

# COMMERCIAL TENANT IMPROVEMENT

## 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.
- **Electrical Design and Compliance** – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages.  
*NOTE: Design required for automotive facilities, nail salons, healthcare and medical, wood-working, education, restaurant, industrial and hazardous occupancies.*
- **Mechanical Design and Compliance** – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages.  
*NOTE: Design required for automotive facilities, nail salons, healthcare and medical, wood-working, education, restaurant, industrial and hazardous occupancies.*
- **Plumbing Design** – Drawings must be stamped by an Idaho licensed professional.  
*NOTE: Design required for automotive facilities, nail salons, healthcare and medical, wood-working, education, restaurant, industrial and hazardous occupancies.*
- **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.
- **Energy Compliance** – Report must be signed and include all pages.

#### 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.
- **CDHD** – If your project involves the storage, handling or manufacturing of food, your plans must be reviewed and stamped “Approved” by Central District Health Department (CDHD) prior to submittal to the City. This will help avoid delays. For additional information contact CDHD - (208) 327-5211.

## 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

