

CITY OF CALDWELL DEVELOPMENT SERVICES



COMMERCIAL/NON-RESIDENTIAL/MULTI-FAMILY

BUILDING PERMIT GUIDE

For

TENANT IMPROVEMENTS

205 S. 6th Ave
Caldwell, ID 83605

Phone: (208) 455-3024

www.cityofcaldwell.org

General Information

This guide outlines the requirements for obtaining a commercial, non-residential or multi-family (triplex and above) building permit for TENANT IMPROVEMENTS within the City of Caldwell limits.

Your permit application will require review and approval from each individual member of the Development Team. Your project will be assigned a Development Team Leader who will provide status updates and will serve as your point of contact. The Development Team contact information is listed below.

Development Team Contact Information

Planning and Zoning Codes

Robin Collins

(planning and zoning plan reviews and related inspections)

(208) 455-4666 rcollins@cityofcaldwell.org

Engineering Codes

Steve Pendleton

(engineering plan reviews and related inspections)

(208) 455-4683 spendleton@cityofcaldwell.org

Building Codes

Cache Olson

(building plan reviews, building inspections and mechanical inspections)

(208) 455-4756 colson@cityofcaldwell.org

Fire Codes

Alan Perry

(fire inspections, fire sprinkler and monitor/alarm inspections, hood suppression system inspections)

(208) 455-4703 aperry@cityofcaldwell.org

***Food-related establishments (i.e., restaurants, bars, markets, delis, snack bars, etc.) need to also contact Southwest District Health for Health District requirements

Your project will be assigned to one of the above four individuals to serve as your Team Leader.

All four individuals serve as your Development Team, but your assigned Team Leader will provide you with updates. In the event you are unable to reach your assigned team leader and there is an emergency, please feel free to contact one of the other Development Team Members listed above.

Code Information

Planning and Zoning Codes

Codes: located at www.sterlingcodifiers.com

Chapter 10, Article 2, Section 2	Land Use Schedule
Chapter 10, Article 2, Section 5	Parking, Loading and Pedestrian Amenity Standards
Chapter 10, Article 2, Section 6	Sign Schedule
Chapter 10, Article 10	Transportation Policies and Practices
Chapter 10, Article 11	Airport Overlay Zones
Chapter 10, Article 12	City Center Zone Regulations

Building and Fire Codes

Codes:

2018 International Building Code
 2018 International Existing Building Code
 2023 National Electrical Code
 2018 International Mechanical Code
 2018 International Fuel Gas Code
 2017 Idaho State/Uniform Plumbing Code
 2018 International Energy Conservation Code (Commercial)
 2018 International Energy Conservation Code (Residential)
 2018 International Property Maintenance Code
 2018 International Fire Code
 ICC-ANSI A117.1 2009
 NFPA Standards

Design Criteria:

Exposure - B
 Seismic Design Category - Based on Site Class
 Wind Loading - 115 miles per hour, 3-second gust
 Basic Ground Snow Load - 20 psf Min. Roof Snow Load – 25 psf
 Frost Depth - 24 inches
 Minimum Collateral Load - 5 pounds per square foot

Timelines and Submittal Guidelines

1. The goal of the Development Team is to issue a Complete Plan Review that includes Planning and Zoning, Building, Fire and Engineering comments/redlines within ten (10) business days of the submittal date for a single building permit for a tenant improvement.
2. Applications must be complete, all attachments must be submitted with applications and all checklists must be completed in order for the Development Team to meet the above-stated goal.
3. **Applications that are submitted that aren't complete, that don't include all required attachments and/or that are missing items from the checklists will most likely not have a Complete Plan Review within 10 business days of the submittal date.**
4. **Issuance of the Building Permit will be dependent upon the design professional's response time to the Complete Plan Review and subsequent re-submittal and accuracy of any requested revisions indicated in the Complete Plan Review.**
5. All plans and calculations must be stamped and originally signed by the appropriate design professional (architect or engineer) who must be currently licensed in the State of Idaho.
6. All contractors must be currently licensed in the State of Idaho.
7. Plan review fees are paid at the time of submittal of the Building Permit Application.
8. A complete submittal includes:
 - a. **The completed Building Permit Application and Checklist for Commercial Use**
 - b. **The completed *Contractor Registration Declaration* form**
 - c. **Two complete sets of Building Plans**
 - d. **Two sets of Building calculations and specifications, etc.**
9. Building permit fees (which include the building permit fee, impact fees, utility connection fees, and engineering inspection fees) are paid when the building permit is issued.
10. Fire Sprinkler Systems, Fire Alarm/Monitoring Systems and Hood Suppression Systems are submitted on a separate application to the Building Department with separate fees.
11. Plumbing, electrical and mechanical permits are separate permit applications, with separate fees, that are submitted after the Building Permit has been obtained.
12. Engineering fees are based on fee schedule adopted by City Council. Please see separate fee chart for additional information or contact Steve Pendleton, 455-4683.

RANGE SHEET FOR BUILDING PERMIT FEE

I. Building Permit Fees

- A. Building Permit Fees shall be assessed based on the valuation of the work for which the Permit is required with a base fee associated with the value range of the work and a per-dollar increment for each dollar above the range minimum as given below:

FY2013 Fee Schedule

LOWER RANGE	UPPER RANGE	BASE RATE	Per-Dollar RATE
\$0	\$499	\$23.04	0
\$500	\$1,999	\$23.04	0.02624
\$2,000	\$24,999	\$64.37	0.01135
\$25,000	\$49,999	\$326.54	0.0085
\$50,000	\$99,999	\$549.65	0.00565
\$100,000	\$499,999	\$846.27	0.004546
\$500,000	\$999,999	\$2,755.45	0.004336
\$1,000,000	-	\$5,031.78	0.003650

II. Plan Review Fees

- A. Commercial building plan review fees shall be computed as sixty-five percent (65%) of the building permit fee;
- B. Commercial fire plan review fees shall be computed as twenty percent (20%) of the building permit fee;
- C. Commercial Planning and Zoning plan review fees shall be computed as ten percent (20%) of the building permit fee;
- D. Fire Sprinkler Plan Review fees shall be one hundred fifty dollars (\$150.00) plus four dollars and twenty cents (\$4.20) per sprinkler head.
- E. Fire Sprinkler Plan Review fees for plans with no (or under twenty) heads shall be three hundred dollars (\$300.00)
- F. Fire Alarm Plan Review fees with a complete National Fire Protection Association (NFPA) 72 system shall be one hundred fifty dollars (\$150.00) base fee plus four dollars and twenty cents (\$4.20) per device.
- G. Fire Sprinkler System Monitoring review shall be three hundred fifty dollars (\$350.00).
- H. Cooking Hood Fire Extinguishing System under National Fire Protection Association (NFPA) 97 fees shall be one hundred eighty-four dollars (\$184.00) per system.
- I. Residential building plan review fees shall be computed as twenty percent (20%) of the

building permit fee.

J. Residential Planning and Zoning plan review fee shall be computed as ten percent (20%) of the building permit fee.

K. Demolition permit \$50.00;

III. Hourly Inspection Rate

A. The hourly inspection rate will shall be forty-six dollars (\$46.00).

IV. Sign Permit

A. Sign Building Permit fees shall be fifty percent (50%) of the valuation based permit fee given Section I. A. under the heading "*FY 2013 Fee Schedule*"

B. Sign Building Permit Review Fee shall be sixty-five percent (65%) of the Sign Building Permit fee.

C. Sign Planning and Zoning Review Fee shall be ten percent (20%) of the Sign Building Permit Fee.

i. The Minimum combined Sign Building Permit and Review fee shall be sixty three dollars and sixty three cents (\$63.63).

V. Building Permit Fee Schedule Chart

VI. The Building Permit Fee Schedule Chart and Building Valuation Table are attached hereto as Exhibits "A" and "B" respectively and are made a part hereof as if set forth in full setting forth fees enacted herein and rules for valuation concerning various buildings and types of buildings.

Tenant Improvement Plan Review Checklist and Required Attachments

Building:

The following code analysis information **IS REQUIRED** on all tenant improvement plans submitted for review and approval:

Staff Only	Applicant Only	
<input type="checkbox"/>	<input type="checkbox"/>	Type of Construction IBC Chapter 6
<input type="checkbox"/>	<input type="checkbox"/>	Occupancy Classification IBC Chapter 3 and Table 508.3.3
<input type="checkbox"/>	<input type="checkbox"/>	Actual and Allowable Area IBC 506, Table 506.2
<input type="checkbox"/>	<input type="checkbox"/>	Actual and Allowable Height IBC 504.3
<input type="checkbox"/>	<input type="checkbox"/>	Actual and Allowable Stories IBC 504.4
<input type="checkbox"/>	<input type="checkbox"/>	Occupant Load (per use) IBC 1004.5
<input type="checkbox"/>	<input type="checkbox"/>	Exits Required and Exits Provided IBC 1006 and 1006.2
<input type="checkbox"/>	<input type="checkbox"/>	Required fire resistance of exterior walls IBC Table 705
<input type="checkbox"/>	<input type="checkbox"/>	Required opening protection IBC Table 705.8
<input type="checkbox"/>	<input type="checkbox"/>	Fire resistive construction requirements IBC Table 601
<input type="checkbox"/>	<input type="checkbox"/>	Special inspection(s) required IBC Chapter 17 (indicate the type of inspections and the name of the agency to perform the inspection)
<input type="checkbox"/>	<input type="checkbox"/>	Code summary including all current adopted codes
<input type="checkbox"/>	<input type="checkbox"/>	ComCheck Energy Analysis: stamped and signed by an Idaho-licensed Architect or Engineer (must be currently-licensed in Idaho)
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan: Location of new and existing structures to remain with fully-dimensioned measurements to property lines, rights-of-way lines, and other structures; Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way OR an acceptable dispersal area; Parking lot design including fully dimensioned space and aisle layout and detailed handicapped parking spaces
<input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan: Stamped and signed by the Architect or Engineer preparing the structural calculations Include all required structural steel reinforcing Include all special inspection criteria

___ ___ Floor Plan:

Include all exit schemes, exterior wall openings, door swings, use designations of each space/room, exit signage.

___ ___ Elevations: North, South, East West

___ ___ Building Sections and Details:

Sections of walls, fire-rated assemblies, stairways and floor/ceiling assemblies.
Details for all suspended ceilings, veneer or brick applications, etc.

___ ___ Room and Finish Schedules:

Include room finishes for ceilings, walls and floors.
Include schedules for all windows and doors, indicating type, size, safety glazing and door hardware.

___ ___ Structural Plans:

Stamped and signed by the Architect or Engineer preparing the structural calculations.
Roof framing plan, floor framing plan, header and beam schedules, strap locations, structural details,
Shear walls, shear wall schedule, lintels, lintel schedule.
All other structural information as indicated in the calculations or required by the Plans Examiner.

___ ___ Conservation Elements:

Insulation R values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes, air sealing notes.

___ ___ Electrical Plans:

Exit signage; switching diagrams; lighting schedule with fixture, bulb and ballast type; number of bulbs per fixture; fixture wattage; exterior lighting bulb and ballast type; type of control.
Location of exit signage and emergency lighting shall coordinate with the floor plan or the reflected ceiling plan.

___ ___ Mechanical Plans:

Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; duct insulation R-values; mechanical system control schematic; load calculations.
Information regarding all fire-rated penetrations, smoke dampers, fire dampers, etc.

___ ___ Plumbing Plans:

Plumbing plan; isometrics; grease/sand interceptor details; calculations to determine actual interceptor sizing according to the requirements in the Uniform Plumbing Code; sewer connection location; type and location of reduced pressure backflow device(s); gas line piping materials and calculations; water line piping layout and materials; drain/waste/vent piping layout and materials.

___ ___ Service Water Heating System

Piping R-values; circulation loop system controls; heat trap requirements.

___ ___ ADA Accessibility Information:

Show and define all disability ADA access features per current International Building Code, ANSI A117.1 (entrances, exits, door hardware, bathrooms, fixtures, accessible route)

- ___ ___ MSDS:
 Two (2) copies of Material Safety Data Sheets (MSDS)
 Location of on-site storage of chemicals, oils, gasoline, etc. shown on plans
 Quantities of chemicals, oils, gasoline stored and/or produced on site
- ___ ___ Structural Engineering Calculations:
 Two (2) sets of structural engineering calculations required for:
 Structural improvements/remodels/retrofits within existing buildings
 Must be stamped and signed by an engineer or architect currently licensed in Idaho.
- ___ ___ Detailed design of grease interceptor when required by Uniform Plumbing Code.
- ___ ___ All sheets (including structural plan sheets and structural engineering calculations) stamped and signed by the design professional (architect and/or engineer) who is currently licensed in the State of Idaho, unless this requirement has been waived by the Building Department. See Chris Bryant for this requirement.
- ___ ___ Design professionals must be currently-licensed in Idaho.

FIRE:

- ___ ___ Location of all new and existing fire hydrants
- ___ ___ Location of all fire hydrant water lines, depth of pipe, size of pipe for new lines only
- ___ ___ Location and type of all fire extinguishers
- ___ ___ Location, width, turning radii of all fire lanes and turn-arounds along with surface requirements
- ___ ___ Location of Knox key box(es)
- ___ ___ Location, color and size of street numbers on the building
- ___ ___ Listing of all hazardous materials, types and quantities and location of use or storage
- ___ ___ Include all MSDS sheets
- ___ ___ Notation indicating any existing fire sprinkler systems and/or fire alarm/monitoring systems and type and show existing system locations

PLANNING AND ZONING:

- ___ ___ Parking layout shown on site plan (assumes all landscaping was completed with the shell and all parking was paved with the shell).
- ___ ___ Zoning Designation:
 Note on the Site Plan.
 City Center Zone has specific design criteria and may or may not require Design Review.
- ___ ___ Notation on the site plan as to Airport Overlay Zone: APO-1 or APO-2 or None.

If a Noise Sensitive Use in the APO-2 zone, note all Noise Mitigation Measures.
Noise sensitive uses are prohibited in the APO-1 zone.
Noise sensitive uses in the APO-2 will require an aviation easement.