



NON-RESIDENTIAL BUILDING PERMIT APPLICATION

Permit Number: _____

Application Date: _____ Rec'd by: _____

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 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: _____

Responsible Person: Name _____ CON# _____ EX: _____ Phone: _____

Notice to Contractor:

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 cards on them at all times. Garden City inspectors may require cards to be produced at the time of inspections. 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 the 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.

PROJECT INFORMATION

New Construction Multi-Family (3+ Units) Re-roof Interior TI/Remodel(no external work)
 Exterior TI/Remodel(including interior work) Accessory Building Shell Non-Residential with Residential
 Change of Occupancy(no construction) Other: _____

Provide the square footage of NEW Non-Residential construction (do not provide area of remodel) _____

*Provide the Drawing sheet number where occupancy and construction type are located: _____

Due Diligence Meeting Date: _____ **PROJECT VALUE (excluding lot) \$** _____

Note Official Ada County Numbered Addresses are required

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

Parcel #: _____ **Design Review Application Number (if applicable)** _____

Subdivision Application Number (if applicable) _____

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

Is the project in the floodplain? Yes/No If yes is the Elevation Certificate Provided? 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: 5/8" 1" 2" 3" 4" 6" N/A

Sewer Connection Y ___ N ___ NA ___

Fire Suppression ___ 2" Sprinkler ___ 3" Sprinkler ___ 4" Sprinkler ___ 6" Sprinkler ___ 8" Sprinkler

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

FOR NEW COMMERCIAL / TI COMMERCIAL PROJECTS ONLY

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

REQUIRED! APPLICATION CHECKLIST: Incomplete Applications will NOT be accepted.

The applicant is responsible for submitting 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
 - Application must be submitted by CD, thumb drive, or secured shared link via email.
 - **Submittal Acceptance Process:**
 - **Documents folder- ex: application, Flood Risk etc.**
 - **Drawings Folder- Detailed drawings must be in individual sheets and labeled with the sheet name.**
 - 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
- ___ Complete Due Diligence Discussion Application. (If applicable)
- ___ 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 (original copy must be submitted to Garden City)
- ___ 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 confirmation from ACHD that fees are not required) must be submitted prior to issuance of building permit. ****Contact impactfees@achdidaho.org directly.**
- ___ 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
 - **Elevation Certificate for construction drawings**
(initial EC has to be submitted prior to issuance of building permit)
 - **Elevation Certificate for Building Under Construction** establishing lowest floor must be submitted prior to any inspection for vertical construction.
 - **Elevation Certificate for Finished Construction**
(final EC required prior to issuance of Certificate of Occupancy)
- ___ **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.
- ___ **Design Professional Building Plans Certification Form -**
FLOOD PLAIN REQUIREMENTS -----OPTIONS

Floodplain:

If your project is in the Floodplain submit a site plan showing:

- The site plan's scale and north orientation arrow
- The parcel boundaries and the location and names of adjacent streets
- All watercourses on the parcel
- All floodplain, V-Zone, Coastal A-Zone, and floodway boundaries that run through the parcel
- All required buffer or setback lines from shorelines or channel banks
- All drainage and utility easements
- All areas to be cleared, cut, graded, or filled; and
- Location of all existing and proposed fences, walls, and other structures

If the permit includes a new building or an expansion of an existing building:

- The site plan must show the footprint of all existing and proposed buildings and building additions.

- The permit application papers must include
 - ✓ The elevation of the lowest floor of the building (or addition) and of an attached garage, including the elevation of the interior grade or floor of a crawlspace
 - ✓ The location and elevation of all mechanical and utility equipment servicing the building; and
 - ✓ For buildings with solid foundation walls and buildings with enclosures below the base flood elevation, the total area of each enclosed are (in square feet) measured on the outside, the location and specifications of all flood openings, and either the total net open area (in square inches) of flood openings below the base flood elevation, accounting for screens, louvers, faceplates, and grilles; or a statement of certification if engineered openings are specified (see NFIP Technical Bulletin #1).

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.

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.

THE PROPERTY OWNER’S SIGNATURE MUST BE NOTARIZED

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

Property Owner Name (Printed):_____ **(as appears on Ada County Assessors)**

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: _____

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.
- 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
- 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:
 - 3A-40BC minimum size
 - To be located starting at exit doors and spaced not less than 75 feet travel distance apart throughout the building.
 - 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
- 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 timetable
 - (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 be designated as ISPWC type "A" or "B"
- Bedding and Backfill
- Elevations of adjoining lots
- 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



6015 Glenwood Street ■ Garden City, Idaho 83714
 Phone 208 - 472-2921 ■ Fax 208 - 472-2926 ■
www.gardencityidaho.org

Property Owner Permission (Affidavit of Legal Interest)

State of Idaho)
)SS
 County of Ada)

I, _____, _____
 Name Address of Owner
 (must be primary owner as noted in Ada County Assessor's records.
 If the primary owner is a business write the business name)

 City State and Zip

Being first duly sworn upon oath, depose and say:

1. That I am the record owner of the property described on the attached, and I grant my permission to _____,
 Name of Applicant
 to submit the accompanying application pertaining to _____,
 Garden City Idaho, 837____ property. Address of Property Subject to this Affidavit
2. I agree to indemnify, defend, and hold the City of Garden City and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.
3. I hereby grant permission to City of Garden City staff to enter the subject property for the purpose of site inspections related to processing said applications.
4. I acknowledge that all fees related to said applications and improvements are ultimately the property owner's responsibility.

Dated this _____ day of _____, 20____

 Signature Printed Name
 (must be primary owner, registered agent, or otherwise have legal authority to sign on behalf of primary owner)

Subscribed and sworn to before me the day and year first above written.

 Notary Public for Idaho

Residing at: _____

My Commission expires _____