

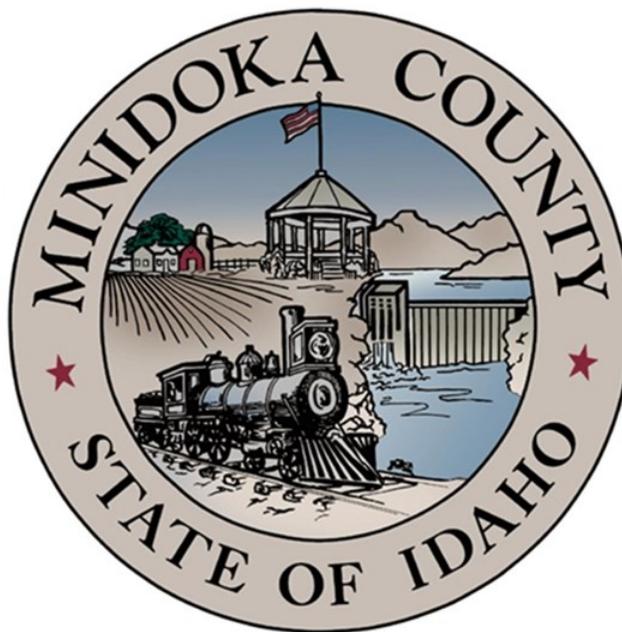
**Minidoka County Building Department**  
**COMMERCIAL BUILDING PACKET**

715 G. Street, RUPERT, ID 83350

Phone: 208-436-7183 Fax: 208-436-1580

Email: [Building@minidokacounty.id.gov](mailto:Building@minidokacounty.id.gov)

Website: [Minidoka.id.us](http://Minidoka.id.us)



# Commercial Building Permit Guide

This guide outlines the requirements for obtaining a Building Permit to construct a structure within Minidoka County.

In order to ensure that your application is processed in a timely manner, please provide a **complete application and submittals**. For application and submittal requirements, see the attached application and general information sheet.

## Building Department

Rick Nay – Building Official/Zoning Administrator—Rnay@minidokacounty.id.gov

Kortnie Kent – Building Inspector – Kkent@minidokacounty.id.gov

## CURRENT CODES:

2018 International Building Code (IBC)

2018 International Mechanical Code (IMC)

2018 International Fire Code (IFC)

2018 International Fuel Gas Code (IFGC)

2018 International Existing Building Code (IEBC)

2018 International Energy Conservation Code (IECC)

## Design Criteria

**Risk Category:** Defined in IBC Table 1604.5

Snow Load	Wind Speed (mph)					Frost Depth	Seismic - Site Class D			
	Risk Category	I	II	III	IV		Risk Category	I & II	III	IV
20 lbs (4800)		95	100	105	110	24"		C	C	D

## SETBACKS

**County** – 5’ From Property Lines; 30’ From Edge of Road Right of Ways

**Cities** – 5’ From Property Lines; 20’ From Edge of Road Right of Ways

## OTHER ENTITIES:

Idaho Division of Building Safety - (800) 955-3044

Electrical/Plumbing Permits

South Central Health District – (208) 678-8221

Minidoka Highway District – (208) 436-6112

Minidoka Irrigation District – (208) 436-3188

A&B Irrigation District – (208) 436-3152

## FIRE DEPARTMENTS:

City of Rupert : (208) 436-9600

West End : (208) 438-4511

MCFPD: (208) 679-8250

## CITIES:

City of Paul : (208) 438-4101

City of Rupert : (208) 436-9600

City of Acequia: (208) 436-6775

City of Minidoka: (208) 531-4101

## CITY ZONING:

City of Paul: Paul Aston - (208) 312-4602

City of Rupert:

City of Acequia: Matt Darrington - (208) 260-5280

City of Minidoka:

# Commercial/Multi-Family Building Permit Guide

This guide outlines the requirements for obtaining a building permit to construct a Non-residential or Multi-Family Structure within Minidoka County.

In order to ensure that your application is processed in a timely manner, your [plans and application must be complete](#). For application and submittal requirements, see the attached General Information sheet and checklist.

## Plan Review Schedule & Submittal Guidelines

**Estimated Turnaround times-** Plan Review turnaround times are subject to change without notice. Our turnaround time goals are listed below but may fluctuate based on plans being incomplete and/or incorrect, the size and scope of project, and quantity of work load.

- New commercial and multi-family dwelling projects with all of the required submittals are not expected to exceed 3-4 weeks for initial review, but could take longer depending on workload and number of plans submitted.
- Additions to multi-family projects should not take longer than the turnaround time specified for new construction, but each submittal is project specific.

## Permit Application

- Permit applications must be filled out in their entirety. Missing or incomplete information will cause delays in the processing of the permit application.
- New Construction project permit applications must be accompanied by a legal description of the property.
- Proposed occupancies that have chemicals stored or processed **MUST SUBMIT THE MSDS SHEETS FOR EACH OF THE CHEMICALS.**
- Plan submittals must be accompanied by all applicable documents.

## Project Valuation

Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating/air conditioning, elevators, fire extinguishing systems, other permanent equipment, and owner supplied items. Project value excludes land.

**Health District approval is Required** for all buildings where food is being prepared. A letter of approval must be submitted to the Building Department prior to the issuance of a permit. Contact Number: South Central Health District (208) 678-8221. Separate submittal to the Health District is required.

**Applicable Fire District** review and approval is required for all commercial and multi-family structures. A set of plans shall be submitted to the applicable fire entity for approval.

# COMMERCIAL PLAN REVIEW SUBMITTAL CHECKLIST

## Notice to applicants:

This checklist is designed to provide the basic information needed to allow the Building Department and various agencies to complete a plan review of the proposed project. These are basic guidelines and more submittals may be required upon request.

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- Fences greater than 6' in height and other miscellaneous projects may only require the issuance of a building permit and minimal review.
- Additional permits ARE REQUIRED for ELECTRICAL, PLUMBING, AND HVAC work.
- Permit applications are reviewed in the order they are received. To avoid delays please make sure that all required information is submitted. **Please allow 10-15 Business** days for most plan reviews once all information is received.

**Two (2) sets of Plans Submitted to the Building Department – Minimum size 24"x36" to scale**  
**One (1) set of Plans Submitted to the Fire Jurisdiction**

### Code Analysis

- Required Information is detailed on the Code Analysis form with the application.

### Site Plan

- Location of new and existing structures with full dimensioned measurements to property lines, easements, & other structures.
- Parking lot design, Including fully dimensioned space and aisle layout and detailed handicapped parking spaces.
- Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way.

### Foundation Plan

- Include all required structural steel reinforcing and special inspection criteria.

### Floor Plan

- Include all exit schemes, exterior wall openings, door swings, use designation, exit signage, locations of fire extinguishers, high pile storage areas.

### Elevations

- North, South, East, West

### Building Sections and Details

- Sections of walls, fire rated assemblies, stairways, and floor/ceiling assemblies.
- Details for all suspended ceilings, veneer or brick applications, etc.

### Room and Finish Schedules

- Include the room finishes for ceilings, walls, and floors. Also, include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware.

### Structural Plans

- Roof framing plan, floor framing plan, header and beam schedules, strap locations, structural details, shear walls, shear wall schedule, lintels, lintel schedule and all other structural information as indicated in the calculation or required by the Building Official.

### Conservation Elements

- Insulation R-Values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes, air sealing notes.

### **Flood Plain**

- Floodplain/Elevation certificate for all projects built within Minidoka County's designated flood plain areas.

### **Mechanical Plans**

- Equipment schedule listing the make and model of the equipment and other information pertinent to the compliance with IECC; duct insulation values, mechanical system control schematic, load calculations. Information regarding all fire rated penetrations, smoke dampers, fire dampers, etc.

### **Service Water Heating System**

- Piping R-Values, circulation loop systems control, heat trap requirements.

### **Erosion/Sediment Control Plans**

- (2) Two sets of plans and (2) narratives are required for all parcels of land. These plans are to be rolled with the construction documents and civil plans.

### **Metal Building Drawings and Calculations**

- Metal building drawings and structural engineering designs will be required for all pre-fabricated metal/steel buildings. Designs must be stamped and signed by a Licensed Idaho Engineer.
- Concrete drawings and structural engineering designs will be required for all pre-fabricated metal/steel buildings. Designs must be stamped and signed by a Licensed Idaho Engineer.

### **Modular Buildings**

- Structural engineering Designs will be required for the foundation design for all modular buildings, unless such buildings are classified and issued as "temporary"; such as a temporary construction trailer. Design must be stamped and signed by and an Licensed Idaho Engineer.

### **Additional Handicap Accessibility Information**

- Define all handicapped access features for new construction per the current International Building Code, ANSI A117.1 and the International Uniform Plumbing Code. For remodeling and tenant improvements, the area of improvement shall comply with the access requirements for new construction. An accessible route of travel will be required to the remodeled/improved area.

## **CIVIL PLANS**

### **Civil Site Plan**

Including:

- Scale and format to be standard scale between 1:10 to 1:60
- Sheet sizes shall not be less than 24x36 inches
- Legal Description and/or record of survey for the property and vicinity map
- Right-of-way including access, easements, utilities, drainage, wastewater, right of way to be dedicated
- Right-of-way improvements, both existing and proposed
- Fire Department access (access must be 20 feet wide with a 70,000 pound load capacity and reach within 150 feet of any portion of the exterior walls of the building(s))
- Fire hydrants and fire line location must be shown on the plan
- Any areas used for the storage or use of materials regulated by the International Fire Code (IFC)
- Storm drainage- On site design
- Utility Services- Number of water services including size and location; sewer location and proposed connection to the main; irrigation service size and location; grease interceptor (including design detail) for all food service occupancies.
- Landscaping- Include all types and locations of landscape areas with topography showing berms, trees, fencing, pedestrian ways, exterior lighting fixtures, trash enclosures/mechanical equipment with method of screening, retaining walls, waterways, irrigation methods and proposed building pads
- Location of new and existing structures
- Parking lot layout including accessible parking and signage.

# Change of Occupancy Worksheet

**Fill this out if:**

- There is an existing Building undergoing a CHANGE OF OCCUPANCY, or
- The site has/had an existing building on it that is/has been demolished, and a NEW BUILDING IS BEING BUILT IN ITS PLACE.

## OCCUPANCY IMPACT INFORMATION

Was there an existing building on-site that has/is being demolished? YES  NO

IF NO, is the current proposed tenant a NEW tenant? YES  NO

IF YES to either question above, provide square footage for EACH use that existed prior within the building and indicate the occupancy classification for EACH:

Type of Occupancy	Square Footage	<input type="checkbox"/> Mixed Occupancy
Assembly <input type="checkbox"/>	_____	<input type="checkbox"/> Single Occupancy
Business <input type="checkbox"/>	_____	
Educational <input type="checkbox"/>	_____	
Multi-Family <input type="checkbox"/>	_____	
Apartments <input type="checkbox"/>	_____	
Mercantile <input type="checkbox"/>	_____	
Institutional <input type="checkbox"/>	_____	
Hazardous Occupancy <input type="checkbox"/>	_____	
Factory <input type="checkbox"/>	_____	
Storage/Warehouse <input type="checkbox"/>	_____	

\*\*If Multi-Family or Apartments, Please provide the number of dwelling units PER BUILDING:

**Number of Units:** \_\_\_\_\_

Property Owner		
Name	City/State	Phone
Address		Email
Property Detail		
Parcel ID <input type="checkbox"/> Verified	Lot/Block/Subdivision	
Approximate Site Address	Fire District	Lot Size
Applicant /Contractor		
Name		Address
Company		Phone
License#	Expiration	Email
Project Details		
Please Check One: <input type="checkbox"/> New Construction <input type="checkbox"/> Remodel/Addition <input type="checkbox"/> Modular Building	Check All That Apply: <input type="checkbox"/> Office/Professional <input type="checkbox"/> Storage <input type="checkbox"/> Industrial <input type="checkbox"/> Multi-Family Units <input type="checkbox"/> Concrete <input type="checkbox"/> Other <input type="checkbox"/> Shop <input type="checkbox"/> Retail/Business	
Building Use Description / Type of Occupancy:		
Scope of Work Description:		
Total Sq. Ft.	<b>Sq ft:</b> 1st Level _____ 2nd Level _____ Garage/Shop _____	Has Any work been Started? Are there Existing Structures on the Property? Zoning District: (circle one) RL RM RH AL AM AH CL CG IL IH
VALUATION:		

**Required Review Approvals and Comments**

Approvals & Comments may be Emailed to [Building@co.minidoka.id.us](mailto:Building@co.minidoka.id.us)

<b>Zoning (City or County)</b>	Date
Signature	Printed Name
<b>Fire District</b>	Date
Signature	Printed Name
<b>Hwy Department Access</b>	Date
Signature	Printed Name
<b>Irrigation District</b>	Date
Signature	Printed Name
<b>Public Health District</b>	Date
Signature	Printed Name

**PERMIT AGREEMENT**

THIS PERMIT CAN BECOME NULL AND VOID IF WORK OR CONSTRUCTION IS NOT COMMENCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK HAS COMMENCED.

**111.1 Use and occupancy.**

A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the *building official* has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction.

**111.4 Revocation.**

The *building official* is authorized to, in writing, suspend or revoke a certificate of occupancy or completion issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

*I hereby apply for a permit to do the work stated above. I understand that any variance from the permit will require an amendment to the permit or require a new permit application. I hereby certify that a final inspection will be obtained by the Minidoka County Building Department prior to use or occupancy of the structure. Additionally I hereby authorize agents of the County to enter this subject property for the purpose of determining compliance with applicable county regulations and shall fully cooperate with agents in such compliance audits.*

I certify that the application and scope of work provided are accurate.

Applicant / Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_