

COMMERCIAL MODULAR

SUBMITTAL CHECKLIST AND STANDARDS

MODULAR BUILDINGS

Definitions:

Permanent Placement of a Modular/Relocatable building is set up for long term use. Wheels are removed and typically the unit is connected to sewer. Written approval from the Planning Division must be obtained prior to submitting for a building permit.

Temporary Placement of a Modular/Relocatable building is a unit that remains on a site for no more than 6 months for a temporary use. The unit must be self-contained with wheels attached. A Zoning Certificate from the Planning Division must be obtained. Any temporary power service will require an electrical permit. A building permit is not required unless overnight stay is involved.

Commercial Modular Submittal Handout for additional information regarding Relocatable Buildings.

SUBMITTAL CHECKLIST

Drawings:

- **Architectural Plans** – Stamped and signed by an Idaho registered design professional. Plan set must include a complete code analysis.

NOTE: Drawings must include exterior landing (locations, sizes and construction details), exterior stair details (tread, riser, handrail and guard requirements), accessible route from parking to the accessible entrance, restroom location and distance if not located in the modular building, engineered stamped foundation system drawing and details (including concrete footings, piers, sizes, locations, reinforcement, engineered tie down w/placement), foundation design (block and tie or standard) either engineered or per Idaho State installation standard, noted backflow protection and domestic water line locations and sizes from meter to building.

- **Civil Drawings OR Site Plan of Previously Constructed Utility Infrastructure** – Submit PDF and CAD (if new mains/hydrants will be installed). Need to be sealed by a licensed Idaho Civil Engineer. Design guidelines can be found at:
<https://meridiancity.org/public-works/engineering/specifications-and-standards/>

- **Site Plan** – Must show streets, new and existing building locations including dimensions to property lines and other buildings, water mains and fire sprinkler underground mains (include diameters), sewer mains and services (including sizes and invert elevations), geothermal lines (including sizes), canals/ditches, contour lines, all easements, and curb cuts, Fire Department Access Roadways including connecting streets and designated fire hydrants.
- **State of Idaho Division of Occupational and Professional (DOPL) Approved Plans** – Complete set and a copy of the Idaho State Plan Approval number for *new* modular buildings, or the Idaho State Tag Number for existing relocatables, that includes building occupancy, type of construction, manufacturer and manufacturer serial number.
- **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.
- **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.

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

