



APPLICATION SUBMITTAL CHECKLIST

All plans must be drawn to scale on reproducible paper with minimum dimensions of at least 11" x 17"

- ☐ Application Form
- ☐ Electronic Submittal of the **Site Plan** drawn to a standard engineer's scale and including all items listed on the City of Driggs [Site Plan Checklist](#) (pg 5 of this document and found on the Building Permit Application form).
- ☐ **Exterior Lighting Plan:** Photo and/or spec sheet of each outdoor fixture that includes the following information for each fixture: lumen output, color temperature, and if it is an occasional light (ex. porch light). All outdoor lighting must be shown on the building elevations.

Single and Two-Family Residential buildings:

- ☐ Electronic Submittal of a complete set of construction plans stamped by an Idaho structural and architectural engineer
Must comply with the 2012 International Residential Code and be drawn to the building plan standards listed below.
- ☐ Plan/specifications for Radon Resistant construction methods as required in Appendix F of the 2012 IRC

Multi-Family Residential buildings:

- ☐ Electronic Submittal of a complete set of construction plans stamped by an Idaho structural and architectural engineer *Must comply with the 2015 IBC and be drawn to the building plan standards listed below.*
- ☐ Plan/specifications for Radon Resistant construction methods as included in the EPA document: "Radon Prevention in the Design and Construction of Schools and Other Larger Buildings" (1994).
- ☐ Discuss landscaping, parking, and design review requirements (see [Appendix A](#) of Land Dev Code) with the Planning & Zoning Dept prior to submitting building permit application. *If located in the Design Review Overlay, the Design Review process is required to be completed before a Building permit can be issued.*

Commercial buildings:

- ☐ Electronic Submittal of a complete set of construction plans stamped by an Idaho structural and architectural engineer *Must comply with the 2015 IBC and be drawn to the building plan standards listed below.*
- ☐ Discuss landscaping, parking, and design review requirements (see [Appendix A](#) of Land Dev Code) with the Planning & Zoning Dept prior to submitting building permit application. *If located in the Design Review Overlay, the Design Review process is required to be completed before a Building permit can be issued.*
- ☐ (For schools & residences in commercial buildings): Plan/specifications for Radon Resistant construction methods as included in the EPA document: "Radon Prevention in the Design and Construction of Schools and Other Larger Buildings" (1994).

Mechanical only:

- ☐ Electronic Submittal of a complete set of plans showing the layout, placement, and specs of the mechanical equipment (hood, fireplace, HVAC, etc.), and related applicable info (exhaust vent location, make up air location, gas line sizing, btu load for each appliance, etc.).

STANDARDS FOR BUILDING PLANS

- ____ Floor plans at a scale of 1/4" = 1'0" consisting of:
- Fully dimensioned footing and foundation wall plans
 - Fully dimensioned 1st, 2nd, 3rd etc. floor plans.
 - All window and door sizes including skylights if applicable.
 - Complete plumbing, electrical, and mechanical (HVAC) plans.
 - Direction of floor / roof framing members.
 - Size of all load-bearing beams and posts.
 - Smoke detector locations (hard wired) - one in each sleeping room, adjacent hallway, and on each floor. Carbon monoxide detectors are strongly recommended for structures heated by wood, wood pellets, or oil, in the same location pattern as required smoke detectors.
- ____ Elevations consisting of:
- All four elevations at a scale of 1/4" or 1/8" = 1'0"
 - Extent of foundation walls, footings, and openings.
- ____ Building sections consisting of:
- Concrete footings and foundations walls, including reinforcing steel.
 - Wall section(s) - roof to footing showing all vertical dimensions (i.e., finished floor, finished ceiling and footing depth) wall member sizes, floor joist size, type and spacing and beam locations, exterior and interior siding and finishing materials.
 - Stair sections, including rail height, state rises and tread dimensions.
 - Roof members or trusses. On truss design drawings the manufacturer must submit engineer-stamped drawings for approval before fabrication.
- ____ Completed door and window schedules. Each sleeping room must meet egress requirements.
- ____ Longitudinal or cross-sections are required in buildings with intricate rooflines or interiors.
- ____ All buildings will have a snow load of 90 pounds per square foot (ground snow load), frost depth of 36 inches, wind pressure of 90 mph and a seismic zone of D1.
- ____ Insulation R-Values will be as follows unless a Residential Energy check is done to show they can be reduced.
- | | | | |
|----------------|-----|---------------------|-----|
| Basement walls | R18 | Main/Exterior Walls | R21 |
| Crawl Space | R21 | Ceiling/Roof | R49 |
- ____ For all structures within the Airspace Protection Overlay, the FAA [Form 7460-1](#) must be submitted to the FAA prior to building permit issuance. Acknowledgement from the FAA confirming that the proposed construction will either not encroach into the protected airspace or that acceptable mitigation has been agreed to.
- ____ Any **new single- or two family home** shall be constructed using radon resistant construction methods in accordance with Appendix F of the 2012 IRC. Any new school building or any new building containing a residence which is not subject to the IRC shall be constructed in accordance with the guidelines contained in the EPA's document: "Radon Prevention in the Design and Construction of Schools and Other Larger Buildings (1994)"
- ____ Those building in Huntsman Springs, Calico Sky or Shoshoni Plains Subdivision must submit building plans to the appropriate Home Owners Association.

PERMIT FEES

Building Permit Fee

VALUATION*	FEE
\$1 to \$50,000	\$100 + \$50/Inspection
\$50,001 to \$250,000	0.7% of Valuation
\$250,001 to \$500,000	0.6% of Valuation
\$500,001 to \$1,000,000	0.5% of Valuation
\$1,000,001 to \$2,500,000	0.4% of Valuation
Over \$2,500,000	0.3% of Valuation

*Valuation is determined by the ICC and published in the [Building Safety Journal](#) (most recent edition).

Water & Sewer Connection Fees

Connection Fee - New Account (within 300' of existing main line)	
Wastewater - 25 WSFU or less (excludes hose bib and water sprinkler counts)	\$7,319
Wastewater per WSFU > 25 (excludes hose bib and water sprinkler counts)	\$293
Wastewater Outside of Corporate City Limits 1.5 x Listed rates	
Water Connection:	
Line Size 1"	\$11,690
Line Size 1.5"	\$34,007
Line Size 2"	\$34,007
Line Size 3"	\$85,016
Line Size 4"	\$170,033
Line Size 6"	\$340,065
Line Size 8"	\$573,860
Water Outside of Corporate City Limits 1.5 x Listed rates	
Connection Fee - New Account (outside of 300' of main line)	
Property owner may either negotiate with the City to extend Wastewater and/or water lines or receive District 7 Health Department permit for septic system and/or well	
Meter - (must be purchased from the City)	
1"	\$300
1.5"	\$1,615
2"	\$1,865
>2"	\$TBD
Meter Box Specification to be provided by City personnel to property owner's contractor/plumber for independent purchase & installation	
MXU - (must be purchased from the City)	
1"	\$210
1.5"	\$210
2"	\$210
>2"	\$TBD
Meter/MXU Install/Inspection (each incident- must be completed by City Personnel)	
	\$158

Impact Fees

DEVELOPMENT TYPE	PARK & RECREATION FEES	TRANSPORTATION FEES	FIRE & RESCUE FEES
Residential Development (per housing unit by square feet)			
Under 500	\$418	\$1,748	\$422
500 to 999	\$873	\$3,055	\$894
1,000 to 1,499	\$1,142	\$3,821	\$1,163
1,500 to 1,999	\$1,327	\$4,362	\$1,361
2,000 to 2,499	\$1,476	\$4,781	\$1,509
2,500 to 2,999	\$1,597	\$5,129	\$1,631
3,000 to 3,499	\$1,699	\$5,415	\$1,737
3,500 to 3,999	\$1,787	\$5,671	\$1,829
4,000 to 4,499	\$1,861	\$5,887	\$1,905
4,500 to 4,999	\$1,931	\$6,089	\$1,976
5,000 to 5,499	\$1,996	\$6,269	\$2,042
5,500 to 5,999	\$2,051	\$6,430	\$2,098
6,000 or More	\$2,107	\$6,584	\$2,154
Nonresidential Development (per 1,000 square feet)			
Retail	\$0	\$8,423	\$3,600
Office	\$0	\$3,247	\$1,388
Industrial	\$0	\$1,462	\$623
Warehousing	\$0	\$515	\$623
Institutional	\$0	\$3,229	\$1,379
Lodging (per room)	\$882	\$2,747	\$1,024

REVIEW PROCESS

1. Once a complete application has been submitted, the information will be reviewed by the Planning Staff to ensure zoning compliance, and also by the Building Inspector, Mechanical Inspector, Fire Marshal, and the Public Works Director to ensure all building, fire, and city codes are met. **Allow up to 10 working days for this review (20 working days for more for complex, commercial buildings or hangars).**
2. Comments will be summarized and sent to the applicant to address before the Permit will be issued. A fee estimate will also be provided at this time.
3. Once the Building Permit application has been approved, the Planning Staff will notify the applicant that the Permit is ready to be picked up and paid for at City Hall.
4. Upon receiving the Building Permit, the building permit fees, water and sewer connection fees and impact fees must be paid, along with a \$2000 road damage bond if any road cutting for utilities is planned.
5. It is the responsibility of the applicant to contact the building or mechanical inspector directly at least 24 hours in advance for any and all required inspections. All inspections will be scheduled the next working day, if notice is given before 3:00pm.

Building Inspector: Al Russo (208) 709-5740

Mechanical Inspector: Wyatt Penfold (208) 709-6810

It is the responsibility of the applicant to arrange State Electrical and Plumbing inspections, and present proof of compliance prior to issuance of Certificate of Occupancy.

6. PRIOR to excavation, builders are required to notify utility companies for locating services. Call the Idaho digline at 811 or visit www.digline.com.
7. Garbage dumpsters and sanitary facilities, such as a Port-a-Potty, need to be provided on your property (NOT IN THE ROADWAY) during and until construction is completed. Inspections will not be done if these items are not provided.
8. Street addresses are required on all new or remodeled structures, consisting of minimum 3" height numbers, and are plainly visible and legible from the street or road fronting the property.
9. Water Meter Barrels are to be purchased by the applicant which will consist of:
 - 18 x 72 Thermal Coil SGL Meter Box L/BOT,
 - 18 x 4 Insulation Pad with Nylon Strip HDL
 - 18 Locked Meter Box Lid with 2-inch holeThese parts can be purchased from Ferguson Enterprises- 6715 Overland Dr. Idaho Falls, ID 83402 208-528-7490.
10. Water Meters will be installed by the Public Works Department. Call 208-354-2362 to schedule.

City of Driggs, Idaho

Site Plan Standards Checklist



60 S Main St | PO Box 48 -Driggs, ID 83422 | Ph: 208-354-2362 x 2105 | Fax: 208-354-8522 | www.driggsidaho.org

GENERAL STANDARDS

When a site plan is required as part of an application submittal, it should adhere to the following general standards. **SUBMISSION must be digital and completed by a professional.**

- ☐ Page Size. Site Plans should be in digital format.
- ☐ Scale. All site plan elements should be drawn to an accepted engineering scale that allows review of the proposal. A scale bar depicting the chosen scale should be included on the site plan.
- ☐ Title Block. The site plan should contain a title block indicating the owner's name, designer or engineer's name, date of the drawing, date of any revisions or alterations of the drawing, sheet or page number, and a description of the work depicted.
- ☐ North Arrow. A north arrow should be provided on the site plan.
- ☐ Legend. The site plan should include a legend describing any lines, symbols, or shading used on the site plan.

INFORMATION TO BE DEPICTED

A site plan should depict the following information.

- ☐ 1. Boundaries of the entire property
- ☐ 2. All existing and proposed easements (road, driveway, utility, etc.)
- ☐ 3. Adjacent streets, roads, and public improvements
- ☐ 4. Existing and proposed access driveways and parking areas
- ☐ 5. Location of existing and proposed structures
- ☐ 6. Dimensioned setbacks from property lines, rights-of-way and protected natural resources, including water and riparian features.
- ☐ 7. Grade or contour lines for areas of slope greater than 5%
- ☐ 8. Locations of wells, septic systems, leach fields, sewer lines and manholes, water lines, and other existing and proposed utilities
- ☐ 9. Snow storage areas
- ☐ 10. Required landscaping
- ☐ 11. Existing and proposed fencing
- ☐ 12. Any wetlands, creeks, streams, rivers, canals or ditches.
- ☐ 13. Snow storage

Flexibility of Requirements

Planning, Building or Engineering staff may waive or alter requirements for information to be depicted on a site plan to suit the specifics of an application, particularly for uses proposed within existing physical development where a more conceptual site plan may be sufficient.

Planning & Building may require a Certificate of Placement to confirm foundation matches site plan and meets all review criteria.

City of Driggs, Idaho
Planning & Building Department
CERTIFICATE OF PLACEMENT



60 S Main St | PO Box 48 - Driggs, ID 83422 | Ph: 208-354-2362 x 2105 | Fax: 208-354-8522 | www.driggsidaho.org

BDR/BDC NUMBER: _____

CONTRACTOR: _____

SURVEYOR: _____

PROPERTY OWNER: _____

ARCHITECT: _____

DATE OF SURVEY: _____

Identify the date of Planning/Building approval used for this Certificate: _____

The location of the proposed foundation was determined by a survey of:

_____ POINTS ON BUILDING FOOTERS

_____ THE LOCATION OF SET-IN-PLACE FOUNDATION FORMS

**STRUCTURE TO BE
PLACED BY IDAHO
LICENSED LAND
SURVEYOR**

The points as located for the proposed foundation walls are in agreement with the location of the foundation as shown on the approved site plan and building permit special conditions of approval. (small deviations within normal foundation tolerances are expected.)

_____ YES. No further information is required.

_____ NO. Please explain:

If foundation placement does not match the approved site plan and building permit special conditions of approval, additional surveyor information is required. **WORK CANNOT PROCEED WITHOUT REVIEW AND APPROVAL BY THE CITY OF DRIGGS PLANNING & BUILDING DEPARTMENT.** The surveyor should prepare and attach a legible sketch of the site showing the following:

Approved location of building

Approved setbacks

Surveyed location of foundation as found

Signature of Planning & Building Department Staff Approving New Location

Date

Surveyor Seal – signed and dated

REQUIRED ITEMS:

ZONING:

LOT SIZE (SF):

IMPERVIOUS LOT COVERAGE (SF):

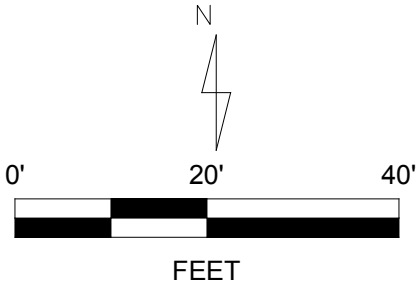
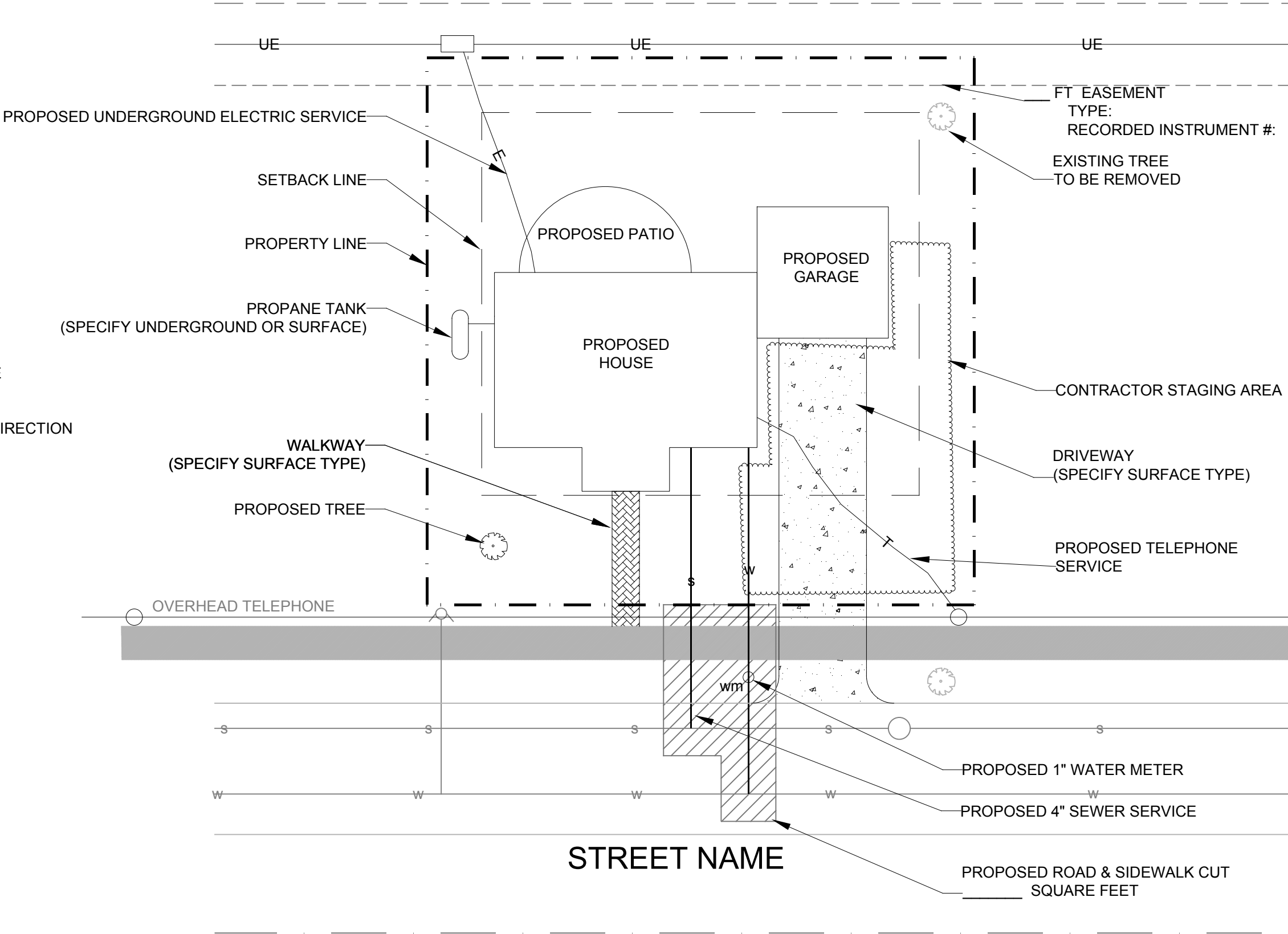
FRONT SETBACK:

REAR SETBACK:

SIDEBACK:

LEGEND

- — — — — PROPERTY LINE/ROW
- - - - - EASEMENT
W — EX. WATER LINE
S — EX. SEWER LINE w/MH
UE — EX. ELECTRIC/TELEPHONE LINE
⊗ EX. TREE/LANDSCAPING
- W — PROPOSED WATER SERVICE
wm — PROPOSED WATER METER
S — PROPOSED SEWER SERVICE
E — PROPOSED ELECTRIC/TELEPHONE
▨ PROPOSED SIDEWALK/ROAD CUT
⊗ PROPOSED TREE/LANDSCAPING
➔ PROPOSED DRAINAGE FEATURE/DIRECTION



SITE PLAN

ACME CONTRACTOR
123 STREET
CITY, STATE
PHONE NUMBER:

SITE PLAND FOR JOHN DOE RESIDENCE
123 MADE UP STREET
DRIGGS, IDAHO 83422

DESIGNED BY: _____
DATE: _____
REVISION
SCALE:
1"=20'

C-1