

Nampa Building Safety Department  
**COMMERCIAL DEMOLITION**  
**BUILDING PERMIT GUIDE**



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

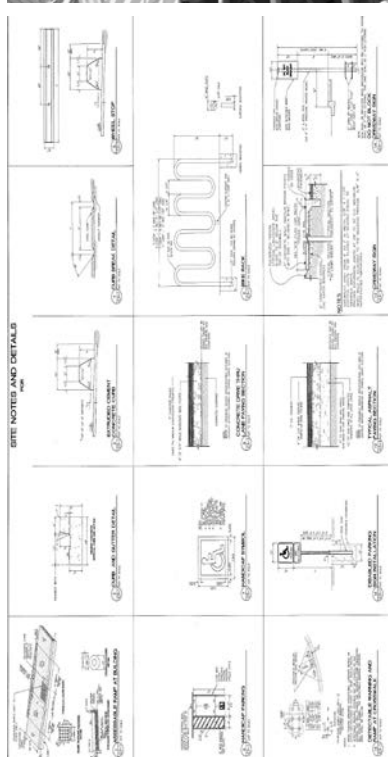
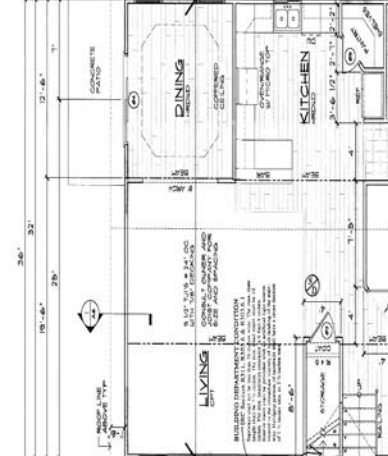
Nampa, Idaho 83651

208-468-5435

Fax#: 208-468-5439

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

Patrick Sullivan C.B.O  
Building Safety Director



# Commercial Demolition 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.

## **Building Department**

Rob Willis, Plans Examiner Supervisor  
(208) 468-5410, willisj@cityofnampa.us  
Dawna Jenkins, Plans Examiner II  
(208) 468-5418, jenkinsd@cityofnampa.us  
Michael LeBeau, Plans Examiner II  
(208) 565-5269 lebeaum@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

# Commercial Demolition 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.
- 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.
- DEMOLITION 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.**

**CITY OF NAMPA**  
**Commercial Demolition**

**Building Permit Application**  
411 3rd Street South, Nampa, ID 83651  
Ph - (208) 468-5435, Fax - (208) 468-5439  
Patrick Sullivan, Building Safety Director  
Website—www.cityofnampa.gov

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

**FOR OFFICE USE ONLY**

PERMIT APPLICATION # \_\_\_\_\_  
Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_  
Amt \$: \_\_\_\_\_ Check # \_\_\_\_\_  Cash

**TYPE OF DEMOLITION PERMIT REQUESTED**

- Commercial describe: \_\_\_\_\_
- Multi-Family, Number of units: \_\_\_\_\_

Describe the **SCOPE OF WORK**. Include scope of work for existing utilities: \_\_\_\_\_

**NOTE:**

*The Environmental Protection Agency must be notified 10 working days in advance for all renovations/demolitions that disturb 260 lineal feet/160 square feet of asbestos containing materials. Contact the EPA office at 208-378-5746. It is your responsibility to get the necessary approvals from the EPA for asbestos removal.*

**PROJECT INFORMATION**

**Project/Business Name:** \_\_\_\_\_ **Value of Work:** \$ \_\_\_\_\_ .00  
**Project Address :** \_\_\_\_\_  
**Legal Description:** Lot \_\_\_\_\_, Block \_\_\_\_\_, Subdivision \_\_\_\_\_

**PROJECT SPECIFICS**

**EVERY BLANK IN THIS AREA MUST BE COMPLETELY FILLED IN**

Occupancy Group (s) \_\_\_\_\_ Number of Stories \_\_\_\_\_  
Total Building Area to be demolished \_\_\_\_\_ Fire Sprinkled:  Yes  No

**O w n e r**

<b>Name:</b>				
Address:		City	State	Zip:
Phone:	Fax:	Mobile:	E-Mail:	

**A p p l i c a n t**

<b>Name:</b>				
Address:		City	State	Zip:
Phone:	Fax:	Mobile:	E-Mail:	

# CITY OF NAMPA

## Demolition Building Permit Application

411 3rd Street South, Nampa, ID 83651  
Ph - (208) 468-5435, Fax - (208) 468-5439  
Patrick Sullivan, Building Safety Director  
Website—www.cityofnampa.us

### 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:	

**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.

### General Requirements for DEMOLITION plan submittals

**(TWO COMPLETE SETS)** Sheet sizes shall not be less than 24" x 36" and not more than 30" x 42".

### BUILDING/STRUCTURES BEING DEMOLISHED

**Site Plan** -Including:

- Scale to be a minimum of 1/8" per foot.
- Location of existing structures with fully dimensioned measurements to property lines & other structures;
- Utility Services— Show location of existing utilities and describe proposed scope for such utilities, ie., abandon utilities, cap off utilities, etc.
- Letter describing the scope of work.

### INTERIOR DEMOLITION

**Floor Plan** -Including:

- Scale to be a minimum of 1/8" per foot.
- Location of existing walls. Specify which walls will be demolished, and if the walls are bearing or non-bearing. If the walls are bearing walls, structural engineering will be required to show how the removal of such walls will affect the existing structure and will need to specify new structural supports where necessary.

### 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, 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.

**A Building Inspection is required on all demolition permits prior to the approval of such demolition permit. A final inspection is required after completion of such work. In addition, plumbing inspections are required on any utilities being abandoned and/or capped off.**



# City of Nampa

STORMWATER PROGRAM – EROSION CONTROL  
WASTE WATER TP 340 W RAILROAD ST

NAMPA, IDAHO 83687

OFFICE (208) 468-4442  
FAX (208) 467-9194

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

### Building Permit #

### PERMIT #

DATE OF APPLICATION:		PROPOSED START DATE:	PROPOSED END DATE:
CONTRACTOR:		SUB-CONTRACTOR:	
RESPONSIBLE PERSON *		RP CERTIFICATE # Exp. Date:	CELL/PHONE#
FOREMAN / CONTRACTOR:		CELL/PHONE#:	EMAIL:
PREFERED CONTACT:	CELL/PHONE #:	FORMAN / CONTRACTOR ADDRESS:	
JOB SITE STREET ADDRESS		CROSS STREET	
OWNER:		SUBDIVISION NAME & NAME OF COMMERCIAL DEVELOPMENT	
DESCRIPTION OF WORK:		CONTRACTOR JOB #	
TRENCH WORK _____ FT		CONCRETE APPROACH (C / G / SW) _____ LF	
BORE (LIST NUMBER OF IN-LINE BELL HOLES & FOOTAGE) _____		CONCRETE APPROACH CONCRETE SURFACES _____ LF	
OBSTRUCTION / OVERHEAD WORK / MANHOLE ACCESS		CURB & GUTTER ONLY _____ LF	
ASPHALT SURFACES / APPROACH / STREET SURFACING _____ SY		SIDEWALK ONLY _____ LF	
ALLEY CLOSURE		CURB/GUTTER/SIDEWALK _____ LF	

\* 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.



# City of Nampa

STORMWATER PROGRAM – EROSION CONTROL  
WASTE WATER TP 340 W RAILROAD ST

NAMPA, IDAHO 83687

OFFICE (208) 468-4442  
FAX (208) 467-9194

## *Erosion and Sediment Control Application for Construction Sites Less Than One Acre Continued*

### 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.

### 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:** \$75.00 + \$5.00 (base permit fee) = \$80.00



# City of Nampa

STORMWATER PROGRAM – EROSION CONTROL

OFFICE (208) 468-4442

WASTE WATER TP 340 W. RAILROAD ST NAMPA, IDAHO 83687 FAX (208) 467-9194

## SITE DEVELOPMENT, AND/ OR EROSION & SEDIMENT CONTROL PERMIT APPLICATION

Permit No. \_\_\_\_\_

Project Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Developer: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Business No. \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_

\*Certified Responsible Person: \_\_\_\_\_

\* Cell No. \_\_\_\_\_

\*Certification No. \_\_\_\_\_

\*Expiration Date: \_\_\_\_\_

Notice of Intent (NOI) #. \_\_\_\_\_

Parcel Number \_\_\_\_\_ Lot \_\_\_\_ Block \_\_\_\_ Subdivision \_\_\_\_\_

Legal Description (other than Subdivision) \_\_\_\_\_

Site Address \_\_\_\_\_

\* 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.

### SUBMITTAL REQUIREMENTS:

- Commercial/New Subdivision: Two (2) sets of plans, 22" x 34" or 24" x 36", plus (2) sets of SWPP Plan narratives. One (1) SWPPP in a 3 ring binder.
- Dewatering Plan if applicable.

### Project Type

- Single Family/Duplex/Townhouse
- Manufactured Home (not in established park)
- Multi-Family
- Remodel or Addition (Involving Grading)
- Commercial Development
- Subdivision Development
- Demolitions:
- Other: \_\_\_\_\_

### \*\*Project Details

# of Units \_\_\_\_ Approx. Acres \_\_\_\_\_  
 Approx. Acres \_\_\_\_\_  
 # of Units \_\_\_\_ Approx. Acres \_\_\_\_\_  
 Approx. Acres \_\_\_\_\_  
 Acres Disturbed \_\_\_\_\_  
 Acres Disturbed \_\_\_\_\_  
 Acres Disturbed \_\_\_\_\_

**\*\* Project site acreage rounded to the nearest acre (1.49 rounds to 1 acre, 1.5 acre rounds to 2 acres).**

<u>FEE</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Fee</u>
Base Permit fee	_____	\$5.00/Acre	\$ _____
Acres Disturbed	_____	\$75.00/Acre	\$ _____
<b>Total Permit Fee</b>			<b>\$ _____</b>



**Other Permits/ Fees**

**These items require approval by City of Nampa Engineering Division**

- Modification to Existing Erosion & Sediment Control Plan \$75.00/Occurrence
- Permit Variance/Plan Waiver Request \$75.00/Occurrence
- Transfer of an Existing Erosion & Sediment Control Permit \$40.00/Occurrence  
(ESC Permit Number \_\_\_\_\_)

**Other fees or charges that may apply:**

- 1) Inspections made outside normal business hours (8a.m.-5p.m) \$43.00 per hour
- 2) Re-inspections(s) of corrective work in excess of one \$43.00 / Occurrence
- 3) Inspections not covered by an active permit \$43.00 per hour

**City of Nampa Requirements:**

**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.

**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.

**EPA Requirement:**

“I certify under penalty of law that I understand the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges From Construction Activities that authorizes the stormwater discharges associated with industrial activity from the construction site identified as part of this certification. Further, by my signature, I understand that I am fully responsible, along with all other contractors and subcontractors signing such certifications who are performing work activities under this contract to comply with all provisions and requirements of the NPDES General Permit for Stormwater Discharges from Construction Activities and this Stormwater Pollution Prevention Plan.”

**Authorized Representative/Official**

COMPANY: \_\_\_\_\_

TITLE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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**