



BUILDING DIVISION

Commercial Building Permit Submittal Requirements

Public Services Department
408 N. Spokane St. – Post Falls, ID 83854
Phone: (208)773-8708 Fax: (208)773-2505
www.postfallsidaho.org

- Completed Building Application** with a complete and accurate address, description and value of work, owner, contractor, architect and/or engineer name, address, phone numbers; signed and dated, a properly filled out Development Impact Fees Form, a Wastewater Survey for Nonresidential Establishments & Application for Wastewater Discharge Permit and a Fire District User Fees Form. Also, a Panhandle Health District Confirmation of Notification Form must be signed by Panhandle Health and returned to the city prior to issuance of the permit. All forms are available on the City's website.
- One (1)** set of all plans, architectural, structural, mechanical, electrical, plumbing, (Multi-Family plans need to be divided by each building).
- One (1)** sets of specification books, engineering, COMcheck, etc. as required by the job.
- One (1)** Compact Disc (cd) with complete set of all plans. Once plans are approved 1-cd w/full set of plans and specification books will need to be submitted.
- Building Code Analysis:** On the cover sheet of the plans or readily found else where, Building Code designed under, name of architect/engineer of record, job address, separated or nonseparated use, occupancy classification as a whole or for each area, number of stories, total building height, type of construction as classified in the Building Code, square footage for each floor, maximum floor area permitted by the Code and the basis for any area increases permitted, occupant load for each area, exits required per occupant load, any fire, area or occupancy separations as required. Include a list of all required special inspections.
- Site plans:** Based upon the City of Post Falls approved site plans.
- Exterior Elevation** drawings showing finished grade lines, stairs, ramps, handrails and building height.
- Foundation plan** with cross sections of footings, pads, walls, reinforcement, anchor bolts and sill plates. Show size, location, and embedment depth of all anchor bolts, including bolts required for hold down devices or the straps themselves. Show concrete reinforcement details, including the grade, size, spacing, location and number of reinforcing bars.
- Floor plans:** Show dimensions and label each room as to the intended use. Bearing, fire, area or occupancy separation walls must be called out for clarity. Show dimension, location, and type of all windows and doors. If plans are for an addition they must also show the adjoining areas and use.
- Floor framing details:** Joist type, size, spacing, floor loads based on Code requirements and installation details. Provide all lumber types, grades, and species as applicable.
- Roof framing plan:** For prefabricated trusses, one set of truss specs and plans must indicate type of truss, loading and connection details at time of submittal. For hand cut/ hand stacked/ stick framed roofs, show ridge beam, rafter and ceiling joist purlin size and dimensions. Provide all lumber types, grades, and species.
- Dimensioned Sections** drawings of footing, foundation wall, wall framing. Provide metal stud or lumber types, grades, and species for all framing as well as connection details.
- Braced wall** locations and types, i.e.; 4 foot braced wall panels, 2' 8" alternates, engineered panels, continuous sheathing, or portal frame methods. Show materials, locations of each and details of installation and any specified anchorage system.
- Header and beam** locations including any columns and/or posts, type and size.

NOTE: If not designed to the prescriptive provisions of the International 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.