COMMERCIAL PATIO

Community Development | Building Services

SUBMITTAL CHECKLIST AND STANDARDS

Submittal Checklist

Applicant	Description
	Certificate of Value – Completed to its full extent. COV can be found here: https://meridiancity.org/building/handouts.html
	Statement of Special Inspections - Only required if the project requires special inspections: https://meridiancity.org/building/handouts.html
	Project Narrative – Detailed with full scope
	Architectural Plans – Stamped and signed by a licensed architect with code analysis which includes: code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable).
	Site Plan - Must show property lines , exact location of the structure on the property and any existing structures.
	Structural Drawings & Calculations (*if applicable*) – Must be stamped, signed, and dated by an Idaho licensed professional. Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.

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.

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 Commercial Patio Projects

Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Architectural	A	2	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Third Level Floor Plan
Site Plan	SP	100	SP100_Site Plan

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