

1 Project Name: _____ Applicant Initials: _____



Non Residential Building Permit Application	
File Number: _____	Rec'd by: _____
Application Date: _____	FOR OFFICE USE ONLY

6015 Glenwood Street ■ Garden City, Idaho 83714 ■ Phone 208/472-2921 ■ Fax 208/472-2926
building@gardencityidaho.org Inspection Hotline 208/472-2920

PRINCIPLE CONTACT NAME: _____

Property Owner Business/Tenant Design Professional Contractor Other

E-mail: _____ **Firm:** _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Signature: _____ Date: _____

I am or have the owner's permission to submit this application. I agree to be responsible for all application materials, fees and application correspondence with the City. I have completed the application checklist noting all applicable pages and supporting documents for the project. I attest that all information is complete and accurate to the best of my knowledge.

***Note this person is the main contact. The applicant will be responsible for coordinating, reviewing, ensuring that all construction documents have been prepared by qualified design professionals, and submitting such materials. All application correspondence will be through this person.**

Property Owner Name: _____

Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Cell: _____ E-mail: _____

Business/Tenant Name: _____ Registered Agent: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

E-mail: _____ Website: _____

Design Professional Name: _____ License #: _____

Firm: _____ Architect Engineer Other: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Design Professional's Printed Name: _____

Design Professional's Signature: _____ Date: _____

I attest that I am registered and qualified to act as the design professional. I have completed the plan checklist and ensured that all necessary information has been included in the construction documents. I attest that all information is complete and accurate to the best of my knowledge.

General Contractor Name: _____ License #: _____ Expiration: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ E-mail: _____

Notice to Contractors:

It will be unlawful for any person or firm, partnership, association or corporation that engages in business, trade or practice of work of Electrical, HVAC, Manufactured Homes, Plumbing or Public Works in the State of Idaho unless such person or firm, co partnership, association or corporation, has successfully passed an examination and has been issued a Certificate of Competency as required by the State of Idaho, Title 54. Garden City Building Division requires that each applicant provides proof of such applicable certification, or a permit will not be issued. An apprentice shall not perform under the required supervision. Any person that is licensed as an apprentice will not be allowed to obtain a permit within the City of Garden City. All contractors shall have their card on them at all times. Garden City inspectors may require cards to be produced at the time of inspections. For those who do not produce their card at the time of inspection shall be considered to be conducting work without a permit.

A contractor shall be noted prior to issuance of a permit.

Contractor's Printed Name: _____

Contractor's Signature: _____ Date: _____

I have the owner's permission to construct this permitted project. I agree to build the project in accordance with the approved permit. I have read the above notice to contractors.

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PROJECT INFORMATION

- New Construction
 Demolition
 Re-roof (simple)
 TI or REMODEL
 Accessory Building
 Shell (no utility connections)
 Limited Permit (non-combustible, no utility connections)
 Change of Occupancy
 Live-Work-Create greater than or equal to 10% of structure (if less than 10%, use residential application)
 Other: _____

Pre-Application Meeting Date: _____ **PROJECT VALUE (excluding lot) \$** _____

Project Street #: _____ Unit: _____ Street Name: _____ Garden City, ID 837 _____

Parcel #: _____

***Note Official Ada County Numbered Addresses are required**

Are there any exterior changes to the building? Yes/No

Is project in flood plain? Yes/No

Scope of Work for this Permit: _____

Current or Proposed Business / Tenant Use per Garden City Code 8-7A: _____

Description of Business Activities: _____

Previous Business / Tenant Use per Garden City Code 8-7A: _____

UTILITY INFORMATION

Water Service Connection: 3/4" 5/8" 1" 1.5" 2" 3" 4" 6" N/A

Sewer Connection Y___ N ___ NA ___

Fire Suppression _____ 6" Sprinkler _____ 8" Sprinkler ___ Number of heads _____ Number of Hydrants NA__

***IF SELECTING METER SIZE GREATER THAN 3/4 INCH - FIXTURE COUNT MUST BE COMPLETED.**

FOR NEW COMMERCIAL / TI COMMERCIAL PROJECTS ONLY

Fixtures:	Number of Existing	Number of New	Fixtures:	Number of Existing	Number of New	Restaurants
Bathtub or Combination Bath/Shower			Sinks/Bar			<i>Please provide square footage area for all seating:</i>
3/4" Bathtub Fill Valve			Sinks/Clinic Faucet			
Bidet			Sinks/Clinic Flushometer Valve with or without faucet			Indoor
Clothes washer			Sinks/Special Purpose 1-1/2"			Outdoor
Dental Unit, cuspidor			Sinks/Special Purpose 2"			Bar
Dishwasher, domestic			Sinks/Special Purpose 3"			Banquet
Drinking Fountain or Watercooler			Sinks/Kitchen, domestic			Other
Food-Waste-Grinder, commercial			Sinks/Laundry			
Floor Drain			Sinks/Service or Mop Basin			
Hose Bibb			Sinks/Washup, each set of faucets			
Hose Bibb, each additional			Sinks/Service, flushing rim 3"			
Shower, single-head trap			Washfountain			
Multi-head, each additional			Urinal, 1.0 GPF or greater than 1.0 GPF			
Lavatory			Washfountain, circular spray			
Lavatory, in sets of two or three			Water Closet, 1.6 GPF Gravity Tank/Flushometer Tank/Flushometer Valve			
Lawn Sprinkler, each head			Water Closet, greater than 1.6 GPF Gravity Tank/Flushometer Valve			

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REQUIRED! APPLICATION CHECKLIST: Incomplete Applications will NOT be accepted

The applicant is responsible to submit the following information for a building permit.

Please initial or mark as N/A:

- ___ An electronic copy of all plans and submittal documents in pdf or word format
 - Detailed drawings must be submitted by CD, thumb drive, or email - NO PAPER DRAWINGS ACCEPTED
 - Detailed drawings must be labeled with the sheet name and as a separate file
 - Any previous approvals such as construction plans or design review plans must be supplied in their stamped approved state. If there are any changes to the approvals a details sheet or redlines of the changes must be provided
- ___ Complete Non Residential Building Permit Application
- ___ Plan Checklist
- ___ Affidavit of Legal Interest
 - If the property owner is acting as the applicant, this form shall still be required to be signed and notarized by the property owner or authorized agent
 - Please note that the signing party must be exactly as identified as the owner in the Ada County Assessor documents. For example an individual cannot sign if the property is owned by an LLC. If the property is owned by an LLC, trust, etc. the signatory must demonstrate that they are legally authorized to sign.
- ___ Owner/Applicant Agreement & Authorization (page 4 of this application)
 - If the property owner is acting as the applicant, this form shall still be required to be signed and notarized by the owner or authorized agent
- ___ Flood Risk Acknowledgement
- ___ Submittal Fee: See Fee Schedule (plan review base fees will be paid at time of submittal)
 - Fire Review Fee required at submittal
 - Fire Review fees will be determined as per the North Ada County Fire & Rescue current fee schedule
Ph: (208) 375-0906 Fax: (208) 375-0966
- ___ ACHD stamped drawings must be submitted prior to issuance of building permit. If any ACHD related changes are made to the drawings, such changes are required to be reviewed & approved by Garden City at the applicant's cost
 - TENANT IMPROVEMENT: IF there are no exterior changes to the site then you will NOT be required to provide ACHD stamped plans as requested above
- ___ ACHD Impact Fee Receipt (or written confirmation from ACHD that fees are not required) must be submitted prior to issuance of building permit
- ___ For properties on State Street, Glenwood, or Chinden Blvd verification that ITD has been notified of intent
- ___ Fire Hydrant Flow Test documentation- request made to Garden City prior to application
- ___ Ability to Serve letter - request made to Garden City prior to application
- ___ Erosion and Sediment Control Application (if performing land disturbing activity)
- ___ Stormwater Operations and Maintenance Agreement - if new construction or exterior T.I.
- ___ **If property is in the flood plain:**
 - Flood Plain Development Permit Application
 - Copy of Elevation Certificate
- ___ **For food establishments only:**
 - Letter from Central District Health Department stating that requirements are met for a food establishment
 - Include in drawings Grease Interceptor installation.

Please Note:

- Final approval of this permit shall be contingent upon satisfactory inspection observation including required witnessing of testing. It is the applicant's responsibility to call in required inspections/observations by 4:00 p.m. the working day prior to requested inspection (208) 472-2920
- Final As built plans in PDF format shall be submitted for Certificate of Occupancy to be issued
- Issuance of a Tenant Improvement Permit is subject to the above requirements for the specific Tenant Improvement space including all water and sewer hookup fees.
- Limited Permit Risk: the applicant is responsible for making the building adaptations should there be any changes to the final plat, easements or infrastructure.

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Owner/ Applicant Agreement & Authorization

The PROPERTY OWNER of the submitted project must complete the following information to designate the Architect, Engineer, or otherwise qualified person to engaged as the applicant responsible for this project in accordance with the International Building Code. The applicant shall be an Idaho licensed Design Professional, or ensure that all documents have been prepared by legally qualified design professionals and shall be responsible for reviewing and coordinating all submittal documents prepared by others for the compatibility with the design of the project. The purpose is to coordinate the diverse submitted documents prepared by various consultants, which may include deferred submittals, special inspections and structural observations. **Property owner's signature MUST be notarized**

Applicant Name (Printed):_____ **Firm:**_____

Property Owner Name (Printed):_____

Project Description_____

Project Address _____ **Unit**_____ **Street Name:** _____ **Garden City, ID 837**_____

1. This form will be used by the City of Garden City as an authorization document from the Property Owner authorizing services to the properties listed in this application.
2. The Owner does hereby appoint and authorize the person identified to act as the owner's agent in the initiation and processing of said applications regarding the owner's property. The applicant, shall be deemed to have the authority to obligate the owner to any of their terms or conditions imposed by said service and to pay any of the costs and penalties associated therewith.
3. The applicant shall be responsible for reviewing and coordinating all submittal documents prepared by others for the duration of the project. Construction documents shall be prepared by qualified design professionals as required by Garden City Code and the International Building Code.
4. The property Owner shall be liable for any outstanding fees associated with said project, unless notification from the owner to terminate the account with applicant prior to the fees being incurred.
5. It shall be unlawful to submit incorrect data or occupy the structure without a valid Certificate of Occupancy.
6. Occupancy without valid certificate of occupancy or failure to pay fees may result in termination of water, sewer and sanitation services to the subject property.

Applicant's Signature: _____ **DATE:**_____

Property Owner's Signature: _____ **DATE:**_____

As the OWNER OF RECORD, I agree to the above noted terms and designate the following person as Design Professional in Responsible Charge for the project noted. I also understand that I must provide written notification to the City of Garden City Development Service Department if the Design Professional in Responsible Charge is changed.

Notary Public for State of _____ County of _____

Before me this day personally appeared (print property owner name)_____

who, being duly sworn to be the owner of the property and to be the signer of this document.

Sworn to (or affirmed) and subscribed before me this _____ day of _____ 20_____ by

_____ Personally known to me

_____ Type of identification produced_____

Notary Signature

Notary Name

My Commission Expires: _____

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Plan Checklist

Instructions

The Idaho licensed design professional of record (or applicant if project does not require a design professional) must complete and sign this checklist. Fill out the Project Information, check (☑) the appropriate boxes, list all page numbers for the plans, and sign this checklist. Plans shall comply with all current codes applicable to the submittal project.

General

Yes N/A

- Building Plans drawn to 1/4" scale. Architectural stamped and signed by an Idaho licensed architect; Civil, structural, mechanical & plumbing stamped and signed by Idaho licensed engineers (each sheet must be signed). Note: Mechanical and plumbing may be designed by the architect.
- Cover sheet including project name, location, contact information, contractor information, vicinity map, date, north arrow, scale, & Table of Contents
- Structural calculations stamped and signed by an Idaho licensed engineer.
- Specification Books *or* incorporated within building plans
- Soils and geotech report for support of the structure stamped and signed by an Idaho licensed engineer or declare on plans the default seismic site class & soil bearing per IBC
- Any Modifications to the code, Alternative materials/methods/design of construction or equipment, approved and signed by the Building Official, and where applicable, the Fire Marshal
- COMcheck analysis signed & printed on the plans including: Building envelope, Lighting Compliance, Lighting plan and fixture schedule (list fixture type, wattage, ballast bulb type, fixture count and switching requirements), Mechanical Compliance
- Heating & cooling load calculations (printed on plans [Page _____] or attached to plans)
- Code Analysis/Building Data on front sheets of plans which includes at a minimum: Code year, occupancy group(s), construction type(s), new construction floor area, existing floor area, number of stories, occupancy load, number of egress doors provided, fire flow water supply required, number of hydrants provided, fire sprinklers system provided, fire alarm system provide, floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable), fire alarm or smoke control system.
- Mark the plans as "proprietary information" should you not wish the plans to be disclosed pursuant to public information requests
- Include the following wording under "General Notes:" All inspections shall be scheduled at least 1 working day (24-hour notice minimum) prior to the requested inspection time. To schedule call (208) 472-2920.

Site Plan (required all applications) [Page(s) _____]

- Vicinity Map showing location of the property with street names identified and project boundary lines
- New & existing structure locations including dimensions to property lines & other buildings
- Show any easement locations.
- Show floodway and/or 100 year floodplain line and line depicting 70' from ordinary high water
- Show fence location and type of fence and trash enclosures
- Show parking stall location and dimensions, ramps, ramp details, and at grade mechanical equipment; off and on site sidewalks
- Show outdoor lighting, including light shielding
- Location of utilities (all new utilities must be underground) include water mains and fire sprinkler underground mains (include diameters), sewer mains & services (including sizes and invert elevations)
- Curb Cuts, driveways, fire access, turnarounds and walkways with dimensions and setbacks to the property lines. Indicate bearings, distance, and curve data in conformance with the recorded plat.

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- Fire Hydrant locations and the distances to each

Landscape Plan (required all applications) [Page(s) _____] (Information can be on site plan)

- Landscaping showing type quantity and size of hardscape, shrubs and ground cover comprised of 70% or greater of living materials, trees (include class), tree removal locations and diameter
- Species, number, size and location of trees and shrubs in front yard
- Location of waterways including but not limited to rivers, drainages, irrigation canals, ditches and laterals.

Foundation Plan & Details (including reinforcement) [Page(s) _____]

- Specify locations and sizes for all concrete footings, piers, slabs, and foundation walls. Show all reinforcement locations, sizes, and spacing.
- Note any required hold-down locations and types. Specify any mechanical connectors/fasteners such as anchor bolts and for column to footing connections.
- Show crawlspace venting sizes and locations.

Floor Plans [Page(s) _____]

- Dimensioned plan for each floor with usage of all rooms labeled and window and door opening sizes/types noted.
- Show stairway locations, width, and handrails.
- Show all plumbing fixtures.
- Show any decks, porches, and stoops.
- Note any required safety glazing locations.
- Indicate attic access and crawlspace access locations and sizes.
- Specify braced wall panel locations including a schedule describing the bracing method, reinforcement, hold-downs, shear panel types, and fastening requirements.
- Note the required rated wall separation requirements between the garage and the dwelling including the door.

Elevations (required if exterior changes made) [Page(s) _____]

- Show all sides of the structure and the height mark as North, South, East and West.
- Address numbers posted in 6 inch numbers (address number shall be provided on the rear doors of building with multiple occupancies.)
- Gas Meter protected
- Knox-Box (If required, shall be installed within 10 feet of the main entry door. Install from ground level 6 feet to the top of the box.)
- Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches, and stoops.
- Show materials used on street façade wrapping around building (min. 2')
- Show attic vents and/or crawlspace vents.
- Show outdoor lighting attached to building, including light shielding.

Architectural/Life Safety Plans [Page(s) _____]

- Dimensioned floor plans labeling usage and square footage of all rooms and rated walls (e.g. fire walls, fire partitions, fire barriers, horizontal exits, smoke barriers, smoke partitions)
- Roof plans, elevations & wall section(s) showing insulation
- Ceiling details (hard lid or suspended ceiling) and/or draft stops
- Door and window schedule, elevations and hardware

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- Exit door hardware schedule
- Finish schedule
- Fire resistive assembly details & penetration requirements
- Stair enclosure and shaft details
- Stair details showing tread, riser, handrails, & guard requirements
- Standpipe locations
- Fire sprinkler riser locations
- Fire Extinguisher locations shown:
 1. 3A-40BC minimum size
 2. To be located starting at exit doors and spaced not less than 75 feet travel distance apart throughout the building.
 3. Additional fire extinguishers and larger size may be required for hazardous locations
- Fire pump/riser room & reservoir location and details (rated walls/ceilings, floor drains, ventilation)
- Smoke & heat vent locations and dimensions
- Emergency generator & fuel tank location
- Standby and emergency power source
- Exit signs and emergency lighting locations
- Portable fire extinguisher locations (Exception: "shell only" permits)
- Medical gas rooms, construction, ventilation, gas names and quantities of each
- Fire Sprinklers System provided Yes / No
- Fire Alarm System provided Yes / No

Structural Plans[Page(s) _____]

- Identify required special inspections on plans
- Specify design loads and material specifications
- List deferred items on plans
- Wall framing & bracing details
- Structural building sections
- Floor and roof framing plans

Accessibility Inside the Building [Page(s) _____]

- Interior ramps, doors & passages
- Restroom fixtures, counter heights, public amenities with dimensions & elevations

Mechanical Information [Page(s) _____] (Information can be on floor plan or as a separate plan)

- Mechanical equipment schedule with designed CFM of outside air
- Supply and return duct locations with designed CFM of air flow
- Fire and smoke damper locations and listed assemblies
- Kitchen exhaust hoods & ducts (specify grease duct enclosure – rated shaft or duct wrap)
- Kitchen equipment plan and schedule
- Restroom exhaust CFM, dryer exhaust, and duct locations & sizes
- Medium and low pressure gas piping sizes & locations
- Access to mechanical equipment on roof

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- Remote LED indication devices for each Fire and Smoke Damper location

Electrical Information [Page(s) _____] (Information can be on floor plan or as a separate plan)

- Show smoke detector locations
- Show stairway lighting and switch locations
- Interior Emergency Lights and Illuminated and Tactile Exit signs
 1. Note illumination specifications at the floor level.
 2. All paths of egress travel shall provide initial illumination at 1-foot candle (11 Lux)
- Exterior Emergency Lights

Plumbing Information [Page(s) _____] (Information can be on floor plan or as a separate plan)

- Plumbing fixture schedule include all existing and proposed fixtures (i.e. toilets, lavatories, service sink, drinking fountain) designated as existing and proposed
- Backflow protection noted, incl. size, type and model
- Domestic water line locations & sizes from meter to and throughout the building
- Flammable liquids and/or grease interceptor details
- Sanitary waste lines with venting and segregated grease lines – note all sizes from sewer main to and throughout the building
- Kitchen pretreatment equipment including point source grease abatement details
- Interior roof and overflow drain lines and sizes
- Water heater detail
- Irrigation connection including any interconnection with alternate source(s) such as a private well, an irrigation canal, and/or a chemical feed system.

Civil (required if any exterior work) [Page(s) _____]

Please submit any report or other information not specifically included on the plans

- Storm Water Operation & Maintenance Plan (stamped & signed)
- Site Geotech Report (including depth to seasonal high groundwater, soil profile and recommendation for infiltration rate)
- Erosion and Sediment Control Plan (ESC Plan) or Storm Water Pollution Prevention Plan (SWPPP) include:
 - (1) Soils analysis reports
 - (2) Dewatering plan (if applicable)
 - (3) Plan schedule flow chart with sequence event time table
 - (4) BMP inspection & maintenance schedule
- Site grading and drainage plan including drainage report/ calculations
- Utility connection plan (All pre-existing and proposed connections identified on the same plan)
- Water Services type and size of pipe, lid, valves, meter vault and fittings
- Sewer pipe size, type and fittings
- Sanitary sewer manholes include manufactured compression boots
- Sewer service lines shall designated as ISPWC type "A" or "B"
- Bedding and Backfill
- Elevations of adjoining lots

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- System design with detail
- Parking lot grade
- Geographical elevations and surface water detail
- "General Notes" on plans as required by public works preliminary review guidelines

GARDEN CITY, ADA COUNTY, IDAHO

In the Matter of:)	Permit No. _____
)	
Address _____)	FLOOD RISK
Parcel No. _____)	ACKNOWLEDGEMENT
Garden City, Ada County, Idaho)	
_____)	

Introduction

The FEMA Flood Insurance Rate Maps (FIRMS) for the Lower Boise River are in the process of being updated. Garden City will be secluded from the proposed change which means that the secluded area will maintain the 2003 mapped floodplain and floodway until further study. The City does not know of a date that this might happen. Currently the property where the subject building permits is proposed is not in the 100 year floodplain, however, the model shows that they will be in the floodplain once the seclusion is lifted.

All insurable structures within the floodplain are federally required to have flood insurance if there is a federally backed mortgage on the structure. The base flood elevations (BFEs) for the proposed structures are below the base flood elevations identified in the model that is being used for the new maps. Flood insurance for homes below the BFE is significantly higher than homes that are constructed above the BFE. Depending on the first floor construction in relation to the Base Flood Elevation, the required flood insurance rates could be thousands more per year. Subsequently, building the homes below the BFE could have significant economic impacts on the ability to sell the homes and for future home owners.

While there is no regulatory necessity to build the proposed structure to the proposed BFEs it is strongly recommended.

Acknowledgement

Garden City has provided this information prior to construction and these risks and requirements are acknowledged by the undersigned owner of the subject property located at _____, Garden City, Idaho; lot(s) _____ block(s) of _____ subdivision on the day and year as indicated below:

PROPERTY OWNER:

Printed Name

Signature

Date

CAPACITY CLAIMED BY SIGNER

Individual__

Corporation Officer__ _____
title

Partner(s)__

Attorney__

Trustee(s)__

Guardian/Conservator__

Other: _____

NOTARY PUBLIC:

On this _____ day of _____, in the year _____, before me, personally appeared, _____, personally known to me or proven to me on the basis of satisfactory evidence to be the person whose name is subscribed to be within the said instrument, and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his signature on the instrument that the person or entity upon behalf of which the person acted, executed the instrument.

Notary Public for Idaho
Residing at _____, Idaho
My Commission expires _____



North Ada County Fire & Rescue District

5800 Glenwood, Garden City, ID 83714
Ph: (208) 375-0906 Fax: (208) 375-0966

Plan Review Submittal Application

Date: _____ Permit Number: _____

Project Name: _____

Project Address: _____ City: _____ Zip Code: _____

Project Location: Unincorporated Ada County Garden City

Type of Permit: Commercial Single Family Dwelling

*Applicant: _____

Applicant Address: _____

Applicant Telephone: _____ Applicant Fax: _____

Applicant Cell phone: _____ Applicant E-Mail: _____

Contractor Telephone: _____

Description of Construction & Use: _____

Project Value (excluding lot): _____