



Permit Application Checklist

Commercial Building Permit

Apply here: <https://www.binghamcountyid.viewpointcloud.com>

1) Recorded Deed to Property

A current recorded deed can be obtained from the Bingham County Clerk's Office

2) Project Cost Documentation (IBC 109.3)

- a) Submit an accurate estimate of project costs including
 - i) Project Scope of Work
 - ii) Itemized Materials and Labor that matches the Scope of Work in the Building Permit Application
 - iii) Provided on company letterhead and/or current dated signature from builder

3) Full Set of Site Development and Construction Documents

Commercial buildings are required to be designed by and sealed by Idaho-licensed architects and engineers (IBC 107.1). Building plans are drawn to scale on suitable material or digital media. A design set typically includes General Notes (Title Sheet), Plans, Elevations, Sections, Details, Schedules and Diagrams to **show in detail that it will conform to the Codes and Ordinances of Bingham County** (IBC 107.2.1). Please call if you have questions or need assistance.

The following drawing sets are required with the level of detail that applies to your project:

a) Civil Drawing Set (Idaho Engineer Seal):

- i) Vehicle Ingress and Egress
- ii) Site Drainage Schematic also known as Stormwater Pollution Prevention Plan (SWPPP) Site Map
- iii) Sewage System Layout and other Underground Utilities
- iv) Parking Facilities with ADA Stalls and Pathways
- v) Signage such as Billboards
- vi) Lighting Schematic
- vii) Distances and Locations to Property Lines and other Structures
- viii) Landscaping

b) Architectural (Non-Structural) Drawing Set (Idaho Architect Seal):

- i) Code Analysis (architect's summary of life safety and design assumptions)
- ii) Site Plan
 - (1) all easements on the property (access, utilities etc.) and the distance from said easement(s) to any structure
 - (2) distances from structure(s) to property lines
 - (3) distances between structures
 - (4) location of approach including the width
 - (5) any ditch, canal, river or other body of water if existing on or near the property
 - (6) location of well and septic if applicable
 - (7) any other information applicable to ensure proper placement of structures and compliance with all setback and access regulations
- iii) Life Safety Plan (Egress/exiting, fire/smoke protection, etc.)
- iv) Accessibility Plan and Details
- v) Bathroom Facilities
- vi) Interior and Exterior Cladding and Finishes

c) Structural Drawing Set (Idaho Engineer Seal):

- i) Design Criteria and Design Standards Used in the Design
- ii) Foundation Plan with Rebar Schedules
- iii) Framing Plans and Connection Details
- iv) Statement of Special Inspections
- v) Calculations

d) Mechanical Drawing Set (Idaho Engineer Seal):

- i) Manual J, S, D
- ii) Mechanical Layout
- iii) Mechanical Fire Protection Details and Specifications (if fire protection is designated on architectural drawings)

4) Building Envelope Compliance: COMcheck or ASHRAE 90.1

5) Municipal Will-Serve Letter OR Septic Permit

6) Fire Department Approval Letter

7) Elevation Certificate (if you are in a floodplain) **AND** Elevation Study (if development exceeds 50 lots or 5 acres)

8) Zoning Permit (if in city limits of Firth, Basalt, or Aberdeen)