



BUILDING DIVISION

Commercial Building Permit Submittal Requirements

Community Development Department
408 N. Spokane St. – Post Falls, ID 83854
Phone: (208)773-8708
www.postfalls.gov

All Building Permit applications can be submitted online (preferred) through the Community Development Portal at <https://postfallsid.viewpointcloud.com/>. For help submitting online, please contact the Building Division at (208) 773-8708.

SUBMITTAL REQUIREMENTS:

Building Permit Application: (paper submittals only) Complete address including suite number (if applicable) and parcel information, accurate description and valuation of work proposed, owner, contractor, architect, and engineer information.

Plans: One (1) set of all plans; architectural, structural, mechanical, electrical, and plumbing. Multi-family plans require a separate application and set of plans for each building. Multi-family plans must be arranged for each building separately. Architectural and structural plans must be sealed by an Idaho licensed professional.

*Note: If not designed to the prescriptive provisions of the International Building Code, complete structural calculations shall be provided. The structural calculations shall address both vertical and lateral forces and shall be stamped and signed by a licensed engineer or architect registered in the State of Idaho.

Documents: One (1) set of specifications, engineering calculations (sealed), COMcheck, truss sheets, etc., as required for the project.

*Kootenai County Fire and Rescue Fee Acknowledgement form. A digital fill-in document is available during the online submittal process. A separate paper form is only required for paper submittals.

**Additional forms may be required for paper submittals.

PLAN REQUIREMENTS:

Building Code Analysis shall be on the cover sheet of the plans or readily found elsewhere on the plans. The Code Analysis shall include the codes designed under, project location, project description, separated or nonseparated uses, occupancy classification as a whole or for each area, number of stories, total building height, type of construction as defined in the International Building Code, square footage for each floor, maximum floor area permitted by the Code and the basis for any area increases permitted, occupant load for each area, exits required per occupant load, any fire area or occupancy separations as required. Include a list of all required special inspections and list any deferred submittals.

Architectural site plan based upon the City of Post Falls approved site plans (if applicable).

Exterior Elevations showing finished grade lines, stairs, ramps, handrails and building height.

Foundation plan with cross sections of footings, pads, walls, reinforcement, anchor bolts and sill plates. Show size, location, and embedment depth of all anchor bolts, including bolts required for hold down devices or the straps themselves. Show concrete reinforcement details including the grade, size, spacing, location and number of reinforcing bars.

Floor plans: Show dimensions and label each room as to the intended use and occupancy classification. Show bearing walls and fire walls. Area or occupancy separation walls must be called out for clarity. Show dimensions, locations, and types of all windows and doors. If plans are for an addition, or tenant improvement they must also show the adjoining areas and uses.

Floor framing details: Joist type, size, spacing, floor loads based on code requirements and installation details. Provide all lumber types, grades, and species as applicable.

Roof framing plan: For prefabricated trusses provide one set of truss plans which indicate type of truss, loading and connection details at time of submittal. For hand cut/hand stacked/stick framed roofs, show ridge beam, rafter and ceiling joist purlin size and dimensions. Provide all lumber types, grades, and species.

Cross Sections: Dimensioned drawings of footing, foundation wall, and wall framing. Provide metal stud or lumber types, grades, and species for all framing as well as connection details.

Braced wall/shear plans showing locations and types of all braced walls (i.e., 4-foot braced wall panels, 2' 8" alternates, engineered panels, continuous sheathing, or portal frame methods). Show materials, location of each panel, fastener size and spacing and anchorage system.

Header and beam locations including any columns and/or posts, type and size.

Equipment Screening: Provide plans demonstrating construction complies with 18.24.040 Commercial and Industrial Performance Standards; 18.24.030 Residential Performance Standards:

1. Roof-mounted or wall mounted mechanical equipment such as air conditioning, elevator overruns, heating or ventilating units/ducting must be Screened from a horizontal line of sight. Such Screening must be architecturally consistent with the building and an integral part of the roof design. For flat roofs, an architecturally consistent Screen enclosure behind a parapet wall may be used if it is made to appear as an integral part of the building.
2. The ground-mounting of mechanical equipment that would be visible from public Right-of-Way, must be inset into the building facades and/or Screened with Landscaping or low walls.

For any questions on Commercial Building Permit submittals requirements, please contact the Building Division at (208) 773-8708 or permits@postfalls.gov.