

COMPLETE & SUBMIT THIS CHECKLIST WITH YOUR PERMIT APPLICATION



**DETAILED PLAN & DOCUMENT SUBMITTAL
CHECKLIST FOR
RESIDENTIAL CONSTRUCTION**

All drawings shall be to scale and provided with a graphic scale.

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 for multi-family projects, projects located in the Mountain Overlay and Floodplain Management Overlay and as required by the building official. 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 (Only required for projects that have undergone design review or have received a floodplain development permit.)

- | | |
|--|---|
| <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

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

ARCHITECTURAL PLANS (All items as applicable.)

- | | |
|--|---|
| <input type="checkbox"/> All elevations with address #'s | <input type="checkbox"/> Hand & guardrail locations and heights |
| <input type="checkbox"/> Building height dimensions | <input type="checkbox"/> Exhaust fan locations |
| <input type="checkbox"/> Floor plans all levels including basements | <input type="checkbox"/> Emergency escape openings |
| <input type="checkbox"/> Cross sections | <input type="checkbox"/> Tempered glass locations |
| <input type="checkbox"/> Roof design | <input type="checkbox"/> Crawlspace and attic access |
| <input type="checkbox"/> Stairs: tread & riser dimensions, head height | <input type="checkbox"/> Radon mitigation system |
| <input type="checkbox"/> Smoke & CO detector locations | |

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

- | | |
|---|---|
| <input type="checkbox"/> Exterior lighting plan | <input type="checkbox"/> Photos of existing fixtures if compliant |
| <input type="checkbox"/> Exterior lighting fixture cut sheets | |

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

- | | |
|---|---|
| <input type="checkbox"/> Foundation plans | <input type="checkbox"/> Roof section |
| <input type="checkbox"/> Floor system plans | <input type="checkbox"/> Structural details |
| <input type="checkbox"/> Wall sections | <input type="checkbox"/> Structural load calculations (if required) |

ENERGY CODE COMPLIANCE

- | | |
|--|--|
| <input type="checkbox"/> Rescheck (signed), or | <input type="checkbox"/> Performance path. |
| <input type="checkbox"/> Prescriptive path, or | <input type="checkbox"/> ACCA Manuals J, D and S (except remodels) |

FIRE CODE

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

GREEN BUILDING CODE

New Construction: (Third party certification required.)

- | | |
|---|---|
| <input type="checkbox"/> National Green Building Standard (NGBS) Silver Certification documentation, or | <input type="checkbox"/> Leadership in Energy and Environmental Design (LEED) Silver Certification documentation. |
|---|---|

Additions & Remodels: (All items as applicable.)

- | | |
|--|---|
| <input type="checkbox"/> Site preservation | <input type="checkbox"/> Water conservation |
| <input type="checkbox"/> Resource conservation | |

Energy conservation

Indoor air quality

Exterior energy conservation for pools, spas and snowmelt, if applicable.