

SUBMITTAL CHECKLIST AND STANDARDS

Submittal Checklist

Applicant	Description
	Site Plan – Must include: dimensional setbacks from the back of sidewalk to the structure or a note stating setbacks are measured from the back of sidewalk, the driveway with dimensional width and any proposed or existing fence. *A new fence may require a separate permit: 11-3A-7 Fences
	Foundation Plan – Must include the type of foundation system with a drawing and details (including concrete footings, piers, sizes, locations, reinforcement, engineered tie down w/placement) or foundation design (block and tie or standard) either engineered or per Idaho State installation standard.
	Stairs, Landings, Handrails and Guards – Drawings must include exterior landing (locations, sizes and construction details) and exterior stair details (tread, riser, handrail and guard requirements).
	Idaho State Insignia Number (tag number) – Must provide an image of the insignia number.

Information provided by Idaho Division of Occupational and Professional Licenses

Mobile Home: is a structure built prior to June 15, 1976. For information regarding Mobile Home Rehabilitation, please see the [MOBILE HOME REHAB FAQ](#).

Manufactured Home: is a structure constructed after June 15, 1976, built according to the Federal Manufactured Housing and Safety Standards Act ([HUD Code](#)). A manufactured home is for residential use only. Manufactured Homes (HUD) are regulated under the preemptive construction standards established by states and local governments. For an expanded definition of a manufactured home (*i.e.*, length, size, chassis or foundation and utility requirements), see [I.C. §39-4105](#).

Modular Building: is any building, other than a manufactured or mobile home, that is of closed construction and is either entirely or substantially prefabricated or assembled at a place other than the building site. Modular buildings are built for residential or commercial use and the construction is regulated by the codes adopted by the state.

Submittal Standards

- ◆ All plans must be submitted in a PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ All plans must be drawn to scale and each sheet should state the scale.
- ◆ Plans must be submitted individually using separate file names.
- ◆ Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files.
- ◆ Soils and Geotech report for support of the structure must be stamped and signed by an Idaho licensed engineer.

Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, *i.e.* setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

File Naming Examples for Residential Projects

Discipline	Example File Names
Floor Plan	Floor Plan