



PLANNING AND DEVELOPMENT SERVICES

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PDS	Document Number
	#520

Major Tenant Improvement Submittal Checklist

Permit #: _____

Date: _____ Project Name: _____

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

Application Submittal

Building permit applications and plans can be submitted to the City by two methods. *This checklist must be completed no matter which method is used.*

1. Electronic Submittal

Our Permitting and Licensing | ePlanReview system lets you submit documents and plans electronically for review. Go to www.cityofboise.org/pds for more information. All electronic files must meet the requirements specified in the [Electronic Plan Review Submittal Standards](#) document. Electronic files that do not meet these requirements will not pass pre-screen review.

2. Paper Submittal

Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The intake is not a "plan review" for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required. Intake meetings can occur any time between **8:00 am – 4:00 pm Monday through Friday**. Please check in at the Permit Counter and a staff member will conduct the intake with you. All zoning approvals must be completed prior to the intake.

Application Acceptance

- Incomplete submittals will not be accepted. If you are submitting electronically incomplete submittals must upload additional documents. For paper submissions, after needed corrections are made, return to the Permit Counter for another intake meeting.
- Plans must be accepted as complete and the plan review fee must be paid before review can begin.

Instructions

- This checklist must be completed by the project's Idaho-licensed design professional of record or applicant if design professional is not required. If submitting in paper, please include this checklist with the Application. If submitting electronically uploaded in the Documents folder.
- This checklist is not complete unless all information is filled out, all appropriate boxes are checked, and all plan page numbers are listed.
- See **#520-B Major Tenant Improvement Guide** for prior planning approvals, review process information, fees, and outside agencies. The guide is available at https://www.cityofboise.org/media/3827/520b_major_ti_handout.pdf

Documents Provided

Yes N/A

- #520 Major Tenant Improvement Application** – all pages (*2 paper copies*)
- #304 Registered Design Professional form** (*2 paper copies*)
- Building Plans** (*2 complete paper sets*). Plans drawn to scale on 18"x24" minimum size plan sheets. Architectural stamped and signed by an Idaho licensed architect; Civil, structural, electrical, mechanical & plumbing stamped and signed by Idaho licensed engineers.

Exceptions to Architectural Stamped Plans:

 - 1)** Occupancy Groups B, F1, F2, M, S1, and S2 not exceeding two (2) stories and 6,000 square feet total area may be prepared, signed, & sealed by a professional engineer licensed by the State of Idaho
 - 2)** Interior Tenant Improvements, where no change of use or occupancy is occurring, within existing tenant spaces of 1,500 square feet or less for existing A, B, E, F1, F2, M, S1, and S2 Occupancies.
 - 3)** Where work scope is limited to interior nonbearing partitions not exceeding sixty (60) lineal feet.
- Specification Books:** (*2 paper copies*) - or - incorporated within building plans
- Soils and Geotech report** for support of the structure where applicable - (*2 paper copies*) stamped and signed by an Idaho licensed engineer or declare on plans the default seismic site class & soil bearing per IBC
- Central District Health Department (CDHD)** signed copies of all plan sets, *if paper submittal*, for any building where food is prepared, manufactured or stored, and for all day care facilities, *and (2 paper copies)* of the CDHD Food Establishment Plan Review and Approval form or the Child Care Center Plan Review form where applicable. Submit plans to CDHD prior to City submittal.
- Central District Health Department (CDHD)** *if electronic submittal*, provide a completed Food Establishment License application and Food Establishment Plan Review and Approval form for any building where food is prepared, manufactured or stored. (*1 copy*) Form is available at:
<https://www.cdhd.idaho.gov/eh-food-forms.php>

For **Day Care facilities**, provide a completed Child Care Center Plan Review form. (*1 copy*) This form can be obtained at:
<https://www.cdhd.idaho.gov/eh-childcare-forms.php>

Initial submittal does NOT require a trip to CDHD if submitting electronically, however, CDHD may require a separate meeting for specific cases.
- Food Establishments** (*2 paper copies*) must provide a copy of the final menu and notate the type of table ware being used (i.e. china, glass, single use, etc.).

- Site specific fire flow at hydrants letter** (*2 paper copies*) from *Veolia Water* or other public water provider. Include static pressure if sprinklers are to be installed.
- Planning & Zoning letters of approval** (*2 paper copies*)— i.e. modification of Conditional Use (CUP); Design Review (DRH); Zoning Certificate/other approvals if applicable (such as for exterior changes to the building or site). If project is in an historic district, provide a copy of the "Certificate of Appropriateness" issued by the Planning Division with the permit application.
- Hazardous Material Inventory & Classification report** (*2 paper copies*) For F, S, H, or I Occupancy, provide an HMIC report by a City approved HazMat consultant.
- Ada County Highway District (ACHD) License Agreement** (*2 paper copies*) with signatures, where applicable.
- Ada County Highway District Impact Fee Assessment and Tenant Improvement Submittal Form** (*2 copies*). Form available at <https://www.achdidaho.org/Departments/FormsPage>
- Any Modifications to the code, Alternative materials/methods/design of construction or equipment, or any Upgrade Agreement** (*2 paper copies*) all approved and signed by the Building Official, and where applicable, the Fire Marshal.

Erosion & Sediment Control (ESC) Permit Coverage

Note: Any construction site or activity within the City of Boise jurisdiction that is found to be polluting stormwater runoff regardless of building addition size or amount of soil earth disturbance may be required to obtain an ESC Permit.

Yes N/A

- ESC General Permit** is required when tenant improvement adds 500-1,000 square feet to an existing building **and/or** external site work or excavation that disturbs greater than 10 cubic yards of soil. Complete **#701 ESC Application** at the below link.
https://www.cityofboise.org/media/2999/701_erosion_application.pdf
- No ESC Permit** is required on projects adding less than 500 square feet to an existing building and does not have external site work or excavation that disturbs greater than 10 cubic yards of soil.
- ESC Site Specific Permit** is required when tenant improvement adds 1,000-6,000 square feet to an existing building. Submit **#701 ESC Application**, list Certified ESC Responsible Person on application form or at time of permit issuance. Include one of the following required submittals, listed below (check appropriate box):
 - ESC Plan submittal** (*2 paper copies*), must include site specific ESC site map and project narrative. Plans must be designed for the specific project and be prepared and signed by a plan designer certified by Boise City. See the below links to the **#702 Erosion Control Checklist** and **#708 ESC Plan Template** for reference.
https://www.cityofboise.org/media/3001/702_esc-checklist.pdf
https://www.cityofboise.org/media/3008/esc_plan_template.docx

OR

- #703 ESC Plan Waiver Request** using the following the format of the Sample Waiver Letter form found in the below link.
https://www.cityofboise.org/media/3002/703_samplewaiverletter.doc

Grading/Drainage Plans & Documents

Note: Where work includes more than 500 sq. ft. of new addition or impervious surface; replacing a parking lot; where additional roof drainage is added to the existing drainage system, or any modification to existing drainage systems

Yes N/A

- Soils and Geotech report** for infiltration systems where applicable - (2 paper copies) stamped and signed by an Idaho licensed civil engineer, geologist, or soil scientist
- Site Grading & Drainage Plans** where applicable - (2 paper copies incorporated in plans plus 3 extra sets) stamped and signed by an Idaho licensed design professional
- Shallow Injection Well Inventory Form** Drainage plans with seepage beds must submit a "Shallow Injection Well Inventory" form from the Idaho Department of Water Resources available at:
<https://idwr.idaho.gov/wells/shallow-injection-wells/>
- Site Drainage Report** where applicable - (2 paper copies) stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations.
- Drainage System Operation & Maintenance Plan** where applicable - (2 paper copies) stamped and signed by Idaho licensed design professional.

Plans Provided

Yes

- Vicinity Map** showing location of the property with street names identified.
 [Page(s) _____]
- Key Plan** showing the tenant space location within the existing building or floor
 [Page(s) _____]
- Table of Contents/Drawing Index** [Page(s) _____]
- Code Analysis/Building Data** on front sheet of plans which needs to include the following: code year, occupancy group(s), and land use zone, type of construction, tenant area, fire suppression system (specify applicable NFPA Standard), declare any fire alarm or smoke control system. [Page(s) _____]

Site & Landscape Plans (If any exterior changes to the building or site.)

Yes N/A

- Site plan** to show streets, dimensions from building to property lines & other buildings, exterior site changes. [Page(s) _____]

- Site plan clearly designating “Fire Department Access Roadways”** including connecting public streets. (Include contour lines or similar elevation designation if grade changes are over 2%). [Page(s) _____]
- Site plan designating fire hydrants** (new and existing). [Page(s) _____]
- Site plan showing parking stalls** with dimensions, number of parking spaces, on site sidewalks and ramps, ramp details, and at grade mechanical equipment. [Page(s) _____]
- Site plan showing trash and/or recycle enclosure** locations, details and dimensions. [Page(s) _____]
- If streetlights are required** by Public Works (*2 paper copies incorporated into plans plus 3 extra paper copies*), indicate locations, power source and conduit route, pole and fixture specifications on site plan. [Page(s) _____]
- Landscape plan** showing location of trees, shrubs, groundcovers. [Page(s) _____]
- Plant Schedule** identifying type of vegetation, quantity and size. [Page(s) _____]

Architectural/Life Safety Plans

Yes N/A

- Indicate any exterior/interior demolition work** including removed plumbing fixtures. [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). [Page(s) _____]
- Roof plan**, if new or replaced equipment on roof. [Page(s) _____]
- Elevations**, if exterior changes. [Page(s) _____]
- Wall schedule & sections** including interior wall bracing method. [Page(s) _____]
- Door and window schedule.** [Page(s) _____]
- Door hardware schedule.** [Page(s) _____]
- Finish schedule.** [Page(s) _____]
- Ceiling notes/details** (hard lid or suspended ceiling) and/or draft stops. [Page(s) _____]

- Fire resistive assembly details, shaft details, & penetrations** for any new or existing rated conditions and proposed changes to rated wall(s) & ceiling(s).
[Page(s) _____]
- Stair details** showing tread, riser, handrails, & guard requirements.
[Page(s) _____]
- Required plumbing fixtures** (i.e. toilets, lavatories, service sink, drinking fountain).
[Page(s) _____]
- Fire sprinkler riser** locations. [Page(s) _____]
- Fire pump/riser room** & reservoir location. [Page(s) _____]
- Fire pump/riser room construction details**, such as rated walls, ceilings, floor drains, ventilation, etc. [Page(s) _____]
- Smoke & heat vent locations** & dimensions. [Page(s) _____]
- Emergency generator & fuel tank** location. [Page(s) _____]
- Standby and emergency power source.** [Page(s) _____]
- Exit signs and emergency lighting** locations. [Page(s) _____]
- Portable fire extinguisher** locations. [Page(s) _____]
- Medical gas rooms**, construction, ventilation, gas names and quantities of each.
[Page(s) _____]

Structural Plans *(Where any structural work is occurring.)*

Yes N/A

- Structural calculations** (*2 paper copies*) stamped and signed by an Idaho licensed engineer.
- Specify design loads and material specifications.**
[Page(s) _____]
- List deferred items** on plans. [Page(s) _____]
- Identify special inspections** on plans. [Page(s) _____]
- #310 Statement of Special Inspections** (*2 paper copies*) completed by the design engineer.
- Foundation** plans & details, including the reinforcement.
[Page(s) _____]
- Wall framing & bracing** details. [Page(s) _____]

- Structural building sections.** [Page(s) _____]
- Floor framing** plans & details. [Page(s) _____]
- Roof framing** plans & details. [Page(s) _____]
- New permanent awnings/canopies, rooftop equipment, or new openings in exterior walls.**
[Page(s) _____]

Accessibility Inside the Building

Yes N/A

- Interior ramps, maneuvering clearances, doors & passages.**
[Page(s) _____]
- Floor plan with fixture locations/dimensions and elevations** for restroom fixtures, counter heights, sinks, and public amenities with required dimensions.
[Page(s) _____]
- Accessible upgrade work.** Where an interior or exterior alteration affects a primary function area, specify accessible upgrade work to occur (Funds to spend for upgrade work are not required exceed 20% of the costs of the alteration – see the currently adopted International Existing Building Code. [Page(s) _____]

Energy Code Compliance

Yes N/A

- Building envelope alterations** – include exterior wall and/or ceiling/roof insulation R-values, any new exterior windows or doors specify U-factor and Solar Heat Gain Coefficient (SHGC). [Page(s) _____]
- Lighting compliance COMcheck** signed & printed on the plans if new lighting is being installed or when the tenant use changes, or specific room uses change.
[Page(s) _____]
- Lighting Plan and Lighting fixture schedule** if new lighting is being installed or when the tenant use changes or specific room uses change (list fixture type, wattage, ballast/bulb type, fixture count, switching requirements including daylight area switching and automatic lighting control shutoff for tenant spaces over 5,000 sq. ft.).
[Page(s) _____]
- Mechanical compliance COMcheck** signed & printed on the plans if new mechanical units are being installed. [Page(s) _____]
- Heating & cooling load calculations** if a new mechanical unit are being installed.
[Printed on plans Page _____/or attached to plans]
- Commissioning Plan**, where applicable, per IECC printed on the plans. Can also include a separate attached document. **#308 IECC System Commissioning Agencies** can be found at the following link.
<https://www.cityofboise.org/media/7473/system-commissioning-agencies-form-6-23-16.pdf>

- For new mechanical systems and service water heating systems with cooling capacity 480,000 Btu/h or greater and combined service water heating and space heating capacity of 600,000 Btu/h or greater.
- For controls of automatic lighting systems – functional testing (occupant sensor controls, time switch controls, daylight responsive controls) – unless exempted by policy. [Page(s) _____]

Mechanical Plans

If new mechanical units and ducting are being installed – or - if food service, beauty/nail salon, or laundry facility, hazardous materials exhaust system, dry cleaning facility and medical and dental facilities.

Yes N/A

- Mechanical plans** stamped and signed by an Idaho licensed engineer.
Note: Mechanical plans may be stamped and signed by an Idaho licensed architect for minor work or for ventilation systems serving nail salons with two or less nail stations. Contact the Chief Mechanical Inspector or Mechanical Plans Examiner, for approval prior to submittal for prescreen..
- Mechanical equipment schedule** including designed CFM of outside air.
[Page(s) _____]
- Mechanical ventilation analysis**, room by room. [Page(s) _____]
- Supply and return duct locations** with designed CFM of air flow.
[Page(s) _____]
- Fire and smoke damper locations**, ratings and listed assemblies.
[Page(s) _____]
- Kitchen exhaust hoods**, ducts, locations & details. Specify, grease duct enclosure – rated shaft or duct wrap. [Page(s) _____]
- Kitchen equipment plan and schedule.** [Page(s) _____]
- All Exhaust Fan Locations.** For example, restroom(s), dryer exhaust, etc. As well as CFM, duct locations, terminations and sizes. [Page(s) _____]
- Medium and Low-pressure gas piping** sizes, total BTU load, total developed length & locations. [Page(s) _____]

Plumbing Plans

If food service, hair or nail salon, laundry facility, veterinary clinic, animal care or pet grooming, car wash, medical or dental facilities unless work is confined only to a restroom remodel or addition in these uses.

Yes N/A

- Plumbing plans** stamped and signed by an Idaho licensed engineer.
Note: Plumbing plans may be stamped and signed by an Idaho licensed architect for minor work. Contact the Chief Plumbing Inspector for approval prior to submittal for prescreen.
- Domestic water line** locations & sizes. [Page(s) _____]

- Flammable liquids and/or grease interceptor** details.
[Page(s) _____]
- Sanitary waste lines** with venting and segregated grease lines while noting all sizes from sewer main to and throughout the building. [Page(s) _____]
- Kitchen pretreatment equipment** including point source grease abatement details.
[Page(s) _____]
- Interior roof and overflow drain lines** locations and sizes where new or altered.
[Page(s) _____]
- Water heater** details. [Page(s) _____]
- Plumbing fixture schedule.** [Page(s) _____]
- Medical gas piping** sizes & locations. [Page(s) _____]

Electrical Plans

If an addition of or alteration to Alternative Energy Systems, Electric Vehicle Charging Systems, Hazardous (Classified) Locations, Medical Treatment or Examination Facility, Commercial Kitchens, Public Swimming Pools and similar installations, Elevators, Dumbwaiters, Moving Walks, Educational Facilities, electrical plan review is required.

Yes **N/A**

- Electrical Plans Stamped and signed by and Idaho licensed engineer.**
[Page(s) _____]

Note: Electrical plans may be stamped and signed by and Idaho licensed architect for minor work. Contact Chief Electrical Inspector for approval prior to submittal for prescreen.

- Lighting Plan.** [Page(s) _____]
- Power Plan.** [Page(s) _____]
- Electrical Fixture and/or Equipment Schedule.** [Page(s) _____]
- Panel Load Schedules and summary of electrical load calculation.**
[Page(s) _____]
- One Line Diagram with** details of service, grounding, feeders, transformers, and subpanels.
[Page(s) _____]
- Electrical Details/Details/Notes**, conduit sizes/types, conductor sizes/types, insulation types, circuit wiring sizes/types, homeruns. [Page(s) _____]

Applicant Acknowledgement

I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.

Name of Submitting Design Professional of Record
(or applicant if design professional not required)

Date

*******For Official Use Only*******

Accepted

Not Accepted _____ by _____
Date Staff Member Conducting the Intake

Accepted

Not Accepted _____ by _____
Date Staff Member Conducting the Intake