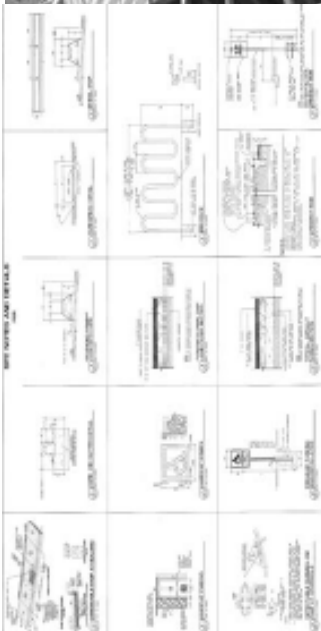
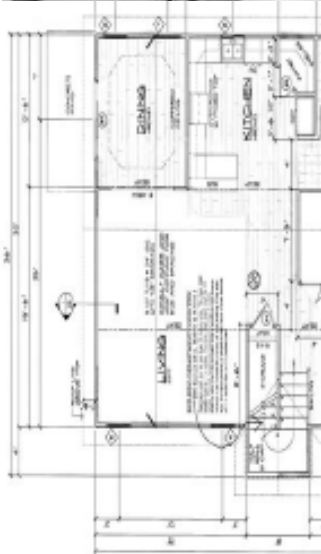




Nampa Building Safety Department
NEW RESIDENTIAL/ADDITION
BUILDING PERMIT



500 12th Ave S
Nampa, Idaho 83651
208-468-5435

Email: buildingpermits@cityofnampa.us

www.cityofnampa.us

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

NEW RESIDENTIAL BUILDING PERMIT GUIDE

This guide outlines the requirements for obtaining a building permit to construct a 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 Checklist.

Once submitted, your plan package will require review and approval from the Building department.

Questions or inquires you may have please contact the following reviewers listed below:

Building Department

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

Cache Olson, Residential Plans Examiner
(208) 468-5455, olsonc@cityofnampa.us

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

CURRENT CODES:

2018 International Residential Code

2018 International Energy Conservation Code

DESIGN CRITERIA:

Seismic Zone - B

Wind Loading - 90 Miles per hour

Basic Ground Snow Load - 20 lbs per s.f.

Frost Depth - 24 inches

WARNING:

The US Environmental Protection Agency requires that Renovation, repairs 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>



July 21, 2020

Policy Bulletin

TO: Developers, Design Professionals and General Contractors

RE: Building Permit Review, Processing and Inspections

At times, a land developer will invest resources into surveying, building design, and site design, only to discover during the building permit application process that the proposed land use is not permitted in that location. Others have designed projects that must be redesigned after a required design review process or after discovering adopted development agreement conditions.

To avoid these situations, the City of Nampa's Planning & Zoning Department has created a **CERTIFICATE OF COMPLIANCE** form. This simple form will now be required to be approved by Planning & Zoning staff and submitted as a part of the building permit submittal package. The intent is to provide initial confirmation that a proposed project is compliant with Zoning entitlements, development agreement, and design review conditions before resources are spent on design.

The staff anticipates that most projects' approval can be completed at the Planning & Zoning Department counter in a few minutes. When further research is necessary, such as researching older development agreements for conditions; Planning & Zoning staff anticipates completion of the form within 1-4 business days. Developers/ builders/ homeowners may also choose to fill out their portion of the form and send it to PZall@cityofnampa.us, early in the process. This will allow Planning staff the time to complete the form while plans are being developed. We hope this will be a great benefit for the building permit applicant and will identify potential challenges early in the design and development process.



Planning & Zoning Department

INITIAL REVIEW OF COMPLIANCE

A signed copy of this form is required at time of Building Permit submittal

Project Description: _____

Name of Business/Project (or Subdivision Name/Phase): _____

Land Use (chosen from NCC Title 10, Chapter 3): _____

Link to Zoning Ordinance Chapters: <https://cityofnampa.us/260/Zoning-Ordinance-Chapters>

Property Address: _____

Applicant Name: _____ Ph #: _____ Email: _____

Owner/Representative Signature: _____ Date: _____

Notice to Applicant: Approval of land use/project is based upon the zoning district and the land use referenced on this form by the applicant. Additionally, pre-application meetings, conceptual plan reviews, public hearings, and a signed review of compliance form does not constitute full and final approval. Full and final approval from Planning & Zoning is given when the building permit is reviewed.

The following questions are for reference purpose only—See the Nampa City Code (NCC) for full details

- Will the project have a temporary or permanent sign?
 - Signs shall comply with NCC 10-23 for: size, number, location, etc.
 - A sign permit shall be obtained from the Planning & Zoning Department and may require an electrical permit from the Building Safety Department
- Will the project include a fence?
 - Fences shall comply with NCC 10-1-8 for: materials, location, height, etc.
 - A fence permit shall be obtained from Planning & Zoning for residential fences, and from the Building Safety Department for commercial fences
- What parking regulations does the project need to comply with?
 - Parking shall comply with NCC 10-22 for: size, number of stalls required, striping, drive aisle widths, etc.
 - Wheel stops shall be placed wherever parking abuts pedestrian walkway unless sidewalk is at least six feet (6') wide
- Does the project include any gravel parking or driveway?
 - Drive aisle or parking shall either be paved or if gravel, shall be behind the building and screened from right-of-way view. See NCC 10-22
- Is the proposed project along an arterial or collector roadway?
 - Landscaping shall be installed/maintained according to NCC 10-33

The following to be filled out by Nampa Planning & Zoning Department at 500 12th Ave S., OR send to pzall@cityofnampa.us

	N/A	Yes	Needs Approval
• Has the property been annexed or an application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Zoning District _____			
• Is the proposed land use permitted, Conditional Use Permit issued, or Rezone applied for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the proposed land use or layout consistent with an existing Development Agreement or DA Modification application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, Ordinance # _____ Date: _____			
• Has Design Review been completed for the project or application submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes (include relevant application file numbers and hearing dates):

P&Z Staff Signature: _____ Date: _____

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.

Online submittal - <https://nampaid-energovpub.tylerhost.net/Apps/SelfService#/home>. All submittals must include check-list items, checklist, application, and certificate of compliance.

- 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 CO-VERS, ETC.-
ONLINE SUBMITTALS, DISC OR ONE SET OF PLANS- (MIN. 18"x24", MAX. 24"x36")- MIN. 1/4" SCALE

Staff
Only

Applicant
Only

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan <ul style="list-style-type: none">• 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation Plan - 2018 International Residential Code <ul style="list-style-type: none">• 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Floor Plan <ul style="list-style-type: none">• 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, porch-es, and basement (finished or unfinished), and any other areas. |
| <input type="checkbox"/> | <input type="checkbox"/> | Roof Framing Plan <ul style="list-style-type: none">• 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Details <ul style="list-style-type: none">• 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. |

Staff Only Applicant Only

- 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.
 - 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.

- Elevations**
 - Front, back and both sides.
 - Specify materials used for roof covering and exterior finishes.
 - Stepped foundation, if applicable, shown.

- Energy Form - 2018 International Energy Conservation Code**
 - RESCHECK energy compliance form (ResCheck software is available at no charge at www.energycodes.gov), OR
 - Indicate on the plans the prescriptive method of compliance.

- Flood Plain**
 - 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- 2018 International Mechanical Code and 2018 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

BUILDING PERMIT APPLICATION

Email: buildingpermits@cityofnampa.us
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 ONLY

Permit Application #- _____

Date: _____ Received by: _____

Amt\$ _____ Check# _____

Cash CC

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

Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

Contractor: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

Contact Person Name: _____ Registration #: _____

Architect/Designer: _____ CONTACT NAME: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Fax: _____ Mobile: () _____ E-Mail: _____

New Dwelling

Required Information:

First Story: _____ sq. ft. Garage: _____ sq. ft.

Townhouse

Second Story: _____ sq. ft. Covered Porch/Patio: _____ sq. ft.

Duplex

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: _____



BUILDING SAFETY & FACILITIES DEVELOPMENT
PATRICK SULLIVAN - DIRECTOR

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 & FACILITIES DEVELOPMENT

PATRICK SULLIVAN - DIRECTOR

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 Signature

Date

Applicant/Contractor Signature

Date



City of Nampa

ENVIRONMENTAL COMPLIANCE DIVISION

NDSC 500 12TH AVE. SOUTH NAMPA, IDAHO 83651

OFFICE (208) 468-4442

EMAIL ecd@cityofnampa.us

Permit Application: Homeowners Erosion and Sediment Control Notice for Minor Improvement Projects on Residential Sites Less Than One Acre

PROJECT INFORMATION

*Homeowners Name: _____ Residence Address: _____

Home Phone: _____ Mobile: _____ E-mail: _____

Project Start Date: _____ Project End Date: _____

Project Description:

RESPONSIBLE PERSON

*Nampa Homeowner ESC Number: _____

***ESC Homeowner Number will be filled in by City of Nampa Personnel**

* The Homeowner Responsible Person(s) must review appropriate Erosion and Sediment Control (ESC) information provided by the City of Nampa. Homeowners are required to comply with all local, state and federal ESC requirements. The Responsible Person shall be on site during all construction or grading activity. This 'Nampa Homeowner ESC Number' is valid only through the duration of the project listed.

CONDITIONS OF APPROVAL

This General Permit application may be submitted instead of a designed plan provided the applicant can demonstrate that the project is the construction, demolition, or site development of a residential 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

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 material 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 clean up.

***Homeowners Erosion and Sediment Control Compliance
Notice for Improvement Projects on Residential Sites Less Than One Acre***

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.

OTHER CONDITIONS OF APPROVAL

Erosion Control Guidelines for Home Improvement Projects

Initials

- _____ Project disturbs ten (10) cubic yards.
- _____ I am the homeowner who will be the contractor.
- _____ Keep all trash on site in a designated trash bin.
- _____ Placement of dirt, gravel or any construction material on the public right-of-way (street, gutter, sidewalks) is strictly prohibited.
- _____ Absolutely **No** track out of mud or dirt onto the public right-of-way is allowed. If sediment is tacked out onto the road or sidewalk it is to be cleaned up immediately. Clean up of sediment track out is to be swept and not washed away with water.
- _____ Control excessive dust and protect all unstabilized exposed soil from wind and stormwater runoff.
- _____ Dispose of concrete, paint, chemicals, and hazardous materials in the approved method.
- _____ If applicable, protect all storm drain inlets in the vicinity of the project site.
- _____ Post an approved City of Nampa Homeowners Erosion Control Permit (Yellow 8½ x 11 Sign) for Home Improvement Projects at or near the project entrance.

I have read and agree to the terms and conditions of this Permit. I certify that I will comply with these terms and conditions

Applicant's Name: _____ Applicant's Signature: _____

Date: _____ **Permit Fee: \$80.00**

Contact Information

Greg Goodman, Erosion and Sediment Control Inspector: 468-5851

Please call with any questions or concerns regarding this permit application.