



INSTRUCTIONS FOR COMPLETION OF COMMERCIAL BUILDING APPLICATION

BUILDING PERMITS ARE REQUIRED FOR ALL CONSTRUCTION EXCEPT THOSE SPECIFICALLY EXCLUDED BY THE VICTOR DEVELOPMENT CODE

PLEASE NOTE:

****THIS APPLICATION MUST BE ENTIRELY COMPLETED****

INCOMPLETE APPLICATIONS SHALL NOT BE CONSIDERED AND WILL NOT BE RETURNED TO THE APPLICANT

GENERAL REQUIREMENTS:

- 1. Warranty Deed/Legal Description, Proof of Ownership.**
- 2. Plan Sets.** Three full size copies and one digitalized copy of the building plans (see Requirements for Building Plans) are required for review by the City Building Inspector, Fire Marshall, and Mechanical Systems Inspectors.
- 3. General Submittal Requirements:**
 - a. Site Plan (previously submitted)**
 - b. Floor Plan**
 - c. Elevation Plan with full detailing and color schemes.**
 - d. Roof Plan with full detailing and color schemes.**

COMMERCIAL PLANS SHALL BE APPROVED PRIOR TO ISSUANCE OF THE COMMERCIAL BUILDING PERMIT. PLANS WILL BE REVIEWED FOR COMPLIANCE IN FIFTEEN (15) WORKING DAYS AFTER SUBMITTAL OF A COMPLETE APPLICATION.

SPECIFIC REQUIREMENTS FOR BUILDING PLANS

SITE PLAN:

- ___ Entire property in scale with dimensions of boundaries and north arrow.
- ___ Location of existing and proposed structures in scale with dimensions and distances to property lines.
- ___ Names of adjacent streets or roads.
- ___ Location of driveway and parking areas with number and size of spaces provided. New driveways entering onto a County or State roadway require an access permit.
- ___ Grade lines of slopes of 5% or greater.
- ___ Grading and drainage plan with supporting storm water runoff calculations.
- ___ Proposed location of waterlines and sewer lines.
- ___ Location of rivers, creeks, streams, irrigation ditches or ponds (where applicable).

FOUNDATION PLAN:

- ___ Layout of footings, foundation walls, and concrete slabs with dimensions.
- ___ Size and location of footings, posts, beams, vents, access holes, integral footings in slabs.
- ___ Size and spacing of reinforcing in footings and walls. Walls should be shown in cross section with all reinforcements.
- ___ Anchor bolt and tie-downsizing and spacing.

CROSS SECTIONS:

- ___ All floor, wall and roof framing with size and spacing of members.
- ___ Height of crawl space; height of interior rooms.
- ___ Roof and wall materials including sheathing and insulation with specifications.
- ___ Structural steel details.

ELEVATIONS:

- ___ Label drawings; Front, Rear, North, South, etc.
- ___ Location and size of windows and doors.
- ___ Types of exterior walls and roof coverings.
- ___ Height of highest point of structure above final grade.
- ___ Location of original and final grade on sloped or elevated sites.

GENERAL CONSTRUCTION PLANS: Scale of ¼ inch = 1 foot.

Floor plans include all floors and basements. For additions or remodels, show schematic floor plan of entire building to scale. Clearly indicate use of rooms adjoining new construction.

Dimensions and details are needed only in areas where work is proposed.

- ___ Size and arrangement of rooms and partitions with rooms and spaces identified.
- ___ Location of fireplaces, woodstoves, and appliances.
- ___ Window sizes and types, door sizes and types, direction of door swings and header sizes.
- ___ Size, direction and spacing of ceiling joists, rafters or trusses.
- ___ Framing plan for each floor; plan for roof system.
- ___ Elevation views depicting siding and type with finishes and colors (with samples); roofing details specifying product and colors (with samples).
- ___ Electrical schematic showing interior and exterior lighting details with building service capacity. Exterior lighting shall provide a photometric analysis in compliance with City of Victor design standards.

- _____ Plumbing details and exterior fittings and sprinkling plans.
- _____ Water meter size & location
- _____ Fire suppression/building fire code compliance details
- _____ Heating, ventilation, air conditioning (HVAC) schematic with sufficient detail for mechanical review.
- _____ A licensed Idaho structural engineer stamp **where required by City Building Official; licensed Idaho mechanical and/or electrical engineer stamp where required by City Building Official.**
- _____ American Disability Act compliance detail.
- _____ Total square footage for each dwelling floor, garage and accessory spaces.

LANDSCAPE:

- _____ All landscaping shall conform to the City of Victor landscaping ordinance.

SPECIFIC REQUIREMENTS FOR EACH CATEGORY AND REQUIREMENT CAN BE FOUND IN THE CITY OF VICTOR DEVELOPMENT ORDINANCES AND PUBLIC WORKS STANDARDS. ALL PLANS MUST CONFORM TO THE LATEST ADOPTED VERSION OF THE INTERNATIONAL BUILDING CODE.