

# COMMERCIAL PATIO

## 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.
- **Structural Drawings** – Must be stamped, signed, and dated by an Idaho licensed professional.

#### Documents:

- **Certificate of Value** – Complete the [Certificate of Values form](#) to its full extent.
- **Plumbing Summary** – Complete the [Plumbing Summary 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.
- **Project Narrative** – Detailed with full scope.
- **Structural Calculations** – Must be stamped, signed, and dated by an Idaho licensed professional.

### 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

