



# RESIDENTIAL PLAN REVIEW SUBMITTAL CHECK LIST

Community Development

Building Division

451 N. Government Way Coeur d' Alene, ID 83816

Phone (208) 446-1040

<https://www.kcgov.us/220/Building>

Apply On-line At <https://ims.kcgov.us/ims>

- Completed Building Permit Application**
  - 1) Complete and accurate address
  - 2) Description of work
  - 3) Owner and/or contractor name & registration number, address, phone numbers, signed and dated
- Building Plans (1 set):** (Codes and Design Criteria must be noted on the plans)
  - a) If hand drawn use black or blue pen - no pencil, preferably drawn to 1/4" scale (1/8" minimum)
  - b) Paper size: 8 1/2 x 11 for small projects is acceptable if the plans are legible
  - c) For full house plans, 11" x 17" is minimum – 18" x 24" is recommended
- Site plans (1 set):**
  - a) Clearly show property lines, dimensions of lot and north arrow
  - b) Show square footage of the footprint of house and any other building on the lot
  - c) Show the driveway, setbacks to property lines (measured at right angles from the building face), locations and dimensions of all utility easements.
- Energy Calculations (1 set):** You may use our Prescriptive Package Form or REScheck.
  - Prescriptive Package Form:** Fill out our Prescriptive Residential Energy Efficiency form with your name, date, and job address.
  - REScheck:** Include U-factor of windows, R-values of basement, slab, crawl, floors, exterior walls and ceiling. You may download this program for free at [www.energycodes.gov](http://www.energycodes.gov). You may choose either the 2018 IECC or 2018 IRC under the Code tab.

### **Include the following items as they pertain to your project**

- Exterior Elevation**
  - a) Drawings showing existing and finished grade lines, stairs, ramps, handrails, decks or porches
  - b) Elevation view of all sides of the structure
- Foundation plan**
  - a) Cross sections of footings, pads, foundation walls, reinforcement, anchor bolts and sill plates
  - b) Include deck attachment and patio details
  - c) Show size, location, and embedment depth of all anchor bolts. Include the specific type of straps, hold downs, etc.
  - d) Show concrete reinforcement details, including the size, spacing, location and number of reinforcing bars
  - e) Show location, type, and required area of under floor ventilation. (Shall not be less than 1 sq. ft. for each 150 feet of under floor area and one opening shall be within 3 feet of each corner)
- Floor plans:**
  - a) Show dimensions and label each room as to the intended use
  - b) Bearing walls must be called out for clarity, show wall sheathing type and thickness
  - c) Show dimension, location, and type of all windows and doors
  - d) Show all header and beam sizes and locations, including type and sizes of columns and posts
  - e) Include design calculations for headers and beams over 6 feet in length and glu lams, etc.
  - f) Show porch and deck details including ledger and attachment method and size
  - g) If plans are for an addition, they must also show the adjoining areas and use
  - h) Walls over 10 feet in height must be designed and stamped by an Idaho State Licensed Engineer

- Floor framing details:**
  - a) Provide joist type, size, spacing, and installation details
  - b) Provide all lumber types, grades, and species
  - c) Show all header and beam sizes and locations, including type and sizes of columns and posts
  - d) Show porch and deck details
  - e) Include design calculations for headers and beams over 6 feet in length and glu lams, etc.
- Roof**
  - a) Include roof framing plan, truss layout and Idaho Engineer stamped truss sheets
  - b) Provide complete details of any over-framing
  - c) For prefabricated trusses, plans must indicate type of truss, loading and connection details at time of submittal
  - d) For hand cut/hand stacked/stick framed roofs, show ridge beam size and dimensions, rafter and ceiling joist size, dimensions and spacing, nailing and connection details. If designing and building your own trusses, they must be engineered and stamped
  - e) Provide all lumber types, grades, and species including sheathing type and thickness. Show location, type and required area of roof ventilation
- Dimensioned Section Drawings**
  - a) Footings, foundation walls, wall framing, deck and porch framing
  - b) Provide lumber types, grades, and species for all framing as well as connection details
- All braced wall panel types**
  - a) Note on plans all braced wall panel types, methods and dimensions. Brace wall lines must also be noted.
  - b) Include any required interior braced wall lines
  - c) Show materials, locations of each and details of installation
- One-hour fire separation detail**
  - a) Detail the separation between house and garage, including 20-minute rated (or equivalent) man door between house and garage
- Egress windows**
  - a) Provide at least one window or exterior door approved for emergency escape or rescue from a basement and habitable attics and in every room used for sleeping
  - b) Label all egress locations on plans
- Smoke/Carbon Monoxide detector locations**
  - a) One minimum in each sleeping room, one outside of each separate sleeping area in the immediate vicinity of the bedrooms
  - b) One on each additional story including basements, all to be interconnected
  - c) Also provide a carbon monoxide detector outside of sleeping areas in dwelling units that have fuel-fired appliances and/ or that have attached garages
- 22" x 30" attic access location**
  - a) Location is prohibited in areas that impede access
- 18" x 24" crawl space access:**
  - a) 22" x 30" minimum if access to mechanical equipment
- Furnace and hot water heater**
  - a) Location must be shown on the plans
  - b) Note whether gas or electric
- Completed Mechanical Permit Application and heat load calcs, if installing ducted system** (may be submitted after building permit application submittal)
  - a) The form must be signed by HVAC contractor if one is used, including their contractor's license number
  - b) ACCA Manuals J & D or approved software, equipment specifications and ductwork design

**NOTE:** If not building to the conventional construction provisions of the building code, complete structural calculations shall be provided. The structural calculations shall address both vertical and lateral forces and shall be wet stamped and signed by a licensed engineer or architect registered in the state of Idaho.