

COMMERCIAL TENANT IMPROVEMENT

SUBMITTAL CHECKLIST AND STANDARDS

Submittal Checklist

Applicant	Description
	Certificate of Value – Completed to its full extent. COV can be found here: https://meridiancity.org/community-development/building/customer-information/forms-handouts/
	Plumbing Summary – Completed to its full extent. Form can be found here: https://meridiancity.org/community-development/building/customer-information/forms-handouts/
	Statement of Special Inspections - Only required if the project requires special inspections: https://meridiancity.org/community-development/building/customer-information/forms-handouts/
	Project Narrative – Detailed with full scope
	Architectural Plans – Stamped and signed by a licensed architect with code analysis which includes: code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable).
	Electrical Design and Compliance – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages. *Design required for automotive facilities, nail salons, healthcare and medical, wood-working, educational, restaurant, industrial and hazardous occupancies.
	Mechanical Design and Compliance – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages. *Design required for automotive facilities, nail salons, healthcare and medical, wood-working, educational, restaurant, industrial and hazardous occupancies.
	Plumbing Design – Must be stamped by an Idaho licensed professional. *Design required for automotive facilities, nail salons, healthcare and medical, wood-working, educational, restaurant, industrial and hazardous occupancies.
	Energy Compliance – Report must be signed and include all pages.
	Structural Drawings & Calculations (<i>if applicable</i>) – Must be stamped, signed, and dated by an Idaho licensed professional. Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.
	ACHD (Ada County Highway District) – To help avoid delays, contact ACHD as you may be required to submit separately - (208) 387-6100.
	CDHD (Central District Health Department) – If your project involves the storage, handling or manufacturing of food, your plans must be reviewed and stamped “Approved” by Central District Health Department prior to submittal to the City as this may help avoid delays. Contact CDHD for additional information (208) 327-5211.

Submittal Standards

- ◆ All plans must be submitted in a PDF format.
- ◆ All plans must be submitted in 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.

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 Tenant Improvement Projects

Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Index Sheet	A0.1	1	A0.0_Index Sheet
Landscape	L	1.1	L1.1_Overall Site
Erosion and Sediment	ESC	1	ESC1_ESC Plan
Architectural	A	2	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Third Level Floor Plan
Plumbing	P	1.0	P1.0_Fixture Plan
Electrical	E	1.0	E1.0_Lighting
Mechanical	M	1.1	M1.1_First Floor Demolition
Civil	C	1.0	C1.0_Topographic Site Plan
Site Plan	SP	100	SP100_Site Plan
Interior Design	ID	1	ID1_First Floor Finishes
Life Safety and Master Egress	LSP	1	LSP1_Master Egress

