RESIDENTIAL SUBMITTAL CHECKLIST & STANDARDS

Applicant	Description
	Flood Plain- If structure is in flood plain, please contact the City Zoning Administrator.
	Sewer certificate- required from Star Sewer & water on new homes and/or new sewer service. If home is on septic this would not apply.
	Site Plan – Must show the location of the new structure on the site and any existing structures, dimensional setbacks from the rear & side yards and from the back of sidewalk (sidewalks must be labeled) to the structure/addition as well as dimensional width of driveway and any proposed or existing fence. Must include a short narrative of the scope of work proposed, with square footage.
	Foundation Plan – Must include the type of foundation system, compliant crawlspace venting, anchor bolt locations and a footing detail. Projects including basements require submittal of a soils report - Soils and Geotech report for support of the structure must be stamped and signed by an Idaho licensed engineer.
	Floor Plan – All rooms and areas must be easily identified with labels and clear dimensions.
	Roof and Floor Framing – Must specify the type, size, spacing and spans and provide compliant roof ventilation.
	Elevations – View of all side of the structure.
	Wall Bracing – Must include the method type, fastening information, portal frame type with detail, clearly identified braced wall lines and lengths of each and all corner returns.
	Wall Sections and/or Details
	Connection Details – Required for all exterior wall attachments such as a deck, patio cover, leant-to, etc.
	Energy Compliance - Alternate Energy Path (must be signed and include all pages) or Prescriptive Method.
	Structural Drawings & Calculations (if applicable) – Must be stamped, signed, and dated by an Idaho licensed design professional.
	Mechanical, Electrical & Plumbing Floor Plan -- All rooms and areas must be easily identified with labels and all associated mechanical, electrical and plumbing with legends.
	Fire—Any structure or structures adding up to 4000 sq. ft. or more will need to be reviewed by Fire to ascertain if the fire hydrant flow to the property is adequate, if it is not; alternative means of suppression may be required.
	Fire sprinkler / fire alarm plans (3 sets, under separate cover) Note: Fire Sprinkler / Alarm plans can be deferred. Plans must be submitted to Star Fire directly.

Submittal Standards

- All plans must be submitted and uploaded in the IWORQ Portal.
- All plans must be submitted with a plan size of 24" x 36" and uploaded in a landscape orientation (horizontal position).
- All plans must have a space reserved for City Approval stamps.
- Plans must be submitted with a plan check report. The plan check report must be the first pages of the plan submittal.
- Calculations, reports, and other supporting documents (non-drawing files) must be submitted as searchable PDF files.
- Soils and Geotech report if applicable for support of the structure must be stamped and signed by an Idaho licensed engineer.
- Any work on drawings that is not under permit being submitted for must be marked as "On a Separate Permit", this includes attached townhome units.
- The sheet name must clearly indicate the information found on the page.

Revision Standards

- Same requirements as submittal plus additional requirements listed below.
- Narrative of all changes with date of when changes submitted.
- All changes must be bubbled on plans with a revision number specifying date of change.

Submittal File Naming Requirements

- File Naming Standards allow for easy identification of drawings by naming convention.
- Files must be printer ready, i.e., set up properly for printing with title block, no data outside the print page area, etc.
- Plan file name must include subdivision name and lot and block number.
- Resubmittals must use the EXACT same file name as the original, with-resubmittal added to the end of the file name. Please label the number of submittal, for example "Resubmittal #1" or "Resubmittal #2", etc.