

updated January 2018

# INSTRUCTIONS FOR COMPLETION OF COMMERCIAL BUILDING APPLICATION



Questions? Contact Josh Wilson, Planning & Zoning Administrator, at 208-787-2940 x 14 or [joshw@victorcityidaho.com](mailto:joshw@victorcityidaho.com).

## Commercial Building Permit Application Review Process:

- 1) Request and participate in a [Pre-Application Conference](#).
- 2) Submit a [Site Plan Review Application](#).
  - a. Site Plan Reviews for projects under 5,000 square feet or with under 5,000 square feet of site disturbance are reviewed administratively. Projects over 5,000 square feet or with over 5,000 square feet of site disturbance may be forwarded to the Planning and Zoning Commission for review.
- 3) After your Site Plan Review Application is approved submit your Commercial Building Permit Application.

## PLEASE NOTE:

This application must be entirely completed. Incomplete applications will not be reviewed.

## PLEASE NOTE:

An Idaho licensed Architect's stamp is required for all new public and commercial construction, for all residential projects with 3 or more dwelling units, and for all remodel construction over 2,500 square feet.

The City Building Inspector is authorized to require any and all professional design certifications for any building system, components or designs that, under his sole judgement and pursuant to the International Building Code or any code in authority by the City at that time, provide a degree or design complexity sufficient to make such requirement.

## PLEASE NOTE:

Minimum frost depth = 36 inches

Ground snow load = 90 pounds

## As of 01/01/2016 the City of Victor uses the following codes:

International Building Code – 2015

International Residential Code – 2012

International Existing Building Code - 2015

International Energy Conservation Code – 2012

International Mechanical Code, except for section 103.2 - 2012

International Fuel Gas Code, except for section 103.2 - 2012

## PLEASE NOTE:

Construction without a permit is subject to a fine of \$1,000 per day. Building Permits are required for all construction, unless specifically exempted in the [Building Regulations ordinance](#).

## Required application materials:

One printed copy, 8.5" x 11" in size, and one digital copy, of items 1-3.

1.  **Warranty Deed/Legal Description, Proof of Ownership.**
2.  **Letter of Authorization** (if applicant is other than the property owner, a [letter of authorization](#) must accompany the application submittal)

### 3. Plan Sets.

Two full size copies (24" x 36") and one digital copy of items A-G.  
Items A-G in separate images for digital storing.

- a.  Site Plan
- b.  Floor Plan(s)
- c.  Elevation Plan with full detailing and color schemes.
- d.  Roof Plan with full detailing and color schemes.
- e.  Cross section
- f.  Foundation Plan
- g.  Basement Plan (if applicable)

Submit your completed application, including all accompanying materials and plans, to Cari Golden, Deputy Clerk, in person at City Hall and/or via e-mail at [carig@victorcityidaho.com](mailto:carig@victorcityidaho.com). Digital copies may alternately be submitted on a thumb drive or CD.

Application Fee (forms of payment accepted: check, cash, credit card).

### Timeline:

Plans will be reviewed for compliance after submittal of a complete application. The Commercial Building Permit will be issued after approved by Planning Department, City Building Inspector, City Public Works Department, Fire Marshall and Mechanical Systems Inspectors.

### Specific Requirements for Commercial Building Plans:

- **Submit all plans identified as part of the Property Development Plan, as determined during the Pre-Application Conference.**
- **Submit a copy of the SITE PLAN, as submitted with the Site Plan Review application, with any necessary revisions.**
- **FOUNDATION PLAN specific requirements:**
  - \_\_\_ Layout of footings, foundation walls, and concrete slabs with dimensions.
  - \_\_\_ Size & 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 specific requirements:**
  - \_\_\_ 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 specific requirements:**
  - \_\_\_ 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 specific requirements:

- 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.
- American Disability Act compliance detail.
  - Total square footage for each dwelling floor, garage and accessory spaces.
  - 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.
  - 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.**

**Authorized Signature:**

I, \_\_\_\_\_, certify that I have read all of the above information.

(printed name)

x \_\_\_\_\_

date: \_\_\_\_\_

<i>(staff use)</i> <b>Permit #</b> _____
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# COMMERCIAL/MULTI-FAMILY BUILDING PERMIT APPLICATION

(staff use)

IW # \_\_\_\_\_

Permit #: \_\_\_\_\_

Associated Site Plan Permit#: \_\_\_\_\_

Date application received: \_\_\_\_\_

Date of complete submission: \_\_\_\_\_

**Applicant's Name** \_\_\_\_\_

- If applicant is other than the owner a notarized statement authorizing applicant to act as agent for the owner must accompany this application. [Sample letter of authorization](#).

**Mailing Address** \_\_\_\_\_

**Telephone #** \_\_\_\_\_ **E-mail address** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**Subdivision Name & Lot #:** \_\_\_\_\_

**Legal description / location** (Section, Township, Range)  
\_\_\_\_\_

**Zoning District** \_\_\_\_\_

**Structure Multi family/Commercial:** Multi Family \_\_\_\_\_ Commercial \_\_\_\_\_  
New \_\_\_\_\_ Addition \_\_\_\_\_ Remodel \_\_\_\_\_ Other \_\_\_\_\_

**Idaho Licensed Contractor Name** \_\_\_\_\_

**Contractor's Registration Number** \_\_\_\_\_

**Licensed Mechanical Contractor** \_\_\_\_\_

**HVAC License #** \_\_\_\_\_

### Dimensions:

(shall include the exterior wall measurement of the building)

First Floor Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Second Floor Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Basement Area Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Garage or Carport Dimensions \_\_\_\_\_ Total SQ Feet \_\_\_\_\_

Driveway and Parking Dimensions \_\_\_\_\_

### Property Size:

SQ Feet \_\_\_\_\_ Acres \_\_\_\_\_ Height above grade \_\_\_\_\_

### Setbacks:

Front \_\_\_\_\_ Back \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_

**Main Type of Heat to be used:** Gas \_\_\_\_\_ Electric \_\_\_\_\_

**Building Permit Valuation and Fee:**

Construction Type \_\_\_\_\_ Occupancy Classification \_\_\_\_\_

Living Area Total SQ Feet \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Basement (finished, unfinished, semi) Total SQ Feet \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Garage, Shed, Outbuildings Total SQ Feet \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

Subtotal = \$ \_\_\_\_\_

Base \$ \_\_\_\_\_

Adjusted over Base \$ \_\_\_\_\_

**Total Building Permit Valuation Fee \$ \_\_\_\_\_**

**Water and Sewer Connection Fees:**

- **1 inch Sensus meter (larger meters will be priced at time of plan review)**

**PLUS** – Any cost or expense related to make the connections from the water and sewer mains to the property line (in other words, excavation, labor parts, road repair, pipe) is the responsibility of the owner. However, the applicant/property owner has the option of having his/her excavation contractor do the digging required from the main lines to the property lines.

Meter Box \$ \_\_\_\_\_

Meter \$ \_\_\_\_\_

Sewer Hookup \$ \_\_\_\_\_

Water Hookup \$ \_\_\_\_\_

**Water + Sewer Total \$ \_\_\_\_\_**

**Building Permit Valuation Fee \$ \_\_\_\_\_**

**TOTAL PERMIT FEE \$ \_\_\_\_\_**

Your monthly water and sewer charges will be activated 120 days from issuance of permit for stick built, and 60 days for pre-built unless provisions are made with the Public Works Department.

Additional Inspection Fees \$ \_\_\_\_\_ Date additional fees paid \_\_\_\_\_

Additional Charges: Re-inspections, Inspections outside of normal business hours, Additional Review, changes or revisions (Minimum 1 hour Charge)

**Total Additional Fees \$ \_\_\_\_\_**

**TIME OF PERMITTED ACTIVITY:**

Effective Date: \_\_\_\_\_

Expires On: \_\_\_\_\_

A building permit may not exceed two years unless agreed to in a developer agreement. Permits may be extended after the second year with a required fee of 10 % of the original building fee. An expired building permit would require a new building permit with new fees.

City policy states that there will be no sewer, water, or meter pit excavation in City easements between the months of October 15th and April 15th. Water meters shall not be installed during this same time period unless written permission from the Public Works Department is granted with possible conditions included.

IF you know you will be receiving a Certificate of Occupancy between October 15th and April 15th, you need to have your water meter installed BEFORE the 15th of October.

Any additional inspections fees for re-inspections will be billed at a minimum of \$50.00 per visit. This is to be paid prior to issuance of the Certificate of Occupancy.

## **INSPECTIONS:**

It is the responsibility of the applicant to contact building inspector 24 hours in advance for any and all required inspections. **The City Building Inspector: Jason Letham 1-208-317-3365**

It is the responsibility of the applicant to arrange State Electrical and Plumbing inspections, and present proof of compliance prior to issuance of Certificate of Occupancy.

Additional plan reviews necessitated by changes, additions, revisions, etc., are charged at a 1 hour minimum. Inspections scheduled outside normal business hours ( 8:00–5:00 pm M-F) are charged at \$50.00 ea.

It is the responsibility of the applicant to contact the Building Inspector 48 hours in advance of the needed inspection required for the Certificate of Occupancy. No inspections will be conducted on weekends or holidays.

**INSPECTION AND ISSUANCE OF THE CERTIFICATE OF OCCUPANCY MUST OCCUR PRIOR TO THE EXPIRATION OF THE BUILDING PERMIT.**

## **CERTIFICATION OF OCCUPANCY AND USE:**

Certificate of Occupancy shall be issued before any building or use is occupied . And shall be approved by the Building Inspector certifying compliance with the International Building Code and by the City Planning and Zoning Administrator verifying compliance with the Victor Development Code, including any conditions imposed upon its approval. Occupancy of a building or use without the Certificate of Occupancy shall be a violation of this Ordinance and permit. The issuance of the Certificate shall not be considered approved if any violation of this Ordinance is discovered after the inspection.

**Certificate of Occupancy will be issued within two (2) business days of scheduled and approved final inspection of the structure. NO EXCEPTIONS.**

**NOTE: NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED UNTIL PROPER STREET NUMBERS HAVE BEEN PLACED ON BUILDING, ALL NUMBERS SHALL BE AT LEAST 4” INCHES AND BE VISABLE AND LEGIBLE FROM ROAD FRONTING THE PROPERTY.**

**NOTE: PRIOR to construction or other activity governed by this ordinance, a permit SHALL be issued to the applicant. Construction or excavation is prohibited until the permit is issued. FAILURE TO COMPLY IS SUBJECT TO A STOP WORK ORDER AND A FINE OF UP TO \$1,000.00 PER DAY.**

## **APPLICANT SIGNATURE, CERTIFICATION AND AUTHORIZATION:**

Under penalty of law I hereby certify that I have read and understand this application and state that the information herein is correct. I swear (affirm) that any information which may hereafter be given by me in hearings before the Victor Planning & Zoning Commission of the City Council shall be truthful and correct. I agree to comply with all the City and County regulations and State law relating to the subject matter of this application and hereby authorize representatives of this City to enter upon the above mentioned property for inspection purposes. I further agree and understand that no building activity will begin on the above mentioned property until a properly approved and authorized building permit has been issued.

**APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_**

***For Office Use***

**Permit #** \_\_\_\_\_

Date Received \_\_\_\_\_ Reviewed with applicant Yes \_\_\_\_\_ No \_\_\_\_\_

Planning & Zoning Staff \_\_\_\_\_

Comments:  
\_\_\_\_\_  
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**REQUIRED SIGNATURES:**

Reviewed by Building Official \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Maintenance \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by P&Z Chair \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

**PERMIT APPROVED : YES \_\_\_ NO \_\_\_      CONDITIONS : YES \_\_\_ NO \_\_\_**

Conditions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspections City of Victor :**

Final inspection completed by : \_\_\_\_\_ Date : \_\_\_\_\_

Certificate of Occupancy approved by City Inspector \_\_\_\_\_ Date : \_\_\_\_\_

Certificate of Occupancy issued by P&Z Administrator \_\_\_\_\_ Date : \_\_\_\_\_