

COMMERCIAL ADDITION

SUBMITTAL CHECKLIST AND STANDARDS

SUBMITTAL CHECKLIST

Description

- **Certificate of Value** – Completed to its full extent. Form can be found here:
<https://meridiancity.org/community-development/building/customer-information/forms-handouts/>
- **Plumbing Summary** – Completed to its full extent. Form can be found here:
<https://meridiancity.org/community-development/building/customer-information/forms-handouts/>
- **Statement of Special Inspections** – Only required if the project requires special inspections. Form can be found here:
<https://meridiancity.org/community-development/building/customer-information/forms-handouts/>
- **Project Narrative** – Detailed with full scope
- **Architectural Plans** – Stamped and signed by a licensed architect with code analysis which includes: code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable).
- **Civil Drawings OR Site Plan of Previously Constructed Utility Infrastructure** – Submit PDF and CAD (if new mains/hydrants will be installed). Need to be sealed by a licensed Idaho Civil Engineer.
- **Electrical Design and Compliance** – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages.
- **Mechanical Design and Compliance** – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages.
- **Plumbing Design** – Must be stamped by an Idaho licensed professional.
- **Energy Compliance** – Report must be signed and include all pages.

- **Structural Drawings & Calculations** – Must be stamped, signed, and dated by an Idaho licensed professional. Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.
- **Geotechnical Soils Investigation** – Must be in accordance with the IBC.
- **Drainage Calculations** – Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.
- **ACHD** – To help avoid delays, contact Ada County Highway District (ACHD) at (208) 387-6100, as you may be required to submit separately.
- **CDHD** – If your project involves the storage, handling or manufacturing of food, your plans must be reviewed and stamped “Approved” by Central District Health Department (CDHD) prior to submittal to the City. This will help avoid delays. For additional information contact CDHD at (208) 327-5211.
- **Warranty Surety Requirements** – Required to be submitted prior to Certificate of Occupancy. The surety application can be completed online through the Citizen Access Portal.

SUBMITTAL STANDARDS AND FILE NAMING REQUIREMENTS

All drawing sheets must be submitted:

- In a PDF format
- In landscape format in the horizontal position
- With a space reserved in the upper left corner for City Approval stamps
- Drawn to scale with each sheet stating the scale
- As individual sheets
- With a file name allowing for easy identification of the drawing content.
Example: CS – Cover Sheet; SP1 – Site Plan; S4.0 – Structural Roof Framing; E2.0 – Electrical Schedule
- As print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.

All documents (non-drawing files) must be submitted:

- As searchable PDF files
- With the stamp of an Idaho Licensed Engineer for structural calculations and geotechnical investigation reports

