

Nampa Building Safety Department

# NEW RESIDENTIAL /ADDITION BUILDING PERMIT GUIDE



# NAMPA

I D A H O

411 3<sup>rd</sup> Street S.

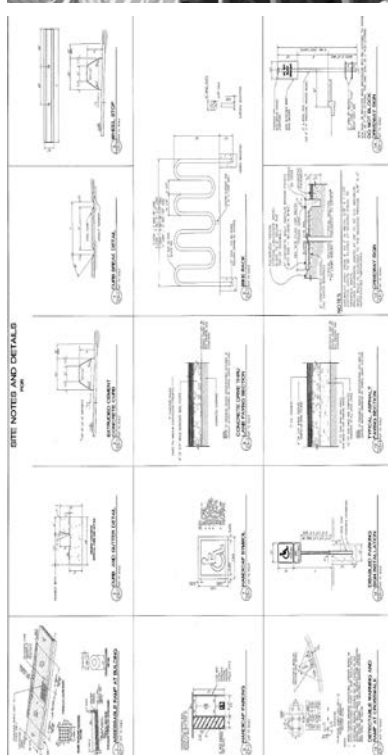
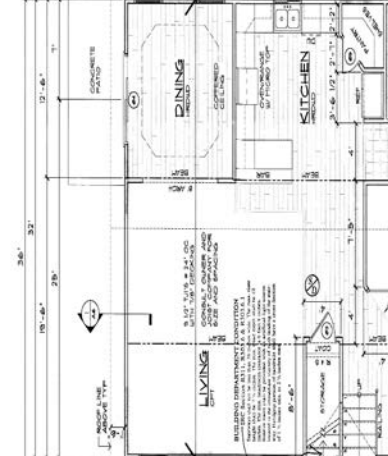
Nampa, Idaho 83651

208-468-5435

Fax#: 208-468-5439

[www.cityofnampa.us](http://www.cityofnampa.us)

Patrick Sullivan C.B.O  
Building Safety Director



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## **New Residential Building Permit Guide**

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This guide outlines the requirements for obtaining a building permit to construct New residential structure 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 sheet and Checklists.

Once submitted, your plan package will require review and approval from the Building Department. Questions or inquiries you may have please call the following reviewers listed below:

### **Building Safety**

**Rob Willis, Plan Examiner Supervisor**  
**(208) 468-5410, willisj@cityofnampa.us**

**Cache Olson, Residential Plan Examiner**  
**(208) 468-5455, olsonc@cityofnampa.uc**

**Bruce Meyer, Residential Plan Examiner**  
**(208) 468-4431, meyerb@cityofnampa.us**

### **CURRENT CODES:**

2012 International Residential Code

2012 International Energy Conservation Code

### **DESIGN CRITERIA :**

Seismic Zone – B

Wind Loading – 90 Miles per hour

Basic Ground Snow Load – 20 pounds per s.f.

Frost Depth – 24 inches

### **Warning:**

The US Environmental Protection Agency requires that Renovation, repair and painting projects that disturb lead-based paint in pre-1978 homes, must be performed by an EPA Certified Renovator working for an EPA Certified Firm and specific work practices must be implemented to prevent lead contamination. More information is available at

1-800-424-LEAD [5323] or <http://www2.epa.gov/lead>

# Residential Plan Review Submittal Checklist (to be completed by applicant and staff)

**Notice to all applicants:** This checklist is designed to provide the basic information needed to allow the various agencies within the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

- ◆ Fences and other miscellaneous projects only require the completion of the building permit application and a minimal review.
- ◆ Additional permits *are required* for any **electrical, plumbing and mechanical** installations.
- ◆ Permit applications are reviewed in the order in which they are received, so in order to avoid any delays make sure that all of the required information is provided.

◆ **Single Family Dwellings/Duplexes and Townhouses, to include room additions, remodels, patio covers, etc.-ONLINE SUBMITALS, DISC OR ONE set of plans- (MIN. 18"x24", MAX. 24"x36")- MIN. 1/4" SCALE**

Staff Only      Applicant Only

           **Site Plan -**

- All site plans must be less than 1/20 scale.
- Buildings shall be correctly oriented (no reverse plans), and site specific.
- Include location of all existing and new structures on the site.
- Include **setbacks** from structures to the property lines, and dimensions between structures.
- \*Show location of all utility lines, marked and labeled.
- \*Indicate drainage flow directions.
- Indicate North Arrow.
- Indicate lot corner.
- Indicate foundation elevations at top of foundation.
- Indicate location and dimensions for all **easements**.

           **Foundation Plan- 2012 International Residential Code**

- Foundation and required expanded footings shall include dimensions and reinforcement type, size, and locations.
- Include heights and limits for stem walls of varying heights.
- Detail insulation material types with notes as to R-value, location and weather protection of thermal envelope for slabs, foundation stems, mono footings, crawlspaces and/or basement walls.
- \*Hold-down types or other embedded hardware for framing attachments, including locations.
- Cross-section of the foundation and details.
- Indicate location of all foundation vents and sizes.

           **Floor Plan-**

- Building dimensions.
- Window and door sizes, type and locations.
- Location of all **smoke detectors** and **carbon monoxide alarms**.
- Braced wall lines (exterior and interior) shall be **clearly indicated** and a schedule included which specifies the method of bracing to be used and the foundation attachments.
- Location and type of thermostatically controlled heat source.
- Label intended use for all rooms and ceiling heights of each room.
- Indicate location and types of fire separations, including construction methods to be used.
- Provide a square footage summary of each of the following; livable area, garage, carport, covered patios, porches, and basement (finished or unfinished), and any other areas.
- Provide expanded floor plan for all rooms adjacent to the addition. (ROOM ADDITIONS)

           **Roof Framing Plan-**

- Headers, beams and/or lintel sizes for all load bearing locations including grade and species.
- \*Detail sizes and location of all load bearing posts and connections/fasteners to beams and foundations.
- All floor joists are noted with dimensions and connections/fasteners indicated.
- Detail insulation material types with notes as to R-value at the intersection of floor systems with exterior walls, crawlspaces, basement walls, mass walls, and at conditioned space separation barriers.

           **Wall Section and Connections-**

- A min. of two (2) fully dimensioned building cross-sections perpendicular to one another from foundation to roof with all materials specified. Include insulation baffles, roof framing, roof sheathing, roof covering and roof pitch.
- Specify all materials used (steel, wood, concrete, etc.) with specified grade and species.

ide details for framing connections.

- Clearly indicate the building thermal envelope elements that enclose the conditioned space. Indicate the material types with notes as to R-value for each element (basement walls, exterior walls, floors, roofs, conditioned space separation barriers and the like). Indicate the specific types of building wrap material to be installed. NOTE: Must be approved as a moisture and air barrier.
- Details -**
  - Detailed drawings and manufactured specifications for the installation and construction of stucco, manufactured brick and stone, and brick veneer. If utilizing a one-coat stucco system, please provide the approved listing number for such system.
- Elevations -**
  - Front, back and both sides.
  - Specify materials used for roof covering and exterior finishes.
  - Stepped foundation, if applicable, shown.
- Energy Form – 2012 International Energy Conservation Code**
  - RESCHECK energy compliance form (ResCheck software is available at no charge at [www.energycodes.gov](http://www.energycodes.gov)), OR
  - Indicate on the plans the prescriptive method of compliance.
- Floodplain -**
  - Floodplain certificate for all projects built within Nampa’s designated flood plain areas.
- Erosion/Sediment/Stormwater Management Plan -**
  - Completed application.
- Electrical Plan- 2017 National Electrical Code**
  - Complete layout showing locations of receptacles, including GFCI’s and AFCI’s, switches, smoke detectors, **carbon monoxide** alarms, fixed equipment, sub-panels and service entrance.
  - Indicate a min. of two (2) 20 amp GFCI protected circuits are provided for small appliances in the kitchen/dining room.
  - Electrical service exceeding 400 amps shall include load calculations and a one-line diagram.
  - **50% of fixtures shall have high efficiency lamps**
- Mechanical Plan and Calculations- 2012 International Mechanical Code and 2012 International Fuel Gas**
  - Provide a complete mechanical layout– include all duct work with sizes, length of sections, material types with notes as to R-value.
  - Show return and supply air grill locations and sizes.
  - Identify manufacturer’s model numbers and equipment capacities of A/C and heating units.
  - Show locations for equipment. Provide calculations for equipment and duct sizing per data from ACCA Manual J, Manual D and Manual S (reference 2006 IECC Section 403.6– IRC M1401.3 and IRC M1601.1).
  - Specify condensation line locations and terminations with notes as to R-values.
  - Provide specifications for bathroom exhaust fans (CFM rating). Provide combustion air details for all gas appliances, including calculations for amount required (show compliance with 2012 IRC Chapter 17).
- Plumbing Plan– 2017 Idaho State Plumbing Code**
  - Specify type of water supply (well, public sewer system, shared well, or septic) and size of main water service line.
  - Indicate location and type of water heater.
- Additional Drawings/Information Required if Utilized for the Structure-**
  - Truss Design Drawings sealed by an Idaho Registrant, including a layout sheet, with considerations for permanent roof-mounted or attic mounted equipment. (can be a deferred submittal left on the jobsite for the Inspector)
  - I-Joist Systems (roof or floor) from the manufacturer with the manufacturer’s layout sheet and engineering sheets. (can be a deferred submittal left on the jobsite for the Inspector)
  - ICC Evaluation Reports for all alternative building materials being used.
  - Specification sheets for special equipment such as solar systems, elevators, saunas, alternative heating/cooling systems, etc.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# NEW RESIDENTIAL/ADDITION PERMIT APPLICATION

## CITY OF NAMPA

411 3rd Street South, Nampa, ID 83651-3721

Phone - (208) 468-5435, Fax - (208) 468-5439

Patrick Sullivan C.B.O., Building Safety Director

www.cityofnampa.gov

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

### FOR OFFICE USE

Permit Application Number: \_\_\_\_\_

Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Amt Rec'd \$: \_\_\_\_\_ Check # \_\_\_\_\_  Cash

Project Address (Will be assigned for all new construction): \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_

Project Value: \$ \_\_\_\_\_ .00

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ **Registration #:** \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ **CONTACT NAME:** \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-Mail: \_\_\_\_\_

<input type="checkbox"/> <b>New Dwelling</b> - <input type="checkbox"/> <b>Townhouse</b> <input type="checkbox"/> <b>Duplex</b>	<b>Required Information:</b>	
	First Story: _____ sq. ft.	Garage: _____ sq. ft.
	Second Story: _____ sq. ft.	Covered Porch/Patio: _____ sq. ft.
	Basement: _____ sq. ft.	Covered Carport: _____ sq. ft.
	Total Living space: _____ sq. ft.	

**Addition:** New Square Feet: \_\_\_\_\_ Existing Square Feet: \_\_\_\_\_

Heating Unit Type: \_\_\_\_\_ BTU: \_\_\_\_\_ Electrical Panel Size: \_\_\_\_\_

**Impact fees:** Impact fee deferral information packet requested.  Yes  No

**Hook up fees:** Impact fee deferral information packet requested.  Yes  No

**Notice:** All permits expire after 180 days from the date of permit issuance or the date of the last inspection.

**Declaration:** Applicant hereby certifies that the information provided is true and correct to the best of their knowledge.

**Owner or Owners Authorized Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# DEPARTMENT OF BUILDING SAFETY & FACILITIES DEVELOPMENT

411 3rd Street South, Nampa, ID 83651  
(208) 468-5435 [www.CityofNampa.us](http://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](http://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.**

**Variances 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.**

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**Owner**

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**Date**

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**Applicant/Contractor**

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**Date**



# City of Nampa

**BUILDING DIVISION**

**CITY HALL**

**411 THIRD STREET SO.**

**NAMPA, IDAHO 83651**

**OFFICE (208) 468-5435**

**FAX (208) 465-5439**

## *Compliance Notice for Site Development and Erosion, Sediment & Fugitive Dust Control On Construction Sites and Right-of-Way Less Than One Acre*

Building Permit #		EROSION PERMIT #	
DATE OF APPLICATION:	PROPOSED START DATE:	PROPOSED END DATE:	
CONTRACTOR:	PHONE#		
RESPONSIBLE PERSON	RP CERTIFICATE #	EXPIRATION Date:	CELL/PHONE#
REPERSONABLE PERSON ADDRESS:	PHONE #	CELL #	
JOB SITE STREET ADDRESS		CROSS STREET	
DESCRIPTION OF WORK:		LOT, BLOCK, SUBDIVISION NAME	

\* The Certified Responsible Person (s) must possess a valid City of Boise Responsible Person Certification number. Responsible Person Training Class information is available upon request. The Responsible Person shall be on site during all construction or grading activity.

### CONDITIONS OF APPROVAL

This General Permit application must be submitted with a Specific Construction Site Discharge Plan with BMP details and signed by a plan designer. This General Permit application is for the construction, demolition, or site development of a project less than one acre in size. The approval of this permit does not relieve the applicant from complying with any and all Federal or State laws and regulations. In the event the applicant fails to provide adequate control under the provisions of this permit, the Public Works Department reserves the right to require additional control measures as necessary OR require the preparation and implementation of an erosion and sediment control plan.

### GRADING

At any location where sediment-laden run-off may exit the property, perimeter, controls will be installed to prevent sediment from being transported off-site. Any sediment transported off-site to roads or road rights-of-way including ditches shall be removed. Any damage to ditches shall be repaired and stabilized to original condition. Grading shall not impair surface drainage, create an erosion hazard or create a source of sediment to any adjacent watercourse or property owner.

### OPERATIONS

A temporary access road shall be provided at all sites. The applicant is responsible for preventing the tracking of mud or dirt upon the public right-of-ways, and the cleanup should tracking occur. Construction ramps shall not be placed in a manner as to interfere with or block the passage of stormwater runoff. No materials or supplies shall be placed on the public right-of-way (streets or sidewalks) unless permitted. Control measures shall be in place to prevent particulate matter from becoming airborne from any construction activity or operation. Stormwater inlet structures shall be protected from sediment during construction.

Control measures shall be implemented for proper disposal of construction and building wastes; paint and other chemicals used during construction and site cleanup.

### STABILIZATION

Temporary stabilization of the construction site shall be completed to the surface of all disturbed areas within 10 days of clearing or inactivity in construction. When in-channel work is conducted, the channel shall be stabilized before, during and after work. Swales or other areas that transport concentrated flow will be stabilized with erosion control matting or sod.





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**CITY HALL**

**411 THIRD STREET SO.**

**NAMPA, IDAHO 83651**

**OFFICE (208) 468-5435**

**FAX (208) 465-5439**

## EXPIRATION OF PERMIT

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one hundred eighty (180) days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred eighty (180) days after the work is commenced.

## OTHER CONDITIONS OF APPROVAL

I have read and agree to the terms and conditions of this Permit. I certify that I have the authority to obligate my company to these terms and conditions

Applicant's Name: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Permit Fee:** \$58.00 + \$5.00 (base permit fee) = \$63.00