



RESIDENTIAL BUILDING PERMIT APPLICATION

Permit info: _____
 Application Date: _____ Rec'd by: _____
 FOR OFFICE USE ONLY

6015 Glenwood Street ■ Garden City, Idaho 83714 ■ Phone 208/472-2921 ■ Fax 208/472-2926
building@gardencityidaho.org Inspection Hotline 208/472-2920

**** Immediate notification to Garden City permit desk is required for ALL address changes**

PRINCIPLE CONTACT NAME : _____
 Property Owner Design Professional Contractor Other

E-mail: _____ Firm: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____ Fax: _____
 Signature: _____ Date: _____

I am or have the owner's permission to submit this application. I agree to be responsible for all application materials, fees and application correspondence with the City. I have completed the application checklist noting all applicable pages and supporting documents for the project. I attest that all information is complete and accurate to the best of my knowledge.
***Note this person is the main contact. The applicant will be responsible for coordinating, reviewing, ensuring that all construction documents have been prepared by qualified design professionals, and submitting such materials. All application correspondence will be with through this person.**

CONTRACTOR INFORMATION:

Contractor Name: _____ E-mail: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Office Phone: _____ Cell: _____ Fax: _____
 Contractor State Registration #: _____ Exp Date: _____

OWNER INFORMATION:

Owner Name: _____ E-mail: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Cell: _____ Fax: _____

PROJECT INFORMATION: **PROJECT VALUE (excluding lot) \$** _____

Select: New Construction Addition Remodel Demolition

Select: Single Family Duplex Multifamily Garage Accessory Bldg Demolition
 Live-Work-Crete Re-roof Limited Permit (non-combustible, no utility connections, MFH foundation)
 Manufactured Home Alteration Deck (uncovered) Other _____

Parcel # _____ Lot: _____ Block: _____ Subdivision: _____

Project Street # _____ **Street Name:** _____ **Zoning:** _____

Water Service Connection: 3/4" 5/8" 1" 1.5" 2" 3" 4" 6" N/A

Select Foundation: Crawl Slab on grade Basement

Construction Type (sq. ft.):
 New Living _____ New Garage _____ Remodel _____ Covered Porch/Deck/Shed _____
 Uncovered Deck _____ Other describe) _____ Existing (sq. ft.): _____

Is project in floodplain? Y/N	Elevation Certificate Attached? Y/N
Do you have a home business? Y/N (Percentage of gross floor area utilized for the business) % _____	
List Water Body(s) within, adjacent or nearby (irrigation/drainage included): -----	
Home, Apartment or Child-Occupied facility built prior to 1978? Y/N Lead Cert # _____	

REQUIRED! - RESIDENTIAL APPLICATION CHECKLIST
Incomplete Applications will NOT be accepted

___ CD containing all plans and application materials

*Drawings must be submitted with each sheet labeled as the sheet name. Include the numbered addresses. Please mark the plans as “proprietary information” should you not wish the plans to be disclosed pursuant to public information requests.

___ Complete Residential Building Permit Application

___ Deposit will be paid at the time of application

___ Plan Checklist

___ Flood Plain- ***-if in the flood plain -attached copy of elevation certificate***

___ Design review (*if > 1 single family home*)

___ Fire Rescue approval ***-if multifamily structure*** (done concurrent with Garden City Reviews)

___ Sustainability Checklist (new residential over 4 units)

___ Erosion and Sediment Control Application (if performing land disturbing activity)

___ **No ACHD stamp is required on the drawings at time of application.** ACHD stamped drawings are required to be submitted prior to issuance of building permit. If any ACHD related changes are made to the drawings, such changes are required to be reviewed & approved by Garden City at the applicants cost.

Notice to Contractors:

- It will be unlawful for any person or firm, partnership, association or corporation that engages in business, trade or practice of work of Electrical, HVAC, Manufactured Homes, Plumbing or Public Works in the State of Idaho unless such person or firm, co partnership, association or corporation, has successfully passed an examination and has been issued a Certificate of Competency as required by the State of Idaho, Title 54. Garden City Building Division requires that each applicant provides proof of such applicable certification, or a permit will not be issued. An apprentice shall not perform under the required supervision. Any person that is licensed as an apprentice will not be allowed to obtain a permit within the City of Garden City. All applicants shall have their card on them at all times. Garden City inspectors may require cards to be produced at the time of inspections. For those who do not produce their card at the time of inspection shall be considered to be conducting work without a permit.

Notice to all Contractors and Designers:

All plans are required to include a Braced Wall plan per 2012 IRC R602.10

Provide all elevations heights including finish floor for each floor, portal frame, ridge height, etc

All plans submitted to Garden City after March 31, 2016 are required to include the design criteria used to design the building and the elevation heights. Any plans not including this information will not be approved.

Provide the applicable Design Criteria on all future Garden City Projects:

EXAMPLE ONLY:

DESIGN CRITERIA

Codes: IRC 2012, IECC 2012, IMC 2012. ISPC 2009, NEC 2014

Frost Depth: 24 Inches

Seismic Zone: C

Climate Zone: 5

Basic Wind Speed 90 mph

Soil Bearing Capacity: 1500 PSF

Roof Loads: 25 PSF Live (snow)

17 PSF Dead

Floor Loads: 40 PSF Live

17 PSF Dead

Provide all elevations heights including finish floor for each floor, portal frame, ridge height, etc

Plan Checklist

Instructions

The Idaho licensed design professional of record (or applicant if project does not require a design professional) must complete and sign this checklist. Fill out the Project Information, check (☑) the appropriate boxes, list all page numbers for the plans, and sign this checklist.

General

Yes N/A

- Plans are scaled at 1 inch = 20 feet –or– 1/8 inch = 1 foot or larger, unless otherwise specified. Where applicable, stamped and signed by an Idaho licensed design professional. Plans for townhouse projects with more than four (4) units attached shall be prepared, signed, and sealed by an architect licensed by the State of Idaho.
- All alterations to manufactured homes must submit engineered stamped plans.
- Structural calculations (where applicable) stamped and signed by an Idaho licensed engineer. (Such as for tall walls, non-typical light frame construction or wall bracing, beams, connections, or retaining walls more than 4' in height from the bottom of the footing to the top of the wall)
- Complicated roof layouts, provide truss details stamped by an Idaho licensed engineer.
- Building envelope energy code compliance - REScheck analysis signed – or – compliance with the prescriptive method shown on plans. [Page(s) _____]
- If using spray foam insulation, provide information on the specific product or the approved ICC-ES Evaluation Services Report.

Plans Provided:

Site Plan [Page(s) _____]

Yes

- Show location of the structure including balconies, decks, driveways, and walkways with setbacks to the property lines. Indicate bearings, distance, and curve data in conformance with the recorded plat.
- Show any easement locations.
- Show floodway and/or 100 year floodplain
- Show fence location and type of fence
- Show parking locations and dimensions
- Show outdoor lighting, including light shielding
- Location of utilities (all new utilities must be underground)

Landscape Plan [Page(s) _____] (Information can be on site plan or as a separate plan)

Yes

- Show calculation of total square footage and location of landscape comprised of 70% or greater of living materials
- Species, number, size and location of trees and shrubs in front yard
- Location of waterways including but not limited to rivers, drainages, irrigation canals, ditches and laterals.

Foundation Plan

Yes N/A

- Specify locations and sizes for all concrete footings, piers, slabs, and foundation walls. 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.

Floor Plans [Page(s) _____]

Yes N/A

- Dimensioned plan for each floor with usage of all rooms labeled and window and door opening sizes/types noted.
- Show stairway locations, width, and handrails.
- Show all plumbing fixtures.
- Show any decks, porches, and stoops.
- Note any required safety glazing locations.
- Indicate attic access and crawlspace access locations and sizes.
- 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.
- Note the required rated wall separation requirements between the garage and the dwelling including the door.

Elevations [Page(s) _____]

Yes N/A

- Show all sides of the structure and the height mark as North, South, East and West .
- Show exterior doors, windows, siding materials, roofing materials, roof drainage, decks, porches, and stoops.
- Show materials used on street façade wrapping around building (min. 2')
- Show attic vents and/or crawlspace vents.
- Show outdoor lighting attached to building, including light shielding.

Structural Building Section [Page(s) _____]

Yes N/A

- Building cross section showing a cut through the building from the bottom of the footing to 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 and spacing, and specify sill plate as pressure treated or wood of natural resistance to decay.
- Show basement dampproofing method.
- Specify floor framing member sizes and spacing, under floor clearance, vapor barrier, and floor sheathing.
- Note insulation types and R-value for foundation, floors, walls, attic/ceiling.
- Specify stud types, sizes and spacing and note types and sizes of headers.
- Note wall sheathing, moisture barrier, siding material, interior wall covering, and 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.
- Stair section detail showing dimensions of treads, risers, headroom, handrails, & guard requirements.
- Fire resistive assembly wall section details (Townhouse separation, duplex separation, exterior walls due to location on property, and fire rated eave details when applicable) Note applicable tested/listed assembly number on the plans.

Floor Framing Plans. [Page(s) _____]

Yes N/A

- Specify floor joists type, size, spacing, and spans. Show any interior bearing points
- Specify types and sizes of supporting beams, headers, and columns. Show any interior bearing points.
- Note any pony/cripple walls stud type, size, and spacing.
- Specify any mechanical connectors/fasteners such as for floor joist to beam, beam to beam, or beam to columns.

Roof Framing Plans[Page(s) _____]

Yes N/A

- Specify rafter and/or ceiling joist type, size, spacing, and spans. Show any interior bearing points.
- Specify/provide truss layout, spacing, spans, and style (scissor, mono, hip, standard, or girder). Show any interior bearing points.
- Specify types and sizes of supporting beams, headers, and columns. Show any interior bearing points.
- Specify any mechanical connectors/fasteners such as for rafter/truss to beam, beam to beam, girder truss to beam, or beam to columns.

Mechanical Information [Page(s) _____] (Information can be on floor plan or as a separate plan)

Yes N/A

- ACCA approved design software analysis output report showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), and Manual S (equipment selection). Include a duct system layout noting duct sizes, lengths, and termination points with cfm outputs.
- Show mechanical equipment locations (furnace, air conditioner, water heater, fireplaces)
- Note gas fired equipment in garage elevated so the source of ignition is at least 18" minimum above the floor
- Indicate how gas piping and equipment in a garage will be guarded to prevent damage (such as a bollard)
- Note bathroom exhaust fan locations and cfm

Electrical Information [Page(s) _____] (Information can be on floor plan or as a separate plan)

Yes N/A

- Show smoke alarm and carbon monoxide alarm locations.
- Show stairway lighting and switch locations

Accessibility (Townhouses)

Yes N/A

- Where there are four or more dwelling units or sleeping units in a single structure, the provisions of Chapter 11 of the *International Building Code* for Group R-3 shall apply. (Accessible dwelling units)

Wall Bracing Compliance Statement: In signing this application, I declare that I am the applicant and/or builder of the residence to be constructed on the site identified on this application, and that the plans have been designed and the building will be constructed in accordance with one or all of the following wall bracing requirements: 1. International Residential Code Wall Bracing Section 2. An engineered alternative designed by an Idaho licensed structural engineer. The ultimate responsibility for code compliance lies with the permit applicant and those that do work on the project.

APPLICANT'S SIGNATURE: _____ **DATE:** _____