



RESIDENTIAL BUILDING PERMIT APPLICATION

Permit info: _____
 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

**** Immediate notification to Garden City Permitting desk is required for ALL address changes.**

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 the Principal Contact is the primary contact. All application correspondence and invoices will be transmitted to this person. The Principal Contact will be responsible for coordinating, reviewing, and ensuring that all construction documents have been prepared by qualified design professionals, and submitting such materials.**

CONTRACTOR INFO:

Responsible Person (Name) _____ Con # _____ EX: _____ Phone: _____

Contractor Name: _____ E-mail: _____

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

Office Phone: _____ Cell: _____ Contractor State Registration #: _____ Exp Date: _____

OWNER INFO:

Owner Name: _____ E-mail: _____

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

Phone: _____ Cell: _____ Fax: _____

PROJECT INFORMATION:

PROJECT VALUE (excluding lot) \$ _____

Select: New Construction Addition Remodel Garage Other _____

Select: Single Family Duplex MultiFamily (2-unit max) Garage Accessory Bldg. Deck (uncovered)

Live-Work-Crete less than 10% of structure (if greater than or equal to 10%, use non-residential application)

Re-roof (simple) Limited Permit (non-combustible, no utility connections, MFH foundation)

Scope of work: _____

Parcel # _____ Lot: _____ Block: _____ Subdivision: _____

Project Street # _____ **Street Name:** _____ **Zoning:** _____

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

Select Foundation: Crawl Slab on grade Basement MFH Foundation

Construction Type: _____ Occupancy Type (per IBC): _____ Total sq. ft.: _____

New Living SF: _____ New Garage SF: _____ Remodel SF: _____ Covered Porch/Deck/Shed SF: _____

Uncovered Deck SF: _____ Other (describe) _____ Existing (sq. ft.): _____

Do you have a home business? Y/N (Percentage of gross floor area utilized for the business) % _____

Is the project in floodplain? Y/N Elevation Certificate Attached? Y/N

List Water Body(s) within, adjacent or nearby (irrigation/drainage included): _____

Home, Apartment, or Child-Occupied facility built prior to 1978? Y/N Lead Cert # _____

REQUIRED! - RESIDENTIAL APPLICATION CHECKLIST

Incomplete Applications will NOT be accepted.

- ___ Electronic copy of all plans and application materials - Related applications _____
 - ***Drawings must be submitted as individual sheets and labeled with a description. Include the numbered addresses. Please mark the plans as "proprietary information" should you not wish the plans to be disclosed pursuant to public information requests.***
- ___ Complete Residential Building Permit Application (*all pages are required to be submitted*)
- ___ Erosion and Sediment Control Application (if performing land-disturbing activity)
- ___ 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.
- ___ Flood Risk Acknowledgement (**original copy must be submitted to Garden City**)
- ___ Design Review application (if >1 single family home)
- ___ Fire Rescue approval (if multifamily structure - done concurrent with Garden City Reviews)
- ___ Sustainability Checklist (if new residential over 4 units)
- ___ Copy of Elevation Certificate (if the property is in the Floodplain or Floodway)
 - **Elevation Certificate for construction drawings**
(initial EC must be submitted prior to issuance of building permit)
 - **Elevation Certificate for Building Under Construction** establishing the 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)
- ___ **Prior to issuance of building permit:**
 - Submit ACHD Impact Fee Receipt (or confirmation from ACHD that fees are not required)
****Contact impactfees@achdidaho.org directly.**
 - Submit ACHD stamped drawings. 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.

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 applicants 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.

Notice to Contractors and Designers:

All plans are required to include a Braced Wall plan per 2018 IRC R602.10. Provide all elevation heights including finish floor for each floor, portal frame, ridge height, etc. All plans submitted to Garden City after March 31, 2016, are required to include the design criteria used to design the building and the elevation heights. Any plans not including this information will not be approved. Provide the applicable Design Criteria for all future Garden City Projects:

DESIGN CRITERIA EXAMPLE ONLY:

Codes: IRC 2018, IECC 2018,
IMC 2018, ISPC 2009, NEC 2014
Frost Depth: 24 Inches
Seismic Zone: C
Climate Zone: 5
Basic Wind Speed: 90 mph

Soil Bearing Capacity: 1500 PSF
Roof Loads: 25 PSF Live (snow) / 17 PSF Dead
Floor Loads: 40 PSF Live / 17 PSF Dead
****Provide all elevation heights including finish floor
for each floor, portal frame, ridge height, etc.**

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.

General:

Yes N/A

- Plans are scaled at 1 inch = 20 feet -or- 1/8 inch = 1 foot or larger, unless otherwise specified. Where applicable, stamped and signed by an Idaho licensed design professional. Plans for townhouse projects with more than four (4) units attached shall be prepared, signed, and sealed by an architect licensed by the State of Idaho.
- All alterations to manufactured homes must submit engineered stamped plans.
- Structural calculations (where applicable) stamped and signed by an Idaho licensed engineer. (Such as for tall walls, non-typical light frame construction or wall bracing, beams, connections, or retaining walls more than 4' in height from the bottom of the footing to the top of the wall)
- Complicated roof layouts, provide truss details stamped by an Idaho licensed engineer.
- Building envelope energy code compliance - REScheck analysis signed - or - compliance with the prescriptive method shown on plans. [Page(s) _____]
- If using spray foam insulation, provide information on the specific product or the approved ICC-ES Evaluation Services Report.

Plans Provided:

Site Plan [Page(s) _____]

Yes N/A

- Show location of the structure including balconies, decks, driveways, and walkways with setbacks to the property lines. Indicate bearings, distance, and curve data in conformance with the recorded plat.
- Show any easement locations.
- Show floodway and/or 100-year floodplain
- Show fence location and type of fence
- Show parking locations and dimensions
- Show outdoor lighting, including light shielding
- Location of utilities (all new utilities must be underground)

Flood Plain:

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 area (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).

Landscape Plan [Page(s) _____] (Information can be on site plan or as a separate plan)

Yes N/A

- Show calculation of total square footage and location of landscape comprised of 70% or greater of living materials
- Species, number, size, and location of trees and shrubs in the front yard
- Location of waterways including but not limited to rivers, drainages, irrigation canals, ditches, and laterals.

Foundation Plan

Yes N/A

- 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 the column to footing connections.
- Show crawlspace venting sizes and locations.

Floor Plans [Page(s) _____]

Yes N/A

- 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.
- Provide a wall bracing plan specifying all braced wall line locations including the bracing method (intermittent bracing or continuous sheathing) on each wall line per IRC Table R602.10.2. Include any alternate braced wall panels or portal frame details where applicable. Show dimensions of braced wall panels in length required by IRC Table R602.10.1.2(1) based on wind speed. For townhouses, also verify requirements of IRC Table R602.10.1.2(2) based on seismic design category. Show foundation requirements, reinforcement, any hold-downs, and fastening requirements of braced wall panels. If wall bracing method CS-WSP (continuous wood structural panel sheathing) is used, provide exterior corner framing details per IRC Figure R602.10.4.4.1 on plans. **NOTE:** Braced wall panel lengths may also be provided by submitting approved electronic wall bracing software compliance documentation.
- Note the required rated wall separation requirements between the garage and the dwelling including the door.

Elevations [Page(s) _____]

Yes N/A

- Show all sides of the structure and the height mark as North, South, East, and West.
- Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches, and stoops.
- Show materials used on street façade wrapping around the building (min. 2')
- Show attic vents and/or crawlspace vents.
- Show outdoor lighting attached to the building, including light shielding.

Structural Building Section [Page(s) _____]

Yes N/A

- Building cross section showing a cut through the building from the bottom of the footing to the roof. More than one section may be required.
- Specify footing/foundation sizes, reinforcement sizes and spacing, and minimum frost depth from grade to the bottom of the footing.
- Specify anchor bolt sizes and spacing and specify sill plate as pressure treated or wood of natural resistance to decay.
- Show basement damp proofing method.
- Specify floor framing member sizes and spacing, underfloor clearance, vapor barrier, and floor sheathing.

- Note insulation types and R-value for foundation, floors, walls, attic/ceiling.
- Specify stud types, sizes, and spacing and note types and sizes of headers.
- Note wall sheathing, moisture barrier, siding material, interior wall covering, and vapor barrier.
- Specify roof framing members sizes and spacing, roof sheathing, roofing materials, any mechanical connectors for roof framing members to walls, and attic ventilation.
- Stair section detail showing dimensions of treads, risers, headroom, handrails, & guard requirements.
- Fire resistive assembly wall section details (Townhouse separation, duplex separation, exterior walls due to location on the property, and fire rated eave details when applicable) Note applicable tested/listed assembly number on the plans.

Floor Framing Plans [Page(s) _____]

Yes N/A

- Specify floor joists type, size, spacing, and spans. Show any interior bearing points.
- Specify types and sizes of supporting beams, headers, and columns. Show any interior bearing points.
- Note any pony/cripple walls stud type, size, and spacing.
- Specify any mechanical connectors/fasteners such as for floor joist to beam, beam to beam, or beam to columns.

Roof Framing Plans [Page(s) _____]

Yes N/A

- Specify rafter and/or ceiling joist type, size, spacing, and spans. Show any interior bearing points.
- Specify/provide truss layout, spacing, spans, and style (scissor, mono, hip, standard, or girder). Show any interior bearing points.
- Specify types and sizes of supporting beams, headers, and columns. Show any interior bearing points.
- Specify any mechanical connectors/fasteners such as for rafter/truss to beam, beam to beam, girder truss to beam, or beam to columns.

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.

Accessibility (Townhouses)

Yes N/A

- Where there are four or more dwelling units or sleeping units in a single structure, the provisions of Chapter 11 of the *International Building Code* for Group R-3 shall apply. (Accessible dwelling units)

Wall Bracing Compliance Statement: In signing this application, I declare that I am the applicant and/or builder of the residence to be constructed on the site identified on this application and that the plans have been designed and the building will be constructed in accordance with one or all of the following wall bracing requirements: 1. International Residential Code Wall Bracing Section 2. An engineered alternative designed by an Idaho licensed structural engineer. The ultimate responsibility for code compliance lies with the permit applicant and those that do work on the project.

APPLICANT'S SIGNATURE: _____ **DATE:** _____



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 _____