Submittal Checklist

Applicant	Description
	Site Plan – Must show the location of the structure on the site, any existing structures and any proposed or existing fence. *A new fence may require a separate permit: 11-3A-7 Fences
	Foundation Plan – Must include the type of foundation system (slab) and a footing detail.
	Floor Plan or Aerial View – All areas must be easily identified with labels and clear dimensions.
	Roof Framing – Must specify the type, size, spacing and spans and provide compliant roof ventilation if enclosed.
	Elevations – Exterior side view required
	Wall Sections and Details – An elevation wall detail is required: Typical Wall Section Detail
	Connection Details – Required for all exterior wall attachments
	Structural Drawings & Calculations (*if applicable) – Must be stamped, signed and dated by an Idaho licensed professional.

Submittal Standards

- All plans must be submitted in a PDF format.
- All plans must be submitted in a landscape orientation (horizontal position).
- All plans must have a space reserved in the upper left corner for City Approval stamps.
- Resubmittals must use the EXACT same file name as the original.
- All plans must be drawn to scale and each sheet should state the scale.
- Plans must be submitted individually using separate file names.
- Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files.
- Soils and Geotech report for support of the structure must be stamped and signed by an Idaho licensed engineer.

Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.
- Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- The sheet name must clearly indicate the information found on the page.

File Naming Examples for Residential Projects	
Discipline	Example File Names
Site Plan/Cover	Site Plan
Foundation	Foundation Plan