

COMMERCIAL MISCELLANEOUS

SUBMITTAL CHECKLIST AND STANDARDS

SUBMITTAL CHECKLIST

Drawings:

- **Architectural Plans** – Stamped and signed by an Idaho registered design professional. Plan set must include a complete code analysis.
- **Site Plan** – Must show property lines, exact location of the structure on the property and any existing structures on the site.
- **Electrical Design and Compliance (if applicable)** – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages.
- **Structural Drawings** – Must be stamped, signed, and dated by an Idaho licensed professional.

Documents:

- **Project Narrative** – Detailed with full scope.
- **Structural Calculations** – Must be stamped, signed, and dated by an Idaho licensed professional.
- **Certificate of Value** – Complete the [Certificate of Values form](#) to its full extent.
- **Statement of Special Inspections** – Only required if the project requires special inspections. If required, complete the [Statement of Special Inspections form](#) to its full extent.

Other Information:

- **ACHD** – To help avoid delays, contact Ada County Highway District (ACHD) at (208) 387-6100, as you may be required to submit separately.

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

