



BUILDING DIVISION

Residential Plan Submittal Requirements

Public Services Department
408 N. Spokane St. – Post Falls, ID 83854
Phone: (208)773-8708 Fax: (208)777-8378
www.postfallsidaho.org

- Completed Building Permit Application**
 - a) Complete and accurate address
 - b) Description of work
 - c) Owner and/or contractor name & registration number, address, phone numbers, signed and dated
 - d) Fill out a Utility Registration Form if submitting for a new single family residence
- Building Plans (2 sets):** (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 is acceptable as long as the plans are readable
 - c) For full house plans, 11" x 17" is minimum – 18" x 24" is recommended
- Site plans (2 sets):**
 - a) Clearly show property lines, dimensions of lot and north arrow
 - b) Notate total lot size in square footage
 - c) Show square footage of the footprint of house and any other building on the lot
 - d) Show the driveway, % of lot coverage, setbacks to property lines (measured at right angles from the building face), locations and dimensions of all utility easements, street curb & sidewalks

(Note: New structures in which the floor area increase is greater than 25% will be required to meet the conditions set forth in 18.24.020 General Standards of the municipal code.)
- Energy Calculations (2 sets):** 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. You may choose either the 2009 IECC or 2009 IRC under the Code tab.

Include the following items as they pertain to your plan

- 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.
 - 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 12 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
- Roof**
 - a) Include roof framing plan and 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 4 foot braced wall panels, alternates, engineered panels, continuous sheathing, portal frame methods, etc.
 - b) Include 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 in every room used for sleeping
 - b) Label egress locations on plans
- Smoke 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
- 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** (may be submitted after building permit application submittal)
 - a) Form must be signed by HVAC contractor if one is used, including their contractors 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.

Electrical and Plumbing Permits are separate and obtained from the State Division of Building Safety Office at 1250 Ironwood Drive, Coeur d'Alene, ID. Their phone for more information is 1-800-955-3044.