



**City of Blackfoot  
Building Department**

157 N Broadway  
Blackfoot, ID 83221

Phone: 208-785-8600  
Fax: 208-785-8602  
[www.cityofblackfoot.org](http://www.cityofblackfoot.org)

# Commercial Building Permit Application

**Type of Permit Requested**

- Commercial Site Plan-Buildable Lot
- New Complete Building
- Shell Building-No Interior walls (no occupancy)
- Shell Building-with interior walls (no occupancy)
- Tenant Improvement in Shell Building

- Land Use: \_\_\_\_\_
- Multi-Family (3 or more units)
  - Addition
  - Remodel
  - Other \_\_\_\_\_

**Date Received:** \_\_\_\_\_

Number of Units \_\_\_\_\_  
Sq. Ft. \_\_\_\_\_  
Total Cubic Feet \_\_\_\_\_

<b><u>PROJECT INFORMATION</u></b>			
Project Address:		Subdivision:	
Business/Tenant using space:		Lot / Block:	
Phone:		Parcel #:	
<b><u>PROPERTY OWNER INFORMATION</u></b>		<b><u>CONTRACTOR INFORMATION</u></b>	
Name:		Business Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
		State Registration #	
<b><u>ARCHITECT INFORMATION</u></b>		<b><u>ENGINEER INFORMATION</u></b>	
Business Name:		Business Name:	
Contact Name:		Contact Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
<b><u>ADDITIONAL CONTACTS: Project Manager, etc.</u></b>			
Business Name:		Business Name:	
Contact Name:		Contact Name:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone:		Phone:	
Fax:		Fax:	
E-mail		E-mail	

**1. Project Description/ Description of Work (Fence, sign, sewer/water connection, cut Right-of-Way Permit)**

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**2. Project Value: \$** \_\_\_\_\_

- A. Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, other permanent equipment, and owner supplied items. Project value excludes the value of the land.

**I certify that the value & scope of work provided above are the most accurate available at this time:**

Print Name	Signature	Date
<b>3. Planning &amp; Zoning Information</b>		
A. Land Use Zone:		E. Warranty Deed
B. Site Drainage Area with Calcs		F. Flood Plain
C. Landscaping Area		G. Water Tap Size
D. Parking Spaces		H. Sewer Tap Size
<b>4. Building Information</b>		
A. Proposed Use		E. Tenant Improvement Area:
B. Occupancy Groups:		F. Total Existing Building Area:
C. Construction Type:		G. Actual New Building Area:
D. Building Height:		H. Number of Stories:

**5. Fire Information**

\*\*\*Attach a site-specific letter from the engineering department or other public water provider stating fire flow at hydrants. Include static pressure if fire sprinklers are to be installed.\*\*\*

- A. Fire Flow: \_\_\_\_\_
- B. Static Pressure: \_\_\_\_\_
- C. Is there a fire alarm system? \_\_\_\_\_
- D. Is the building fully fire sprinkled? \_\_\_\_\_

If yes, will the sprinklers be used for:

- Allowable Area Increase?  Yes  No
- Story Increase?  Yes  No
- Fire-resistive Substitution?  Yes  No

If partially sprinkle red, where? \_\_\_\_\_

- E. **Are there any classified areas?**  Yes  No (if yes, please show on plans and explain classification)  
 (This mostly has to do with electrical wiring)

**\*\*\*NOTICE\*\*\***

**All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits. Furthermore, any application that has not been issued or picked up after 180 days will become null and void.**

**\*\*\*New commercial projects/ and or additions with all the required submittals are not expected to exceed 4-6 weeks for the initial review, but could take longer depending on needed revisions or current workload. Tenant improvements or remodels are not expected to exceed 2-4 weeks, and Certificate of Occupancy only applications are not expected to exceed 1-2 weeks. Please let the Building Department know if there are any unusual time constraints and we will work with you to move your project forward as quickly as possible. Please keep in mind that any missing information from the below checklist will cause delays in the processing of the permit application.**

# Commercial/Non-Residential/Multi-Family Plan Review Checklist

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the various agencies with the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

**General Requirements for all NEW CONSTRUCTION plan submittals:  
(THREE COMPLETE SETS OF CONSTRUCTION PLANS TO INCLUDE CIVIL PLANS CONTAINED WITHIN)  
A minimum of (two) original wet-stamped sets are required.**

## CONSTRUCTION PLANS (NEW construction and Additions)

**\*\*\* (DESIGN PROFESSIONAL TO GO THROUGH LIST AND CHECK OFF THAT ALL REQUIREMENTS HAVE BEEN PROVIDED ON PLANS.)**

- Code Analysis** – Required information is detailed on the code Analysis form within the application.
- Com Check Energy Analysis** – Prepared by an Idaho licensed architect or engineer. (Required on remodel when changing fixtures)(Include envelope, interior and exterior lighting compliance worksheets)
  - Architectural Site Plan** (This is *REQUIRED* in addition to the civil site plan) To include:
    - Scale to be a minimum of 1/8" per foot for large projects and ¼" per foot for smaller ones.
    - Sheet sizes shall not be less than 24" x 36" and not more than 30" x42".
    - Location of new and existing structures with fully dimensioned measurements to property lines & other structures;
    - Parking lot design – Including fully dimensioned space and aisle layout and detailed handicapped parking spaces.
    - Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way.
  - Foundation Plan** – (stamped by the Design Professional performing the structural calculations)  
Include all required structural steel reinforcing, tie downs and special inspection criteria.
- Floor Plan** – Including all exit schemes, exterior wall openings, door swings, use designations, exit signage, location of fire extinguishers, high pile storage areas. For tenant improvements or remodels, include floor plan of the entire building. Indicate the existing occupancies of tenant spaces in contact with new tenant improvement or remodel.
- Elevations** – North, South, East, West (show building height dimensions)
- Building Sections and Details** – Including the room finishes for ceilings, walls and floors. Also, include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware. UL Listings and details for fire separations. Provide fire stop material specifications along with U.L. design details. Include sections of all walls showing height and how to be built. Also show any dropped down ceilings or storage above ceilings and framing details.
- Structural Plans** (stamped by the Design Professional performing the structural calculations) – Roof framing plan, floor framing plan, header and beam schedules, strap locations, structural details, shear walls, shear wall schedule, lintels, lintel schedule and all other structural information as indicated in the calculations or required by the Building Official. Any special details (i.e., storage above restrooms) Provide **statement of special inspections** per IBC 1704.1.1. A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted at a point in time agreed upon by the permit applicant and the building official prior to the start of work.
- Conservation Elements** – Insulation R-values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes.
- Electrical Plans** – Exit signage, switching diagrams, lighting schedule with fixture, bulb and ballast type, number of bulbs per fixture, and fixture wattage; exterior lighting bulb and ballast type, and type of control. Location of exit signage and emergency lighting shall coordinate with the floor plan or the reflected ceiling plan. (**list and give details of any classified areas**)
- Mechanical Plans** – Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; duct insulation R-values, mechanical system control schematic load calculations. Information regarding all fire rated penetrations, smoke dampers, fire dampers, etc. Ventilation design & calculations. Mechanical engineering plans may be required on certain projects. (Provide calculations on plans if using natural instead of mechanical ventilation)
- Plumbing Plans** – Plumbing plan, isometrics, grease/sand interceptor details, and calculations to determine actual interceptor sizing according to the requirements in the Uniform Plumbing Code. Be sure to include the sewer connection location, type and location of reduced pressure backflow devices(s), gas line piping materials and calculations, water line piping layout and materials, and drain/waste/vent piping layout and materials.
- MSDS Sheets** – (2) Two copies of the Material Safety Data Sheets and the location and quantities of storage of such materials shall be provided with the building permit submittal where any chemicals or hazardous materials may be present.
- Structural Engineering Calculations** – (2) two sets of Structural engineering calculations are required for all new construction, additions or structural improvement/remodels/retrofits within existing buildings. Calculations must be stamped and signed by an Idaho Registered Engineer or Architect. (Exception: parameters of section 2308 of the IBC 2012, and design will be required)
- Metal Building Drawings and Calculations** – Metal Building Drawings and structural engineering calculations will be required for all pre-fabricated metal buildings, including concrete footing details. Calculations must be stamped and signed by an Idaho Registered Engineer or Architect.

- Modular Buildings** – Structural engineering calculations will be required for the foundation design for all modular buildings. Calculations must be stamped and signed by an Idaho Registered Engineer or Architect. (Modular buildings are required to have Idaho Division of Safety approval.)
- Additional Handicap Accessibility Information** – Define all handicapped access features for new construction per the current International Building Code, ANSI a 117.1. For remodeling and tenant improvements, the area of improvement shall comply with the access requirement for new construction. An accessible route of travel will be required to the remodeled/improved area.
- Fire Department Requirements** – Location and type of fire extinguishers, fire alarms, hoods, sprinkler system, etc.
- Mechanical** – HVAC Ventilation design IBC 1203.4 (New as of 1-1-09)
- Provide statement of special inspections per IBC 1705.
- Completed Waste Water Survey (see <http://www.tfid.org/departments/p-z/building/133-building-information>)

**CIVIL PLANS (NEW CONSTRUCTION) (Civil plans may be required for ADDITIONS)**

- **Civil Site Plan (Licensed Engineer or Architect required)** – To include:
  - Scale and format to be standard scale at between 1:10 to 1:60 scale;
  - Sheet sizes shall not be less than 18"by 24".
  - Legal description and/or record of survey for the property and a vicinity map and north arrow;
  - Property lines and lot dimensions and building setbacks from property lines
  - Right-of-way details including access, easements, utilities, drainage, wastewater, right of way to be dedicated;
  - Right-of-way improvements, both existing and proposed;
  - Fire department access (access must be 20 feet wide with a 70,000 pound load capacity and reach within 150 feet of any/or all portions of the exterior walls of the building(s);
  - Fire hydrants within 1000 feet & fire line location must be shown on the site plan; a water model may be required to determine fire flow.
  - Any areas used for the storage or use of materials regulated by the IFC;
  - Storm Drainage – On site retention structure design and calculations by a P.E.;
  - Grading plan including finished floor elevations, accessible route and top of curb elevations.
  - Utility services – Number of water services including size and location; sewer location and proposed connection to the main; irrigation service size and location, grease interceptor (including a detailed design) for all food service occupancies;
  - Landscaping – Including all types and locations of landscape areas with topography showing berms, tree, fencing, retaining walls, waterways, trash enclosure/mechanical equipment areas with method of screening, loading docks, storage areas, pedestrian ways, exterior lighting fixtures, irrigation methods and proposed building pad; storm water retention (City Code 10-11-2)
  - Location of new and existing structures and distance between them.
  - Parking lot layout, including fully dimensioned space & aisle layout, detailed handicapped parking spaces & accessible route
  - Storm Drainage Calculations** – To be stamped by an Idaho Registered Civil Engineer or Landscape Architect.
  - Geotechnical report** – when building within 100' of can.
  - Water tap size needed (or well permit, if applicable)
  - Sewer lateral location
  - Proposed and existing curb, gutter, sidewalk, and driveway approaches.
  - Flood Plain indicated if within 100 year or less flood zone.

**HEALTH DISTRICT APPROVAL IS REQUIRED** FOR ALL BUILDINGS WHERE FOOD IS BEING PREPARED. A LETTER OF APPROVAL MUST BE SUBMITTED TO THE BUILDING DEPARTMENT PRIOR TO PERMIT ISSUANCE.

*I (the designer in responsible charge) (Architect or Engineer) hereby certify that I have read and examined the above application and checklist, and that all of the information provided and items **checked** are included as part of the initial permit application submittal and are true to the best of my knowledge.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

The US Environmental Protection Agency requires that Renovation, repair and painting projects that disturb lead-based paint in pre-1978 homes, childcare facilities and schools must be performed by an EPA Certified Renovator working for an EPA Certified Firm and specific work practices must be implemented to prevent lead contamination. More information is available at 1800-424-LEAD [5323] or <http://www2.epa.gov/lead>

**Laurie Fay**

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You may also find information about Asbestos at <http://www2.epa.gov/asbestos> or the State of Idaho has information on their website at <http://deg.idaho.gov/air-quality/air-pollutants/air-toxics/asbestos.aspx>

Please note that EPA R10 in Seattle handles asbestos in schools (AHERA regulation). R10 Seattle no longer handles asbestos NESHAP issues - these are referred to John Pavitt, EPA R10 Anchorage, AK office - his contact information is phone (907-271-3688) and/or email ([pavitt.john@epa.gov](mailto:pavitt.john@epa.gov)).