
NEW RESIDENTIAL

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.
- **Foundation Plan** – Must include the type of foundation system, compliant crawlspace venting, anchor bolt locations and a footing detail.
 - Projects including basements require submittal of a soils report - Soils and Geotech report for support of the structure must be stamped with current stamp and signed by an Idaho licensed engineer.
- **Floor Plan** – All rooms and areas must be easily identified with labels and clear dimensions, and ceiling heights.
- **Roof and Floor Framing** – Must specify the type, size, spacing and spans and provide compliant roof ventilation.
- **Elevations** – Must include front, back and right, left sides.
- **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.
- **Wall Sections and Details** – An elevation wall detail is required.
 - Example shown here: [Typical 1 Story Wall Section Detail](#)
- **Structural Drawings (if applicable)** – Must be stamped with current stamp, signed and dated by an Idaho licensed professional.
- **Connection Details** – Required for all exterior wall attachments such as a deck, patio cover, lean-to, etc.

Documents:

- **Energy Compliance** – Alternate Energy Path (must be signed and include all pages) or Prescriptive Method.
- **ACCA Approved Load Calculations (Manual J, D & S)** – Required for all new residential construction and Accessory Dwelling Unit (ADU) projects to determine proper heating, cooling, and duct sizing.
- **Structural Calculations** (*if applicable*) – Must be stamped with current stamp, signed and dated by an Idaho licensed professional.
- **Tall Wall Engineering** (*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

