



PLANNING AND DEVELOPMENT SERVICES

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|------------|-----------------|
| PDS | Document Number |
| | #406 |

Residential Addition, Alteration & Accessory Building Submittal Checklist

Case #: _____

Application Acceptance/Review

Residential additions, alterations and accessory buildings are typically reviewed and approved over the counter from 8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m. Monday through Friday. Customers are seen on a first come, first serve basis. Please check in at the Permit Counter with a completed application, completed submittal checklist, and plans to start the process. A building plans examiner will review the plans and submittal checklist to determine if the review can occur. If the plans are incomplete, the applicant will be asked to return another day with updated plans or documents. **Any specific planning approvals such as historic, substandard lot, accessory dwelling, hillside or floodplain must be completed prior to the building permit submittal and review.**

The Permit Counter can be contacted at (208) 608-7070 for any further questions or information on fees. For fee questions, provide a total valuation of the project to obtain an estimate of the required fee amount.

Instructions

The applicant or Idaho licensed design professional of record (if applicable) must bring this completed and signed checklist with all required drawings. Make sure to: Fill out the Project Information, check () the appropriate boxes and sign this checklist. The staff member conducting the intake will verify that all required information is included.

Project Information

Project Name: _____

Site Address: _____

Checklist

Documents Provided:

Yes N/A

- Form #406** (1 paper copy) - Residential Addition, Alteration & Accessory Building Application.
- Form #701** (1 paper copy) - Erosion & Sediment Control (ESC) Application when applicable (such as where earth is disturbed for concrete pours on additions or accessory buildings and may include demolition or concrete placement for interior remodels).
- Planning Letter(s) of Approval** (1 paper copy) – i.e. Design Review/Historic Permit (DRH), Conditional Use Permit (CUP), Planned Unit Development (PUD), Floodplain/Hillside (CFH) and/or other approval documents.
- Have you verified the required minimum setbacks and maximum height allowed as required by the Zoning Code, subdivision plat, or specific planning approval? Specify below and show on site plan & elevations.
Front setback _____ Side setbacks _____ Rear setback _____ Max. Height _____

Building Envelope Energy Compliance Method

- REScheck** (2 paper copies) - Software analysis completed and signed – **or** –
- Energy Rating Index (ERI)** (2 paper copies) - Approved rating software tools defined in the ANSI/RESNET/ICC 301 standard will generate a report with proposed rating score and inspection checklist, required to be submitted. Acceptable software includes - <http://www.remrate.com/> , <http://www.energygauge.com/> and <https://ekotrope.com/>
For information on Home Energy Rating System (HERS) by RESNET see <http://www.resnet.us/>
Specify third party verification, name of person and business (e.g. RESNET Certified HERS Rater)
-
- Note: Designs with an ERI score of 55 or less are eligible for expedited review upon request. – **or** –
- Compliance with the Prescriptive** - Method shown on plans. [Page(s) _____]
Link: [Residential Energy Code Compliance](#)
- Other Simulated Performance** (2 paper copies) - Software analysis completed and signed.

Documents Provided:

Yes N/A

- Elevation Certificate or Letter of Map Revision LOMR** (2 paper copies) (For structures located in Floodplain only).
- Building Plans** (1 complete set if 11"x17" or less) (3 complete sets if larger than 11"x17") - Plans drawn to scale ¼ inch = 1 foot typical, unless otherwise specified in this checklist.
- Reduced Site Plan** (1 paper copy) - On 8½" x 11" sheet minimum or 11"x17" sheet maximum.
- Structural Calculations** (1 paper copy) - Stamped and signed by an Idaho licensed engineer.
(Such as for tall walls, non-typical light frame construction or wall bracing that is not prescriptive, beams, connections, retaining walls more than 4' in height from the bottom of the footing to the top of the wall, or any retaining walls supporting a surcharge) **NOTE:** Any plan sheets with engineered design components are required to be stamped by the design engineer.
- For Complicated Roof Layouts** (1 paper copy) - Please provide truss details stamped and signed by an Idaho licensed engineer.
- Spray Foam Insulation** (1 paper copy) - Provide information on the specific product or the approved ICC-ES Evaluation Services Report. Refer to ICC internet site for more information.
- Erosion & Sediment Control Plans** (2 copies incorporated in plans) and ESC narrative (2 copies) - Plans must be for the specific project and be prepared & signed by a plan designer certified by Boise City. (Only applies in environmentally sensitive areas such as in hillside, near a river, creek or canal).

Plans Provided:

Yes N/A

- Site Plan** (scaled at 1 inch = 10 feet –or- ½ inch = 1 foot or larger)
- Show location of existing structure(s) and the new proposed addition or accessory building. Include balconies, decks, driveways, and walkways. Note all dimensions and distances to the property lines and other buildings from exterior walls. Indicate streets and lot size dimensions in conformance with the recorded plat. Show any easement locations.

Floor Plan

- Dimensioned floor plan for the entire floor level affected with usage of all rooms labeled, or use of accessory building, with window and door opening sizes/types noted.
- Show any new decks, porches, and stoops including construction details with mechanical connectors.
- Show new/modified stairway locations, width, and handrails.
- Show all new/modified plumbing fixtures and locations.
- Note any required safety glazing locations.
- Indicate attic access and crawlspace access locations and sizes – new/relocated.
- Note the required wall and/or ceiling separation requirements between the garage and the dwelling including the door if applicable.
- Note bathroom exhaust fan locations and cfm.
- Show smoke alarm and carbon monoxide alarm locations.
- Show stairway lighting and switch locations where stairway is new or modified.
- 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.

Plans Provided:**Yes N/A**

- 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.
- Specify floor joists type, size, spacing and spans. Show all bearing points.
- Specify wall stud types, sizes, length and spacing including pony/cripple walls.
- Specify rafter and/or ceiling joist type, size, spacing, and spans. Show all bearing points.
- Specify/provide truss layout, spacing, spans, and style (scissor, mono, hip, standard, or girder). Show all bearing points.
- Specify types and sizes of supporting beams, headers, and columns. Show all bearing points.
- Specify any mechanical connectors/fasteners such as for floor joist to beam, beam to beam, beam to columns, rafter/truss to beam, or girder truss to beam.
- Show mechanical equipment locations (furnace, air conditioner units, water heater, fireplaces) where new or modified.
- If the mechanical contractor is replacing Heating and Cooling equipment, provide a report showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), & Manual S (equipment selection). Include fresh air ventilation design, and a duct system layout noting duct sizes, lengths, and termination points with cfm outputs. **NOTE:** Ductless systems may be exempted from this requirement. Contact the Chief Mechanical Inspector or Mechanical Plans Examiner to approve an exemption.

- Note gas fired equipment in garage elevated so the source of ignition is at least 18" minimum above floor.
- Indicate how gas piping and equipment in a garage will be guarded to prevent damage (such as a bollard).

Structural Wall Section (NOTE: A fill in the blank wall section handout is also available on our website for customers as an option)

- Wall cross section showing a cut through the building from the bottom of the footing through 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, embedment 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, and attic/ceiling.
- Specify stud types, sizes, spacing, heights and note types and sizes of headers.
- Note wall sheathing, exterior moisture resistant barrier, siding material, interior wall covering, and interior 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.

Other Section Details

- Stair section detail showing dimensions of treads, risers, headroom, handrails, & guard requirements for new or modified stairs.

Plans Provided:

Yes N/A

- Fire resistive assembly wall section details (Townhouse separation, duplex separation, exterior walls due to location on property or wildland urban interface code, and fire rated eave details when applicable) Note applicable tested/listed assembly number and construction details (gypsum board type, orientation, fastening, etc.) on the plans.

Elevations (scaled at 1/8 inch = 1 foot or larger) (When needed or as required by Planning such as when in an historic district or on a substandard lot)

- Show all sides of the structure and the height.
- Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches/stoops.
- Show attic vents and/or crawlspace vents.

Wildland Urban Interface Area.

- Is the site located in an applicable Wildland Urban Interface Area? See the Planning & Development Services internet site for more information.
 - No, the site is not located in an applicable Wildland Urban Interface Area
 - Yes, the site is located in Area A (Additional requirements apply)
 - Yes, the site is located in Area B on the outer perimeter abutting undeveloped land (Additional requirements apply)
 - Yes, the site is located in Area B not on the perimeter abutting undeveloped land (Class A roofing only required)

- If in Area A or in Area B on the outer perimeter abutting undeveloped land, additional fire resistive construction elements shall be shown on the plans. (Class A roofing, noncombustible or fire resistive exterior walls, fire resistive soffit/eaves, no soffit/eave venting, underfloor areas enclosed underneath or one-hour fire rated, decks constructed of appropriate materials, defensible space...)

New Basements Under Existing Dwellings

- Structural analysis of the existing dwelling from an Idaho licensed structural engineer (Any exemption from this requirement must be approved by a plans examiner)
- Basement Foundation Plan – Where prescriptive code design of the IRC is not utilized or cannot be utilized because of the structural analysis of the existing dwelling, the foundation plan will need to be designed and stamped by an Idaho licensed engineer. Structural calculations shall also be included.

Show sizes and locations of all concrete footings and piers, foundation/basement wall sizes, footing/foundation reinforcement sizes and spacing, indicate floor framing layout for the floor above with new supporting bearing walls, types and sizes of beams and columns, and any metal connectors or anchor bolts. All interior bearing points from upper floors and roof to be located and sized.

- Structural wall section – Complete the Structural Wall Section portion of this checklist
- Floor Plans for each level of the existing dwelling and for the new basement level – Complete the Floor Plan portion of this checklist

Signature of Applicant

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

Signature of Applicant or
Submitting Design Professional of Record

Date

For Staff Use

- Accepted
- Not Accepted _____ by _____
Date Staff Member Conducting the Intake
- Accepted
- Not Accepted _____ by _____
Date Staff Member Conducting the Intake