



## PLANNING AND DEVELOPMENT SERVICES

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<b>PDS</b>	Document Number
	#524

# Commercial Grading & Drainage with Utilities Submittal Checklist

Case #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

## 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](http://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. All resubmittals must be submitted via the ePlan Review system.

### 2. Paper Submittal

Paper plans must be reviewed at the Permit Counter where staff will verify that the project submittals are complete. The prescreen is not a "plan review" for code compliance. The applicant is responsible for contacting specific staff members if additional consultation is required. All resubmittals must be submitted in paper to the permit counter.

Prescreen 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. Applicants with incomplete submittals must upload additional documents (electronic submission) or make the needed corrections and return to the Permit Counter for another intake meeting (paper submission).
- Plans must be accepted as complete, and the associated erosion and sediment control fee must be paid before review can begin.

## Instructions

- Checklist must be completed by the project's Idaho-licensed design professional of record (or applicant if design professional not required) and submitted with the application (paper), or uploaded with the plans and documents (ePlanReview).
- The checklist is not complete unless all information is filled out, all appropriate boxes are checked and all plan page numbers are listed.
- See "#524-b – Commercial Grading & Drainage with Utilities Handout" for prior planning approvals, review process information, and fees. The guide is available on [www.cityofboise.org/pds](http://www.cityofboise.org/pds).

**Note:** If using ePlanReview to submit electronic files, only one (1) copy of each document is required. Paper submittals require additional copies as noted.

## Documents Provided

Yes N/A

- Application #524 – Commercial Grading & Drainage with Utilities Permit** (2 paper copies) Submit all pages.
- Form #304 – Registered Design Professional** (2 paper copies)
- Structural Calculations** (3 paper copies) Such as for shoring or retaining walls, stamped, and signed by an Idaho licensed engineer.
- Specification Books:**  (2 paper copies) - or -  incorporated within building plans
- Soils and Geotechnical report** for support of the structure stamped and signed by an Idaho licensed engineer (2 paper copies) or declare on plans the default seismic site class & soil bearing per IBC.
- Site Specific Fire Flow at Hydrants Letter** (2 paper copies) From Veolia or other public water provider. Include static pressure for the required fire sprinkler system installation.
- Form #310 – Statement of Special Inspections** (2 paper copies) Must be completed by the design engineer (or architect if no engineer or applicant if no design professional) if applicable, such as for shoring or structural fill.
- Floodplain Elevation Certificate or Letter of Map Revision (LOMR)** (1 paper copy for both ePlan and paper submittals) Elevation certificate stamped and signed by licensed surveyor. If LOMR to be submitted, complete FEMA approved document to be submitted.
- Planning & Zoning letter(s) of Approval** (2 paper copies) – i.e. Conditional Use Permit (CUP), Planned Unit Development (PUD), Design Review Permit (DRH) and/or other approval documents.
- Recorded Document** (1 paper copy)(With instrument number) For all new and existing sewer easements.
- Erosion & Sediment Control (ESC) Narrative** (2 paper copies) Narrative must be designed for the specific project.
- Site Drainage Report** (2 paper copies) Stamped and signed by an Idaho licensed design professional including descriptive narrative and calculations.
- 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/wp-content/uploads/sites/2/forms/shallow-well-inventory-form.pdf>
- Drainage System Operation & Maintenance Plan** (2 paper copies) Stamped and signed by Idaho licensed design professional.
- Drainage System Operation & Maintenance Plan Agreement (appendix J from Public Works Stormwater Manual)** (1 paper copy for both ePlan and paper submittals) Original copy only. Must be completely filled out and notarized prior to issuance.

## Plans Provided

Yes N/A

- Site Grading and Drainage Plans** (3 complete sets) (NOTE: Provide 3 complete paper sets if structural plans for shoring are included for outsourced structural review). Plans drawn to scale on minimum 18"x24" size sheets. Architectural stamped and signed by an Idaho licensed architect; Civil plans stamped and signed by an Idaho licensed engineer or professional. Structural, electrical, and plumbing stamped and signed by Idaho licensed engineers.
- Vicinity Map** showing location of the property with street names identified [Page \_\_\_\_\_]
- Land Use Zone** [Page \_\_\_\_\_]
- Table of Contents/Drawing Index** [Page \_\_\_\_\_]
- Code Analysis/Building Data** where applicable, on front sheet of plans which includes: Code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable), fire alarm or smoke control system. [Page \_\_\_\_\_]

## Site & Landscape Plans

Yes N/A

- Site Plan** showing streets, new & existing building locations including dimensions to property lines & other buildings, water mains and fire sprinkler underground mains (include diameters), sewer mains & services (including sizes and invert elevations), geothermal lines (include sizes), canals/ditches, contour lines, all easements, and curb cuts, and street light locations and types [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 \_\_\_\_\_]
- Site Plan Designating Fire Hydrants** (new and existing) [Page \_\_\_\_\_]
- Site Plan Showing Parking Stalls** including accessible parking, with dimensions, number of parking spaces, on site sidewalks and ramps, ramp details, and at grade mechanical equipment [Page(s) \_\_\_\_\_]
- Site Plan Showing Trash Enclosure** locations, details and dimensions [Page \_\_\_\_\_]
- If Street Lights are Required** by Public Works, indicate locations, power source and conduit route, pole and fixture specifications on site plan (2 paper copies incorporated into plans plus 3 extra paper copies) [Page \_\_\_\_\_]
- Landscape Plan** showing location of trees, shrubs, groundcovers [Page \_\_\_\_\_]
- Plant Schedule** identifying type of vegetation, quantity and size [Page \_\_\_\_\_]

## Erosion & Sediment Control Plans

**Note:** For ESC plan guidance and documents please visit [ESC Documents & Resources](#) or contact [ESC Inspectors](#).

Yes      N/A

- ESC Plans** (2 paper copies incorporated into plans) Plans must be designed for the specific project, and include Best Practice Management (BMP0 construction details. **NOTE:** A Storm Water Pollution Prevention Plan (SWPPP) will be accepted for review in place of the ESC plan.  
[Page(s) \_\_\_\_\_]

## Structural Plans

For any structural work such as shoring or retaining walls. .

Yes      N/A

- Specify Design Loads and Material Specifications** [Page \_\_\_\_\_]
- Identify Required Special Inspections** on plans [Page \_\_\_\_\_]
- List Deferred Items** on plans [Page \_\_\_\_\_]
- Shoring Locations & Details** [Page(s) \_\_\_\_\_]
- Retaining Wall Locations & Details** [Page(s) \_\_\_\_\_]

## Plumbing Plans

Yes      N/A

- Plumbing Fixture Schedule** [Page \_\_\_\_\_]
- Backflow Protection** noted [Page \_\_\_\_\_]
- Domestic Water Line** locations & sizes from meter to the building [Page(s)\_\_\_\_\_]
- Underground Sanitary Waste Lines and Segregated Grease Lines** – note all sizes from sewer main to the building [Page(s)\_\_\_\_\_]
- Flammable Liquids and/or Grease Interceptor** locations and details  
[Page(s) \_\_\_\_\_]
- Roof and Overflow Drain Lines** locations and sizes [Page(s) \_\_\_\_\_]

## Electrical Information

Yes      N/A

- Site Electrical Notes or Details** (vaults, transformers, underground service, site lighting, right of way lighting) [Page(s) \_\_\_\_\_]

## Applicant Acknowledgement

*I 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

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### For Staff Use (paper submittal)

Accepted

Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake

Accepted

Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake