

Nampa Building Safety Department

TENANT IMPROVEMENT BUILDING PERMIT GUIDE



NAMPA

I D A H O

411 3rd Street S.

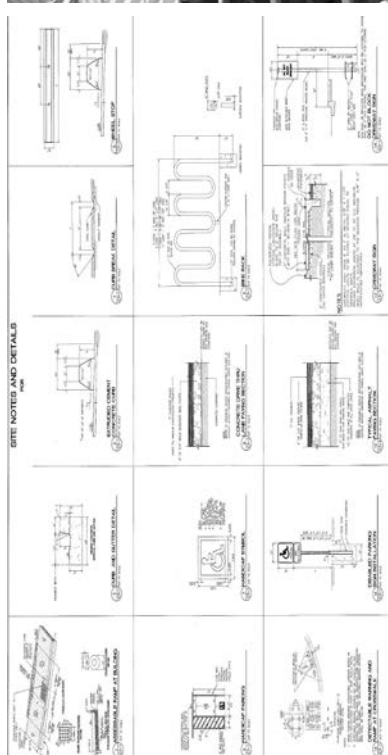
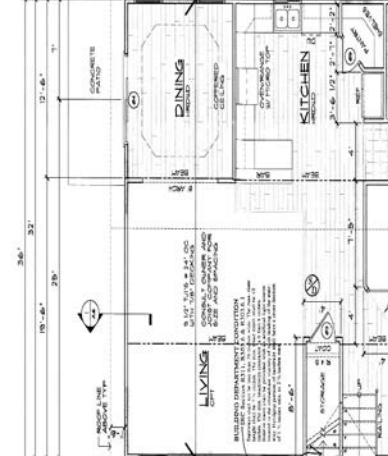
Nampa, Idaho 83651

208-468-5435

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www.cityofnampa.us

Patrick Sullivan C.B.O
Building Safety Director





City of Nampa Building Department

411 3rd St S
Nampa, ID 83651
(208) 468-5435

Code Analysis for Commercial/Multi-Family Projects

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

Staff Use

Analysis Items:

Code References

- | | |
|---|---|
| <input type="checkbox"/> 1. Type of Construction | IBC Chapter 6 |
| <input type="checkbox"/> 2. Occupancy Classification & Separation | IBC Chapter 3 & 5 Table 508.4 |
| <input type="checkbox"/> 3. Actual/Allowable Area | IBC Chapter 5 & Table 506.2 |
| <input type="checkbox"/> 4. Actual/Allowable Height | IBC Chapter 5 & Table 504.3 |
| <input type="checkbox"/> 5. Actual/Allowable Stories | IBC Chapter 5 & Table 504.4 |
| <input type="checkbox"/> 6. Occupant Load (per use) | IBC Chapter 10 & Table 1004.1.2 |
| <input type="checkbox"/> 7. Exits Req'd/Provided | IBC Chapter 10 & Tables 1006.2.1, 1006.3.1 & 1006.3.2 (2) |
| <input type="checkbox"/> 8. Required fire resistance of ext. walls | IBC Chapter 6 & Table 602 |
| <input type="checkbox"/> 9. Required opening protection | IBC Chapter 7 & Table 705.8 |
| <input type="checkbox"/> 10. Fire resistive construction requirements | IBC Chapter 6 & Table 601 |
| <input type="checkbox"/> 11. Special inspection(s) required | IBC Chapter 17 |
| (Indicate type of inspections and name(s) of the agencies to perform these inspections on construction documents) | |
| <input type="checkbox"/> 12. Code year/Type of Code Based on Current Adopted Codes | |

CURRENT ADOPTED CODES (1-1-2018)

- *2012 International Residential Code*
- *2015 International Building Code*
- *2012 International Mechanical Code*
- *2012 International Fuel Gas Code*
- *2017 Idaho State Plumbing Code*
- *2017 National Electrical Code*
- *2012 International Energy Code (Residential)*
- *2015 International Energy Code (Commercial)*
- *2009 ICC/ANSI/A117.1*
- *2015 International Existing Building Code*

DESIGN CRITERIA:

Seismic Design Category = Based on Site Class

Wind Speed = As Per 2015 IBC & 2012 IRC

Ground Snow load = 20 psf

Collateral Load for Steel Buildings = 5 psf minimum

Tenant Improvement Building Permit

This guide outlines the requirements for obtaining a building permit 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 Checklist 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

Kristi Watkins, Senior Planner
(208) 468-4430, watkinsk@cityofnampa.us

Doug Critchfield, Senior Planner
(208) 468-4430, 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

Ray Rice, Storm Water Inspector
(208) 468-5522, ricer@cityofnampa.us

Fire Department

Brent Hoskins, Deputy Fire Marshal/Plans Examiner
(208) 468-5757 hoskinsb@cityofnampa.us

Southwest District Health Department

(208) 455-5400

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, energy code compliance statements, specs, and any and all other materials requested on the plan review checklist.

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.
- TENANT IMPROVEMENTS to commercial and multi-family dwelling projects with all of the required submittals are not expected to exceed twenty (20) 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.**

Tenant Improvement Building Permit Checklist

General Requirements for all REMODELS AND/OR TENANT IMPROVEMENT plan submittals (THREE COMPLETE SETS) Sheet sizes shall not be less than 24" x 36" and not more than 30" x 42".

****NOTE: Architectural plans MUST be stamped and signed by an Idaho Registered Architect. ****
A CD(s) CONTAINING ALL SUBMITAL ITEMS IN PDF FORMAT IS REQUIRED**

Staff Applicant
Only Only

CONSTRUCTION PLANS (Remodels, Tenant Improvements, Change of Occupancy)

- Site Plan** - Building location, landscaping and parking. Dimensioned plan if any exterior work is being done.
- Code Analysis**—Required information is detailed on the Code Analysis form within this application.
- Floor Plan** - Floor Plan of the ENTIRE BUILDING. Indicate the location of the subject tenant space and all exit schemes, exterior wall openings, door swings, use designations, exit signage, wall locations, room uses, etc. For the remainder of the tenant spaces, please indicate the type of occupancies in each tenant space within the entire building and their square footages.
- ComCheck Energy Analysis** - (if applicable) - Prepared by an Idaho Licensed Architect or Engineer.
- Building Sections and Details**- Sections of walls, fire rated assemblies, stairways, and floor/ ceiling assemblies.
- Room and Finish Schedules**- Including the room finishes for ceilings, walls and floors. Also, include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware.
- Structural Plans & Calculations (stamped by the Design Professional performing the structural calculations)** - (If applicable).
- Conservation Elements**— Insulation R-values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes, air sealing notes. (If Changing or Adding).
- Electrical Plans** - Exit signage, switching diagrams, lighting schedule with fixture, bulb and ballast type, number of bulbs per fixture, and fixture wattage; exterior lighting bulb and ballast type, and type of control. Location of exit signage and emergency lighting shall coordinate with the floor plan or the reflected ceiling plan.
- Mechanical Plans** - (If Adding or Changing) 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, smoke dampers, fire dampers, etc.
- Plumbing Plans**— (If adding 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. Be sure to include the sewer connection, 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 the 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.

CONSTRUCTION PLANS (Only Change of Occupancy without any remodel being done.)

- Code Analysis** - Required information is detailed on the Code Analysis form within this application.
- Floor Plan** - Floor Plan of the ENTIRE BUILDING. Indicate the location of the subject tenant space and all exit schemes, exterior wall openings, door swings, use designations, exit signage, wall locations, room uses, etc. For the remainder of the tenant spaces, please indicate the type of occupancies in each tenant space within the entire building and their square footages.

Tenant Improvement Building Permit Checklist

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.

Signature _____ *Date* _____

Plan Reviewer _____ *Date* _____

Permit Technician _____ *Date* _____

CITY OF NAMPA
Tenant Improvement
Building Permit Application

411 3RD STREET SOUTH, NAMPA, ID 83651
 PH - (208) 468-5468, FAX - (208) 468-5439
 PATRICK SULLIVAN, C.B.O.,
 BUILDING SAFETY DIRECTOR
 Website—www.cityofnampa.us

**FULL PLAN REVIEW WILL BE
 CHARGED AT TIME OF APPLICATION**

FOR OFFICE USE

PERMIT APPLICATION # _____

Date: _____ Rec'd By: _____

Amt \$: _____ Check # _____ Cash

TYPE OF PERMIT REQUESTED

- New Tenant in an existing tenant space-(NO improvements being made; occupancy only)
 Tenant Improvement – (WITH TENANT) Fire Restoration (attach scope of work)
 Tenant Improvement – (NO TENANT- "Vanilla" T.I.) Repair Remodel
 Design Review Req'd: Yes No Has Design Review already been submitted and approved? Yes No

Is this a NEW tenant? Yes No Has this tenant space been occupied before? Yes No

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: Yes No
 Number of Elevators: _____ Fire Alarmed: Yes No

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

B u i l d i n g C o n t r a c t o r

Registration # :

Company Name:

Contact Person Name:

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

A r c h i t e c t

Name:

Contact Person Name:

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

S t r u c t u r a l E n g i n e e r

Name:

Contact Person Name:

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

C i v i l E n g i n e e r

Name:

Contact Person Name:

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

L a n d s c a p e A r c h i t e c t

Name:

Contact Person Name:

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

D e c l a r a t i o n

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** _____

N o t i c e

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.



DEPARTMENT OF BUILDING SAFETY & FACILITIES DEVELOPMENT

411 3rd Street South, Nampa, ID 83651
(208) 468-5435 www.CityofNampa.us

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 is No Accident"



City of Nampa

Building Safety & Facilities Development

Patrick Sullivan CBO, Director
411 3rd Street South, Nampa ID 83651
(208) 468-5435 www.cityofnampa.us

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.

Variations 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

Date

Applicant/Contractor

Date