
RESIDENTIAL REMODEL

SUBMITTAL CHECKLIST AND STANDARDS

SUBMITTAL CHECKLIST

Drawings:

- **Site Plan** – Must show the location of the structure on the site and any existing structures, dimensional setbacks from the back of sidewalk to the new structure or a note stating setbacks are measured from the back of sidewalk, dimensional width of driveway and any proposed or existing fence.
- **Floor Plan** – All rooms and areas must be easily identified with labels and clear dimensions, and ceiling heights. Provide Floor plan identifying what was existing and what is new.
- **Roof and Floor Framing** (*if applicable*) – Must specify the type, size, spacing and spans and provide compliant roof ventilation.
- **Wall Bracing** – Must include the method type, fastening information, portal frame type with detail, clearly identified braced wall lines and lengths of each and all corner returns.
- **Structural Drawings** (*if applicable*) – Must be stamped with current stamp, signed and dated by an Idaho licensed professional.

Documents:

- **Structural Calculations** (*if applicable*) – Must be stamped with current stamp, signed and dated by an Idaho licensed professional.

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

