



# City of Nampa

## Building Safety Department

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## Policy Bulletin

### Sales Office Located in a Residential Subdivision

**RE:** The policy for the approval and construction of a sales office which is open to the public, located in a residential subdivision and will later be sold as a single-family dwelling.

**Code:** 2015 International Building Code, Chapter 11 Accessibility. ANSI ICC A117.1-2009, applicable provisions of Chapters 3,4 and 6.

**Policy:** The following items must be submitted at the time of plan review for the consideration of approval of proposed structure:

1. A Conditional Use Permit (CUP) approved by Planning and Zoning will be required prior to approval by the Building Department.
2. All doors accessed by the public shall meet the requirements of ANSI A117.1-2009, article 404. Three foot doors will meet the 32 inch clear requirement. Please provide dimensions showing door size, door swing and approach requirements on the floor plan. This will include the circulation path between the sales office and the accessible bathroom.
3. One accessible parking space with signage shall be required per ANSI article 502. Painting and striping will not be required. Please indicate on the site plan.
4. The approach to the public entry shall meet the requirements of Chapter 4, Accessible Routes, where applicable. Indicate on the site plan.
5. A ramp and landing will be required per ANSI article 405 at the interior garage landing, and sales office entry, depending on elevation change.

6. An accessible bathroom will need to be provided per ANSI article 604 and 606. Please provide details showing turning radius, elevations, door swing and clearances. An accessible temporary facility located outside will not be allowed.
7. Energy requirements per the 2012 IECC for a slab on grade shall apply to the "garage area". Please provide a vapor barrier under the slab. Please provide an R-10 foam insulation between all conditioned and unconditioned spaces at the foundation wall per IECC R402.2.9. Provide R-21 wall insulation and R-38 ceiling insulation.
8. Please include provisions for heating this space with design calculations for proposed HVAC system.

Please provide the required submittal information on the appropriate plan sheets and include any additional details which may be needed to clarify.