



## RESIDENTIAL BUILDING PERMIT SUBMITTAL REQUIREMENTS

The following is intended to be an aid for applicants to help prepare and submit complete, accurate, and Code compliant building plans. It covers the adopted Codes and design criteria as well as the most relevant information that is required. Depending on the location, complexity, and other unknown factors specific to a proposed project, there may be other requirements not listed herein. If you have any Building Code questions, please contact Building Division staff at (208) 446-1040. **Please note** that this handout does not cover Planning, Zoning, and Site Disturbance requirements. Each applicant is strongly encouraged to contact Planning Division staff at (208) 446-1070 to discuss land use requirements.

- Staff will gladly answer questions about submittal requirements and offer suggestions to reach compliance. We strongly encourage pre-submittal meetings with both a Plans Examiner and Planner to answer Building Code and land use questions. Please note however that staff must not assist with the actual design of the project.
- The Permit Applications are required to be completed in their entirety. Please mark any fields that do not apply as NA.
- Each application should have ONE PERSON WHO IS RESPONSIBLE for compiling a complete and accurate submittal package. That is the **DESIGNATED CONTACT PERSON** on the Applications.
- Permit Applications are required to be provided with a current **CONTRACTOR REGISTRATION OR LICENSE NUMBER**, or, a signed declaration of exemption.
- **ELECTRONIC PLAN SUBMITTAL IS HIGHLY ENCOURAGED.** Call 446-1042 or 446-446-1087 to set up a **FREE** upload account. Please note that if submitting plans electronically, the Building Permit Application, Mechanical Permit Application, and Site Plan are required to be paper and submitted at the front counter after the plans have been uploaded onto the Kootenai County website or on disk; or,
- Provide two paper copies of all construction plans and supporting documents.
- Building Codes require construction documents to be of sufficient clarity to show in detail that the proposed construction will conform to the provisions of all adopted codes, ordinances, rules, and regulations. They must be clear enough that a qualified 3<sup>rd</sup> party is able to understand the proposed project without prior knowledge. All construction requirements must be clearly and accurately indicated on the plans.
  - If generic details are used on the plan, include **ONLY** those which specifically apply to the proposed project.
  - Purchased stock plans with significant changes are required to be re-drafted.
  - Mirrored plans are not approvable.
  - "FUTURE" items on the plans are not approvable.
  - Notations for missing components such as "BY OTHERS" are not approvable.
  - Plans noted as "PRELIMINARY" or "NOT FOR CONSTRUCTION" is not approvable.
- Most delays in the permit process are as a result of incomplete, inaccurate, conflicting or unclear documents.
  - If the plans are incomplete, inaccurate, or un-clear, a **CORRECTION LETTER** will be sent to the applicant. This will require re-submittal of the corrected construction documents and delay issuing the permit.

**THE FOLLOWING ARE THE RELEVANT CODES AND DESIGN CRITERIA FOR RESIDENTIAL CONSTRUCTION AND SHALL BE NOTED ON THE PLANS:**

- 2009 International Residential Code including Appendix G: Excluding the electrical and plumbing provisions.
- 2009 International Building Code
- 2009 International Energy Conservation Code
- 2009 International Fire Code
- Seismic Zone C
- Minimum Fastest mile wind speed 76 mph (90mph, 3 second gust), the exposure is required to be specific for the purposes of determining wall bracing requirements: B, C, or D.
- Assumed soil bearing pressure 1500 psf
- Minimum Frost depth 24"
- **Roof snow loads** (see Kootenai county snow load map for correct zone):
  - **Zone A:** Minimum 40 psf and prescriptive IRC requirements.
  - **Zone B:** Minimum 50 psf and prescriptive IRC requirements.
  - **Zone C:** An Idaho licensed engineer is required to determine the design snow loads based on ground snow load calculated in accordance with "Ground and Roof Snow Loads for Idaho". An Idaho licensed engineer is then required to determine the building design using that calculated snow load. At the discretion of the engineer, the prescriptive provisions of the IRC may be used if justified.

**NOTE:** The Idaho Division of Building Safety issues and regulates Plumbing and Electrical permits.

**MOST COMMON ENGINEERING REQUIREMENTS:**

If engineering is required, **SUPPORTING CALCULATIONS ARE REQUIRED.** All engineering requirements **MUST** be transferred onto the plan and **MUST** be consistent with all other submitted documentation. All pages of the plan which contain an engineered design must bear the seal and signature of a registered design professional licensed to practice in the State of Idaho. A letter of compliance from a registered design professional for someone else's work which has not been done under their direct supervision will not be accepted.

**THIS LIST INCLUDES THE MOST COMMONLY REQUIRED "STAMPED" ENGINEERING AND IS NOT INTENDED TO BE A COMPLETE LIST. FURTHER ENGINEERING MAY BE REQUIRED ON AN INDIVIDUAL BASIS IN ORDER TO ACHIEVE COMPLETE DEMONSTRATION OF CODE COMPLIANCE.**

- All structures exceeding two stories in height by the International Residential Code definition.
- Any design which is not a prescriptive method found in the International Residential Code.
- Any alteration which is attached to or affects the structural members of an engineered design (pole building, etc.)
- Any alteration or addition to a manufactured or mobile home.
- Unrestrained wood stud bearing walls exceeding 10' in height.
- If beams are not loaded uniformly, support a concentrated load, or span more than 25' between supports.
- Floor cantilevers exceeding those in accordance with R502.3.3, Table R502.3.3 (1), or Table R502.3.3 (2).
- Any restrained concrete or masonry wall with unbalanced backfill exceeding 8' in height (9' total wall height) or any cantilever retaining wall regardless of material used exceeding 4' in height measured from the bottom of the footing to the top of the wall requires a sealed and signed engineered design. (Retaining walls less than 4' in height may require an engineered design depending on the retained surcharge).
- Any building site exceeding 15% slope requires a sealed and signed engineered foundation design.
- Any cut or fill slope which exceeds a ratio of 2 horizontal to 1 vertical requires some method of restraint.
- Other items may require engineered design as determined by Plan Reviewer.

**NOTE: If the Code requires SPECIAL INSPECTION for any proposed project, a letter of retainer from an approved Special Inspection Agency must be provided prior to issuance of the building permit.**