



City of Ammon Building Department
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Email:permits@cityofammon.us

Commercial Building Plan Submittal Requirement Checklist

**We recommend that ALL plans be submitted electronically as PDF
Format as one plan with multiple pages in the PDF Format**

- Permit Application-<https://cityofammon.us/> Building Department

- Site Plan detailing the following:
 - Footprint of the structures
 - Acreage of the property
 - All property lines and dimensions
 - Setback of structure(s)
 - Natural and finish grades
 - Drainage routing (detention, retention ponds, etc)
 - Location of fire hydrants and fire lanes
 - All parking areas, sidewalks, driveways, and easements
 - Landscaping plans (check with Planning and Zoning for the city requirements on planting locations, etc)
 - Location of landscape meter (if applicable)
 - Location of right- a -ways and details of the proposed work within
 - Water and Sanitation lines with sizing
 - Stom lines
 - Utilities including Fiber
 - Scale of drawing (i.e. 1:20, 1:110. etc)



- Architecture Drawings to scale: *these need to be stamped plans by an Architect with Idaho license and Stamp*
 - Floor Plans
 - Building elevations
 - Building and/or wall sections
 - Door Schedules
 - Hardware schedules
 - Room finishes
 - Accessible restrooms
 - Partition types
 - Roof plans and drainage slopes
 - Stair sections
 - Shaft sections (when applicable)
 - Fire protection details for structural frame components (when applicable)
 - Glazing types
 - Occupancy separation wall details (when applicable)
 - Height of structures (check with Planning and Zoning for instructions on calculations)

- Structural Drawings- *these need to be stamped plans by an Licensed Engineer with Idaho stamp, supporting calculations are also required with stamp*
 - Foundations drawings
 - Framing of roof, floors, and walls
 - Structural details
 - General notes
 - Live loads used in design
 - Retaining walls (greater than 4'0" in height)
 - Shop drawings and spec sheet in prefabricated structures
 - Listing of special inspections (when applicable)

- Plumbing and Mechanical Drawings: *these need to be designed with Idaho Engineer stamp*
 - HVAC plans including the ducting, fans and dampers
 - Equipment schedules
 - Piping plans including the gas, water, and sewer
 - Mechanical room layouts
 - Boiler and fan room layouts
 - Rooftop unit detail
 - Roof drainage piping and overflow design
 - Plans of traps, ejectors, sand and/or oil interceptors
 - Smoke exhaust system and sequencing information (when applicable)
 - Comcheck compliance or ASHRAE 90.1 compliance certificate id required

- Electrical Drawings:
 - Lighting plans
 - Power distribution plans
 - One-line service and distribution diagram
 - Panel schedules
 - Lighting fixture schedule
 - Exit lights and Exit illumination
 - Fire Alarms
 - Smoke detectors
 - Fire dampers
 - Equipment schedule
 - Generators
 - Comcheck lighting compliance certificate is required



Specifications:

- Codes: 2018 IBC, 2017 ISPC, 2018 IFGC, 2018 IMC, 2017 NEC, 2018 IECC
- Ground snow loads: 50 lbs/SF
- Wind speed 100 mph for Risk Category II Buildings , 110mph for Risk Category III, and 115 mph for type IV Buildings
- Seismic Design Category D, and based on requirements of Section 1613 of the 2018 IBC
- Frost Line Depth: 30”
- Interior and Exterior lighting power allowance budget (Comcheck Lighting Compliance based on the 2018 IECC) see www.energycodes.gov for Comcheck-EZ software, and select electrical
- Mechanical Engineering Design Compliance (based on 2018 IMC and 2018 IECC) see www.energycodes.gov for Comcheck-EZ software and select Mechanical
- Architectural Stamp is required for All Commercial Projects
- We require electronic forms, please send these as PDF format

Some of these items may not be applicable