foundation plan and details. (Include decks)

1. All footing, stem wall, pier sizes, and retaining walls.
2. Size and placement of all reinforcement.
3. Depth of footings below grade for frost burial.
5. Type and location of all anchorage hardware. Include the **SPECIFIC** type of hold downs.
6. Method and amount of crawl space ventilation.
7. Crawl space access location and opening size.

Floor framing plan for each floor

1. Floor joist size, spacing, species, grade, or manufacturer and series if engineered wood.
2. All beam sizes on the plan (include design calculations).
3. Layout of submitted floor trusses must match plan layout.
4. Deck framing including ledger attachment and specific hardware.
5. Methods of support and all connecting hardware.

Roof framing plan

1. Rafter size, spacing, species, grade, or manufacturer and series if engineered wood.
2. Truss layout diagram and specification details for each truss.
3. All beam sizes on the plan (include design calculations).
4. Layout of submitted roof trusses **MUST** match plan layout.
5. Complete details of over-framing support and connections.
6. Methods of support and all connecting hardware.
7. All methods of uplift restraint indicate **SPECIFIC** hardware to be used.

Building bracing plan which indicates: (Any approved method is allowed for each braced wall line)

1. Methods and locations of all wall bracing: braced wall panels, alternate panel or narrow portal, continuously sheathed, or engineered shear design. **INCLUDE** required interior braced wall lines.
2. The narrow portal provisions of the 2006 IRC are approved for use. The APA design will not be accepted.
3. All hold-down locations. Indicate the specific hardware which is to be used.
4. Provide **COMPLETE** details, including standard exterior and interior, alternate, narrow portal, or engineered.
5. If the benefits of continuous sheathing provisions are to be used, countable panels must be within 12.5’ of the corners and the entire structure must be continuously sheathed. Provide the percentages of countable panels.

Building cross sections which clearly show all levels of the structure. (One or more section may be required for clarity)

1. Identify all construction materials
2. Complete stair details.
3. Slope of adjacent grade and clearance to framing and siding.

RESCHECK energy compliance certificate or a Prescriptive Compliance Plan with area calculations.

All requirements of energy compliance design must be contained within the plans.

Applicant

Date