

## COMPLETE & SUBMIT THIS CHECKLIST WITH YOUR PERMIT APPLICATION



### DETAILED PLAN & DOCUMENT SUBMITTAL

#### CHECKLIST FOR

#### RESIDENTIAL CONSTRUCTION

All drawings shall be to scale and provided with a graphic scale.

- BUILDING PERMIT APPLICATION FORM (COMPLETED).** Plans must be accepted as complete and all fees must be paid in full before review can begin.
- BUILDING PERMIT CHECKLIST**
- CONSTRUCTION PLANS one (1) complete set in electronic format (.pdf)**
- PLAT MAP AND/OR SITE SURVEY** (Dated, signed and sealed plat or survey with scale and north arrow.)
- VICINITY MAP** (Street names, property location, north arrow)
- SITE PLAN** (For all projects except remodels that do not impact the site.)
  - Property Lines
  - Easement Lines
  - Contour Lines (existing and proposed)
  - Dimensioned **setback lines** (required and proposed)
  - Property size (sf or acres)
  - Building Footprint, including covered porches (sf)
  - Driveway Dimensions
  - Parking Spaces
  - Floodplain/Riparian Zones
  - Legal Description
  - Zoning District
  - Public rights-of-way
  - Utility type and location
  - Detached Accessory Building
- GRADING/DRAINAGE PLAN** (Prepared by a civil engineer for multi-family projects, projects located in the Mountain Overlay and Floodplain Management Overlay and as required by the building official. Remodels that do not affect the site are exempt.)
  - All drainage is required to be retained on site
  - Existing and finished grades
  - Retaining wall locations and heights
  - Roof drainage
  - Property perimeter drainage
  - Height of finish floor above adjacent street

- RIGHT-OF-WAY IMPROVEMENT PLAN** (If R-o-W improvements planned. Prepared by a civil engineer.)
  - Drainage improvements
  - Existing and finished grade
  - Hardscape improvements
  - Landscaping, including tree removal
  
- CONSTRUCTION ACTIVITY PLAN** (All items as applicable)
  - Vehicle parking and traffic control
  - Material storage and deliveries
  - Temporary restrooms
  - Job shacks
  - Dumpsters
  - Screening
  - Use of rights of way
  - Trucking Routes
  - Riparian, hillside and tree protection (if applicable)
  - Site clean-up provisions
  
- ARCHITECTURAL PLANS** (All items as applicable)
  - All elevations with address #'s
  - Building height dimensions
  - Floor plans all levels including basements
  - Cross sections
  - Roof design – All roof systems must be engineered with a snow load of not less than 80 pounds per square feet. Bellevue is a Seismic Design Category C with a Wind load Category C (70 mph)
  - Stairs: tread & riser dimensions, head height
  - Smoke & CO detector locations
  - Hand & guardrail locations and heights
  - Exhaust fan locations
  - Emergency escape openings
  - Tempered glass locations
  - Crawlspace and attic access
  - Radon mitigation system
  
- EXTERIOR LIGHTING PLAN** (Existing and new exterior lighting must be code compliant.)
  - Exterior lighting plan
  - Exterior lighting fixture cut sheets
  - Photos of existing fixtures if compliant (for remodels)

**STRUCTURAL PLANS** (Stamped by registered design professional, **licensed in the State of Idaho.**)

- Foundation plans
- Floor system plans
- Wall sections
- Roof section

- Structural details
- Structural load calculations (if required)

**FIRE CODE COMMERCIAL BUILDINGS**

- Compliance with Bellevue Municipal Code Section(s) 105.7.1, 105.7.3, 105.7.11 (where applicable) will be required. For questions contact, Fire Chief, Greg Beaver at (208) 788-9277 or Email: [bfdchief@bellevueidaho.us](mailto:bfdchief@bellevueidaho.us)

**SNOW STORAGE/REMOVAL PLAN**

**WATER & SEWER PERMIT APPLICATION** (For new RES, COMM, ADUs)

- Please contact Frank Suwanrit to calculate the permit fees at: (208) 788-2128 X 6 or Email: [fsuwanrit@bellevueidaho.us](mailto:fsuwanrit@bellevueidaho.us)

**PAYMENT OF ALL FEES IN FULL.**