



Policy Bulletin

March 8, 2021

To: Building Department Staff, Design Professionals, and General Contractors

RE: Multifamily Housing Plan Submittals

Each Multifamily housing structure requires a separate building permit with a separate set of construction documents with the architectural, structural, plumbing, mechanical, and electrical drawings designed specifically for that building. This applies to both multiple buildings located on one lot or a single building on one lot. Multiple buildings on one lot may share the civil engineering drawings.

Scope of work involving multiple building addresses require a separate permit per address. (i.e., remodel(s) for several building(s) in the same development complex require a separate permit).

Building permit applications submitted through the online portal or over the counter require a separate upload or digital copy (thumb drive or disc) set of plans for each building. Individual building construction documents for a permit cannot be combined plans for another project. Incomplete or deferred submittals will not be accepted. If you have any questions, please call the Building Department office at (208) 468-5435.