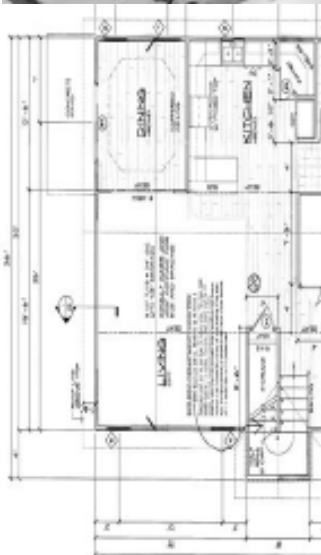




Nampa Building Safety Department

TENANT IMPROVEMENT BUILDING PERMIT GUIDE



500 12th Ave S
Nampa, Idaho 83651
208-468-5435

Email: buildingpermits@cityofnampa.us
www.cityofnampa.us

Patrick Sullivan, C.B.O.
Building Safety Director



City of Nampa Building Department

500 12th Ave S
Nampa, ID 83651
(208) 468-5435

Code Analysis for Commercial/Multi-Family

The following code analysis information IS REQUIRED on all commercial plans submitted to the Building Department for review and approval.

Staff Use

ANALYSIS ITEMS:

- 1. Type of Construction
- 2. Occupancy Classification & Separation
- 3. Actual/Allowed Area
- 4. Actual/Allowed Height
- 5. Actual/Allowed Stories
- 6. Occupant Load (per use)
- 7. Exits Required/Provided
- 8. Required fire resistance of ext. walls
- 9. Required opening protection
- 10. Fire resistive construction requirement's
- 11. Special inspection(s) required (Indicate type of inspections and name(s) of the agencies to perform these inspections on construction documents)
- 12. Code year/Type of Code Based on Current Adopted Codes

DESIGN CRITERIA:

Seismic Design Category = Based on Site Class Wind Speed = As Per 2018 IBC & 2018 IRC Ground Snow load = 20 psf

Provide additional Collateral Load for Steel Buildings = 5 psf minimum

Code References

IBC Chapter 6
IBC Chapter 3 & 5 Table 508.4
IBC Chapter 5 & Table 506.2
IBC Chapter 5 & Table 504.3
IBC Chapter 5 & Table 504.4
IBC Chapter 10 & Table 1004.5
IBC Chapter 10 & Tables 1006.2.1, 1006.3.2 & 1006.3.3 (2)
IBC Chapter 6 & Table 602
IBC Chapter 7 & Table 705.8
IBC Chapter 6 & Table 601
IBC Chapter 17

CURRENT ADOPTED CODES (1-1-2018)

- 2018 International Residential Code
- 2018 International Building Code
- 2018 International Mechanical Code
- 2018 International Fuel Gas Code
- 2017 Idaho State Plumbing Code
- 2017 National Electrical Code
- 2018 International Energy Code (Residential)
- 2018 International Energy Code (Commercial)
- 2009 ICC/ANSI/A117.1
- 2018 International Existing Building Code

TENANT IMPROVEMENT BUILDING PERMIT

This guide outlines the requirements for obtaining a building permit to construct a Commercial or Multi-Family Structure within the Nampa city limits.

In Order to ensure that your application is processed in a timely manner, your plans must be complete. For application and submittal requirements, see the attached General Information and Check-list sheets.

Once submitted, your plan package will require review and approval from the applicable departments listed below.

****Prior to issuance of permit plans for food-related establishments must be reviewed/approved by the health district and copy of the letter must be given to the Building Department**

Building Department

Rob Willis, Plans Examiner Supervisor

(208) 468-5410, willisj@cityofnampa.us

Dawna Jenkins, Plans Examiner II

(208) 468-5418, jenkinsdl@cityofnampa.us

Planning & Zoning Department

Kristi Watkins, Principal Planner

(208) 468-4434, watkinsk@cityofnampa.us

Doug Critchfield, Principal Planner

(208) 468-5406, critchfieldd@cityofnampa.us

Engineering

Peter Nielsen, Senior Engineering Plans Examiner

(208) 565-5252 nielsenp@cityofnampa.us

Erosion, Sediment & Dust Control

Greg Goodman, Storm Water Inspector

(208) 468-4442, goodmang@cityofnampa.us

Fire Department

Brent Hoskins, Deputy Fire Marshal/Plans Examiner

(208)468-5757 hoskinsb@cityofnampa.us

TENANT IMPROVEMENT BUILDING PERMIT

General Information & Plan Review Schedules

General Information:

- Permit applications must be filled out in their entirety. Missing or incomplete information will cause delays in the processing of the permit application.
- New construction project permit applications must be accompanied by a legal description of the property.
- Proposed occupancies that have chemicals stored or processed must submit the MSDS sheets for each of the chemicals.
- Plan submittals must be accompanied by all applicable documents, such as, structural engineering calculations, soils reports (if new construction) civil plans, erosion/sediment control plans and application, certificate of compliance application, energy code compliance statements, specs, and any and all other materials requested on the plan review checklist.
- Building Drawings and Submittals shall be stamped by a State of Idaho Licensed Architect
- Structural Drawings and Submittals shall be stamped by a State if Idaho Licensed Structural Engineer.
- Mechanical, Electrical and Plumbing drawings & submittals shall be stamped by a State of Idaho Licensed Professional Engineer.

Plan Review Schedules:

- Estimate turn around times** Plan review turn around times are subject to change without notice. Our turn around time goals are listed but may fluctuate based on completeness of submittals and work load.
- NEW commercial and multi-family dwelling projects with all of the required submittals are not expected to exceed forty (40) working days for the initial review. This time frame can be subject to change depending on workload.

**** The average processing times reflected above are for the initial plan review time period only and do not reflect the additional time necessary to review and process plan review corrections and are not a guarantee of permit issuance. Actual permit processing times vary based upon actual department workload.**



July 21, 2020

Policy Bulletin

TO: Developers, Design Professionals and General Contractors

RE: Building Permit Review, Processing and Inspections

At times, a land developer will invest resources into surveying, building design, and site design, only to discover during the building permit application process that the proposed land use is not permitted in that location. Others have designed projects that must be redesigned after a required design review process or after discovering adopted development agreement conditions.

To avoid these situations, the City of Nampa's Planning & Zoning Department has created a **CERTIFICATE OF COMPLIANCE** form. This simple form will now be required to be approved by Planning & Zoning staff and submitted as a part of the building permit submittal package. The intent is to provide initial confirmation that a proposed project is compliant with Zoning entitlements, development agreement, and design review conditions before resources are spent on design.

The staff anticipates that most projects' approval can be completed at the Planning & Zoning Department counter in a few minutes. When further research is necessary, such as researching older development agreements for conditions; Planning & Zoning staff anticipates completion of the form within 1-4 business days. Developers/ builders/ homeowners may also choose to fill out their portion of the form and send it to PZall@cityofnampa.us, early in the process. This will allow Planning staff the time to complete the form while plans are being developed. We hope this will be a great benefit for the building permit applicant and will identify potential challenges early in the design and development process.



Planning & Zoning Department

INITIAL REVIEW OF COMPLIANCE

A signed copy of this form is required at time of Building Permit submittal

Project Description: _____

Name of Business/Project (or Subdivision Name/Phase): _____

Land Use (chosen from NCC Title 10, Chapter 3): _____

Link to Zoning Ordinance Chapters: <https://cityofnampa.us/260/Zoning-Ordinance-Chapters>

Property Address: _____

Applicant Name: _____ Ph #: _____ Email: _____

Owner/Representative Signature: _____ Date: _____

Notice to Applicant: Approval of land use/project is based upon the zoning district and the land use referenced on this form by the applicant. Additionally, pre-application meetings, conceptual plan reviews, public hearings, and a signed review of compliance form does not constitute full and final approval. Full and final approval from Planning & Zoning is given when the building permit is reviewed.

The following questions are for reference purpose only—See the Nampa City Code (NCC) for full details

- Will the project have a temporary or permanent sign?
 - Signs shall comply with NCC 10-23 for: size, number, location, etc.
 - A sign permit shall be obtained from the Planning & Zoning Department and may require an electrical permit from the Building Safety Department
- Will the project include a fence?
 - Fences shall comply with NCC 10-1-8 for: materials, location, height, etc.
 - A fence permit shall be obtained from Planning & Zoning for residential fences, and from the Building Safety Department for commercial fences
- What parking regulations does the project need to comply with?
 - Parking shall comply with NCC 10-22 for: size, number of stalls required, striping, drive aisle widths, etc.
 - Wheel stops shall be placed wherever parking abuts pedestrian walkway unless sidewalk is at least six feet (6') wide
- Does the project include any gravel parking or driveway?
 - Drive aisle or parking shall either be paved or if gravel, shall be behind the building and screened from right-of-way view. See NCC 10-22
- Is the proposed project along an arterial or collector roadway?
 - Landscaping shall be installed/maintained according to NCC 10-33

The following to be filled out by Nampa Planning & Zoning Department at 500 12th Ave S., OR send to pzall@cityofnampa.us

	N/A	Yes	Needs Approval
• Has the property been annexed or an application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zoning District _____			
• Is the proposed land use permitted, Conditional Use Permit issued, or Rezone applied for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the proposed land use or layout consistent with an existing Development Agreement or DA Modification application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Ordinance # _____ Date: _____			
• Has Design Review been completed for the project or application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes (include relevant application file numbers and hearing dates):

P&Z Staff Signature: _____ Date: _____

TENANT IMPROVEMENT BUILDING PERMIT CHECKLIST

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the various agencies within the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

General Requirements for all NEW CONSTRUCTION - Over the counter submittal - a CD(S) or Thumb drive containing all submittal/checklist items in a PDF format. Online submittal - <https://nampaid-energovpub.tylerhost.net/Apps/SelfService#/home>. All submittals must include checklist items, checklist, application, and certificate of compliance. Sheets sizes must be saved not be less than 24" x 36" and not more than 30" x 42".

**NOTE:

- ARCHITECTURAL PLANS AND SUBMITTALS SHALL BE STAMPED AND SIGNED BY AN IDAHO LICENSED ARCHITECT.
- STRUCTURAL, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS AND SUBMITTALS SHALL BE STAMPED AND SIGNED BY AN IDAHO LICENSED PROFESSIONAL ENGINEER

Staff Only	Applicant Only	CONSTRUCTION PLANS (Remodels, Tenant Improvement, Change of Occupancy)
<input type="checkbox"/>	<input type="checkbox"/>	<u>Site Plan</u> - Building location, landscaping and parking. Dimensioned plan if any exterior work is being done.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Code Analysis</u> - Required information is detailed on the Code Analysis form within the application. Special inspections are required on cover sheet.
<input type="checkbox"/>	<input type="checkbox"/>	<u>ComCheck Energy Analysis</u> - Prepared by an Idaho licensed architect or engineer. (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<u>Floor Plan</u> - Including all exit and egress components, accessible building elements, exterior wall openings, door swings, use designations, exit signage, location of fire extinguishers, high pile storage areas.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Building Sections and Details</u> - Sections of walls, fire rated assemblies, stairways, and floor/ ceiling Assemblies. Details for all suspended ceilings, veneer or brick applications, UL listed fire stop details, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<u>Room and Finish Schedules</u> - Including the finishes for ceilings, walls, and floors with classification per chapter 8, IBC. Also include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware
<input type="checkbox"/>	<input type="checkbox"/>	<u>Structural Plans & Calculations</u> (stamped by the Design Professional performing the structural calculations) - (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<u>Conservation Elements</u> - Insulation R-values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes, air sealing notes. (if changing or adding)
<input type="checkbox"/>	<input type="checkbox"/>	<u>Electrical Plans</u> - <ul style="list-style-type: none"> • A Power Plan showing proposed locations for all new electrical devices requiring power including receptacles, service equipment, panels and sub panels, receptacles, HVAC equipment and disconnects. • A Lighting Plan including all proposed lighting, exit signage, emergency lighting, and any required lighting controls such as, required light switching, occupancy sensors and day light harvesting and a complete lighting fixture schedule. Location of exit signage and emergency lighting shall coordinate with floor plan or reflected ceiling plan. Include an Electrical COMcheck per the currently adopted Energy Code. • A Panel Schedule showing all panel details including voltage, ampacity, single phase or three phase power, over current protection and branch circuit details, total connected load and all pertinent load calculations per the currently adopted version of the NEC, article 220. • A One-Line Diagram of the electrical service showing the utility transformer, service entrance conductors, metering and service equipment and sub panels. Include conduit and wire type and size. Also, show required neutral bonding at the service equipment and a grounding detail per the NEC article 250, including required grounding electrodes, grounding electrode conductor, and required concrete encased electrode. • Submitted items must bear the stamp of a State of Idaho Licensed Electrical Engineer.

TENANT IMPROVEMENT BUILDING PERMIT CHECKLIST

Staff Only Applicant Only

CONSTRUCTION PLANS

- Mechanical Plans** - Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; duct insulation R-values, mechanical system control schematic, load calculations. Information regarding all fire rated penetrations for smoke dampers, fire dampers and a Mechanical ComCheck Report. (if changing or adding)

- Plumbing Plans** - (if changing any plumbing) Plumbing plan, isometrics, grease/sand interceptor details (T.I.'s to create a restaurant will be required to provide grease interceptor information) and calculations to determine actual interceptor sizing according to the requirements in the Uniform Plumbing or International Plumbing Code, but in no case shall be less than 1500 gallon. Be sure to include the sewer connection location, type and location of reduced pressure backflow device(s), gas line piping materials and calculations, water line piping layout and materials, and drain/waste/vent piping layout and materials.

- Civil Plans** - May be required depending on scope of work. Please check with the City of Nampa Engineering Division to find out what your requirements may be. Some items that would trigger civil plans are, but not limited to: Change to storm drainage, adding/changing utilities, adding fire sprinklers, redesign/paving of parking lot, conversion from residential to commercial occupancy.

I hereby certify that I have read and examined the above application and checklist, and that all of the information provided and items checked are included as part of the initial permit application submittal and are true to the best of my knowledge.

Applicant Signature : _____ Date: _____

Permit Technician Signature: _____ Date: _____

Plan Reviewer Signature: _____ Date: _____



FULL PLAN REVIEW WILL BE CHARGED AT TIME OF APPLICATION

BUILDING PERMIT APPLICATION

Email: buildingpermits@cityofnampa.us
Patrick Sullivan, C.B.O. Building Safety Director
Website-www.cityofnampa.us

FOR OFFICE USE ONLY

Permit Application #-
Date: Received by:
Amt\$ Check#
Cash CC

TYPE OF PERMIT REQUESTED

Form with checkboxes for: New Tenant in an existing space, Fire Restoration, Tenant Improvement (with/without tenant), Repair, Remodel, Design Review Req'd, Has Design Review already been submitted and approved?

What was the PRIOR USE of such structure and/or tenant space?
Describe the SCOPE OF WORK and the SPECIFIC USE of the new tenant or new structure:

PROJECT INFORMATION

Project/Business Name: Project Value: \$
*The project value shall include not only the cost for construction of such building, but all improvements within the building, all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems, any other permanent equipment, and all on-site improvements, such as; paving, sidewalks, ramps, stairs, on-site utilities, grading, site prep, etc.
Project Address: (City will assign for all new construction:
Legal Description: Lot, Block, Subdivision () Long Legal Attached

PROJECT SPECIFICS (Every Blank MUST be filled in)

Occupancy Group(s) Construction. Type
Existing (Building) Area # of Stories: Bldg. Height
Tenant Improvement Area Fire Sprinklered: Fire Alarmed
Number of Elevators

OFFICE USE ONLY: Routed to: Building Fire Engineering Planning Wastewater Design Review

OWNER

Name:
Address: City: State: Zip:
Phone: Fax: Mobile: E-Mail:

APPLICANT

Name: Contact Person Name:
Address: City: State: Zip:
Phone: Fax: Mobile: E-Mail:

CITY OF NAMPA
Tenant Improvement
Building Permit Application

BUILDING CONTRACTOR

Name: _____ Contact Person Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

ARCHITECT

Name: _____ Contact Person Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

STRUCTURAL ENGINEER

Name: _____ Contact Person Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

CIVIL ENGINEER

Name: _____ Contact Person Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

LANDSCAPE ARCHITECT

Name: _____ Contact Person Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

DECLARATION

I hereby certify that I have read and examined the application and the attached checklist. All provisions of laws and ordinances governing this work will be complied with, including all permit conditions, whether specified herein or not.

Name (Please Print): _____
Signature: _____ Date: _____

NOTICE

All permits expire 180 days from the date of their issuance or the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees will be required on all permits.



BUILDING SAFETY & FACILITIES DEVELOPMENT
PATRICK SULLIVAN - DIRECTOR

Contractor Registration Declaration

As of January 1, 2006, the Idaho State Statute 54-5209 requires that:

"No Building Inspector or such other authority of any county, municipality or district charged with the duty of issuing building permits or other permits for construction of any type shall issue any permit without first requesting presentment of an Idaho contractor's registration number; provided however, a permit may be issued to a person otherwise exempt from the provisions of this chapter provided such permit shall conspicuously contain the phrase "no contractor registration provided" on the face of such permit.

To comply with this state statute, The City of Nampa Building Department requires a registration number be supplied with the permit application. A permit application is incomplete without this information, and cannot be processed until a registration number is provided, or the permit applicant declares themselves to be exempt per the exemptions listed in Idaho State 54-5205. Please complete the following addendum and submit it with the standard building permit application.

I certify that:

- _____ is my Contractor Registration Number issued by the State of Idaho as required by Chapter 52, Title 54 of the Idaho State Code and that such registration is current as of today.
- I am not providing a contractor registration number because I am exempt per Idaho State Code 54-5205

I understand that acting in the capacity of a contractor within the meaning of Idaho State Code Chapter 54 Title 52 without a current registration with the Idaho Bureau of Occupational Licenses or without being exempt as defined in 54-5205 is a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1000) or by imprisonment in the County jail for a term not to exceed six months, or by both such fine and imprisonment, at the discretion of the applicable court.

Name (Please print)

Signature

Date



BUILDING SAFETY & FACILITIES DEVELOPMENT

PATRICK SULLIVAN - DIRECTOR

NOTICE AND DISCLAIMER:

The issuance of a permit or stamping of the plans and specifications “APPROVED”, shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.

It is the sole responsibility of the applicant to assure that the information on the site plan, such as but not limited to: the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner’s responsibility to assure that all improvements will be in compliance with the approved site plan.

The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restriction or easement relating to the use of land, including, but not limited to private covenants (CC&Rs) or easements for: access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Nampa disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.

Variances will not be granted based upon errors, omissions, mistake, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Nampa. The City reserves the right to require Certified Survey Maps or Plats if it is deemed necessary to verify compliance.

Owner Signature

Date

Applicant/Contractor Signature

Date