



BUILDING DIVISION

Commercial Tenant Improvement 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

Project Address:

- Completed Building Permit Application;**
Complete and accurate address, description, valuation of work, owner, contractor, architect and/or engineer name, address, phone numbers; signed and dated. Work that is minor in nature may possibly not be required to be drawn by a licensed architect/engineer, but must still meet all of the following criteria.
- Three (3)** sets of all plans containing a minimum of the following.
- 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, provide Building Code Edition it is designed under, job address, separated or nonseparated use, occupancy classification as a whole or for each area, number of stories and total building height, square footage for each floor, type of construction as classified in the current adopted building code, maximum floor area allowed by code and the basis for any area increases allowed, occupant load for each area, exits required per occupant load, any fire, area or occupancy separations as required and any sprinkler systems in place.
- Site plans:** Based upon the City of Post Falls approved site plans for the shell structure. Show the units on either side of the one to be permitted, including what they are currently used for and their occupancy classification. Include details on parking and accessibility as pertains to this area.
- 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. Show header and beam locations including columns, posts and sizes. Note any required areas of tempered/safety glass, accessibility accommodations, routes of travel/exiting, etc. Note all exit signs, emergency lighting and alarm systems. Provide a door and/or window schedule along with a room finish schedule.
- Floor/Ceiling framing details:** If a second floor/mezzanine is added, joist type, size, spacing, floor loads based on Code requirements and installation details. Provide all lumber types, grades, and species as applicable. Include a full set of stair, handrail, and guardrail details. Provide a reflected ceiling plan containing type of ceiling, location of lighting, ventilation, etc.
- Mechanical Plans** showing location of all equipment, ducts, CFM rates for rooms/areas, calculations for meeting IMC fresh air requirements, etc.
- Energy Calculations:** COMcheck with a building envelope, lighting and mechanical compliance form. If the COMcheck envelope was submitted for the original shell permit, provide verification of such.
- Completed Fire District User Fees Form** returned before the permit is issued.
- Completed Wastewater Survey for Nonresidential Establishments & Application for Wastewater Discharge Permit** returned before the permit is issued.
- Panhandle Health District Confirmation of Notification** signed (by Panhandle Health District) and returned before the permit is issued.