

COMPLETE & SUBMIT THIS CHECKLIST WITH YOUR PERMIT APPLICATION



**DETAILED PLAN & DOCUMENT SUBMITTAL
CHECKLIST FOR
COMMERCIAL AND MIXED-USE CONSTRUCTION**

All drawings shall be to scale and provided with a graphic scale.
All plans shall be prepared by a registered design professional,
licensed in the State of Idaho, unless noted otherwise.

PLAT MAP AND/OR SITE SURVEY

- Dated, signed and sealed plat or survey with scale and north arrow

VICINITY MAP

- Street names, property location, north arrow

SITE PLAN (For all projects except remodels that do not impact the site.)

- | | |
|---|---|
| <input type="checkbox"/> Property lines | <input type="checkbox"/> Floodplain/Riparian zones |
| <input type="checkbox"/> Easement lines | <input type="checkbox"/> Mountain Overlay boundary |
| <input type="checkbox"/> Contour lines (existing and proposed) | <input type="checkbox"/> Avalanche Overlay boundary |
| <input type="checkbox"/> Dimensioned setback lines (required and proposed) | <input type="checkbox"/> Legal description |
| <input type="checkbox"/> Building line | <input type="checkbox"/> Zoning district |
| <input type="checkbox"/> Roof line | <input type="checkbox"/> Public rights of way |
| <input type="checkbox"/> Property size (sf or acres) | <input type="checkbox"/> Utility type and location |
| <input type="checkbox"/> Building footprint, including covered porches (sf) | <input type="checkbox"/> All detached accessory buildings |
| <input type="checkbox"/> Driveway dimensions, slope and radii | <input type="checkbox"/> Swimming pools/spas (if any) |
| <input type="checkbox"/> Curb cut dimensions | <input type="checkbox"/> Fence/wall locations and heights |
| <input type="checkbox"/> Parking spaces | <input type="checkbox"/> North arrow |

GRADING/DRAINAGE PLAN (Prepared by a civil engineer. Remodels that do not affect the site are exempt.)

- | | |
|--|---|
| <input type="checkbox"/> All drainage is required to be retained on site | <input type="checkbox"/> Property perimeter drainage |
| <input type="checkbox"/> Existing and finished grades | <input type="checkbox"/> 5% final grade slope away from foundation |
| <input type="checkbox"/> Roof drainage | <input type="checkbox"/> Height of finish floor above adjacent street |
| <input type="checkbox"/> Foundation drainage | <input type="checkbox"/> Retaining wall locations and heights. |

RIGHT OF WAY IMPROVEMENTS PLAN (If ROW improvements planned. Prepared by a civil engineer.)

- | | |
|--|--|
| <input type="checkbox"/> Drainage improvements | <input type="checkbox"/> Hardscape improvements |
| <input type="checkbox"/> Existing and finished grade | <input type="checkbox"/> Landscaping, including tree removal |

LANDSCAPE PLAN (If new landscaping or changes to existing are proposed.)

- | | |
|--|---|
| <input type="checkbox"/> Contour lines | <input type="checkbox"/> Roof lines |
| <input type="checkbox"/> Property and easement lines | <input type="checkbox"/> Fence/wall locations and heights |

Continue to the next page

- Plants, trees and shrubs
- Drainage from building site
- All detached accessory buildings
- Water features

CONSTRUCTION ACTIVITY PLAN (Not required to be prepared by registered design professional.)

- Construction Activity Permit application
- General information and schedule
- Excavation/fill calculations
- Vehicle parking and traffic control
- Material storage and deliveries
- Temporary restrooms
- Job shacks
- Dumpsters
- Screening
- Use of rights of way
- Trucking Routes
- Riparian, hillside and tree protection (if applicable)
- Reseeding of disturbed areas (if applicable)
- Site clean-up provisions

ARCHITECTURAL PLANS (All items as applicable.)

- All elevations with address #'s
- Building height dimensions
- Floor plans all levels including basements
- Cross sections
- Roof design
- Stairs: tread & riser dimensions, head height
- Smoke & CO detector locations
- Hand & guardrail locations and heights
- Exhaust fan locations
- Tempered glass locations
- Crawlspace and attic access
- Radon mitigation system
- Egress provisions
- ADA compliance

EXTERIOR LIGHTING PLAN (Existing and new exterior lighting must be code compliant.)

- Exterior lighting plan
- Exterior lighting fixture cut sheets
- Photos of existing fixtures if compliant

STRUCTURAL PLANS (Stamped by registered design professional, licensed in the State of Idaho.)

- Foundation plans
- Floor system plans
- Wall sections
- Roof section
- Structural details
- Structural load calculations (if required)

ENERGY CODE COMPLIANCE

- Comcheck (signed), or
- Prescriptive path, or
- Performance path.
- IECC Section C406 Additional Efficiency Package Options

WATER CONSERVATION

- Compliance with water conservation provisions of Appendix M of the IBC as amended by the City.

FIRE CODE

- Compliance with Ketchum Municipal Code, Chapter 15.08 will be required.

GREEN BUILDING CODE (For residential portions of the building only.)

- As required on the Residential Building Permit Checklist