

COMMERCIAL BUILDINGS

THIS PACKET IS INTENDED TO BE A GENERAL GUIDE TO THE BUILDING PERMIT PROCESS FOR COMMERCIAL PROJECTS. EVERY ATTEMPT HAS BEEN MADE TO INCLUDE THE BASIC BUILDING REQUIREMENTS, HOWEVER IN THE EVENT THE INFORMATION IN THIS PACKET CONFLICTS WITH ADOPTED CODES THE CODE PROVISION SHALL PREVAIL.

Thank you for making your investment in Ashton. We appreciate your confidence in our area and hope your investment decision is profitable.

We are proud of our community and the role we play in maintaining a high-quality business and living environment. While our primary responsibility is to assure that your development meets the minimum standards established by the City Council, we do view you as our customer and try to accomplish our mission in a positive and constructive manner. We are eager to assist you, and will answer any questions you have in preparing your plans and during the construction of your project.

In order to expedite the processing of your Building Permit, we recommend that you contact the Zoning and Fire Departments, in addition to the Building Department, to determine if there are any restrictions or circumstances that may affect your plans. A joint meeting of the city personnel and your architect, engineer and contractor can be arranged if desired.

If you have any questions concerning your building permit application, or during the construction of your project, the City of Ashton personnel are here to assist you.

Building and Zoning Department.....	652-3987
City P. & Z. Administrator.....	652-3987
Fire Department.....	652-7711
State Electrical Inspector.....	356-4830
State Plumbing Inspector	652-7210

1- MINIMUM APPLICATION REQUIREMENTS

The City of Ashton has established the following standards for plans being submitted in support of a request for a Building or Occupancy Permit.

- A. Idaho Architecture Laws and Rules required that all plans for commercial projects submitted in support of a request for a building permit be prepared and stamped by an a Idaho Licensed Architect. This includes additions, remodeling and Occupancy Permits. The Building Official may grant an exemption where the work to be performed is minor, and the submitted plans and information are adequate to insure compliance.
- B. Scale of construction plans should be 1/4" = 1'-0" except for Site Plans which may be a smaller scale.
- C. Minimum paper size of Plans should be 18" X 24" unless a smaller size is approved by the Building Official for minor projects

2- CERTIFICATE OF OCCUPANCY AND/OR OCCUPANCY PERMITS

- A. An Occupancy Permit is required by the city adopted building and zoning codes prior to occupancy or use of any Commercial building or space within the building.
- B. An Occupancy Permit will automatically be issued for projects completed under a Building Permit following final inspection and approval of the Fire, Zoning, and Building Departments.
- C. Where there is to be no remodeling or renovation an Occupancy permit must be applied for and approved prior to the use or occupancy of any Commercial building or portion of the building.
- D. An Occupancy Permit Application must be accompanied by (2) two sets of plans. Where there is a change of use as defined in the Uniform Building Code all plans must be stamped by an Idaho licensed Architect or Engineer. Plans should include:
 1. Site Plans where applicable
 2. Floor plans drawn to scale showing:
 - a. the use of all areas or rooms
 - b. exit doors
 - c. aisles and corridors
 - d. emergency lights if applicable
 - e. fire extinguishers
 - f. a complete fixture lay-out. (Additional information may be required).
 - g. rest room facilities

Stamped Plans may be waived upon written request when the above information is adequately shown on-scale, drawn plans whenever:

- E. The proposed business moving into the building or space is in the same occupancy classification and or type of business from the prior approved occupancy as defined in the Uniform Building Code.
- F. There will not be any demolition, remodeling, or renovation work, including the removal and/or installation of walls or partitions 72 inches or more in height.

3- NEW COMMERCIAL CONSTRUCTION, ADDITIONS, ENCLOSURES

The City Building, Fire, and Zoning Departments will need the information listed under A, B & C below to complete a Plan Review prior to issuance of a Building Permit.

A. Construction Plans-Two (2) complete sets of building plans, showing the following information:

1. * Floorplan
2. Foundation plan
3. Two building elevations (front and side) additional elevations may be required for additions
4. * Typical building section or wall section, showing construction system
5. Floor and roof framing plan
6. * Construction detail for all fire walls including penetrations
7. * Complete door, window, hardware and finish schedule
8. * Electrical plan showing emergency lighting and exit signs
9. Plumbing fixtures and mechanical equipment
10. * Plan analysis attached to the plans
11. * Type and location of Fire Extinguishers
12. * Plans must indicate method of compliance with American Disabilities Act
13. Site Plan

B. Interior Remodeling (ONLY):

Plans and information shown with an asterisk (*) under Item "A" above for New Construction.

C. Site Plans:

The Building, Fire and Zoning Departments will need the following information in order to complete a Plan Review. Any proposed revision to the site plan after the issuance of a Building Permit must be approved prior to the change being, made on the site.

1. Submit site plan drawn to scale with legal description.
2. Show orientation with north arrow.
3. Show property lines and lot dimensions.
4. Indicate all easements for water, sewer line, utilities etc. on site plan.
5. Show dimensions of existing building and distance between buildings.
6. Show on-site plan proposed new construction and additions.
7. Show site plan drainage, including a swale or retention area for on-site storage where required.
8. No drainage allowed from private property onto State Highways.
9. Show finished floor elevations.
10. Show top of existing curb elevations. Can use identifiable reference or finished floor elevations.
11. Show finished grade for all four lot corners. Can use finished floor elevations as a reference point
12. Show drainage away from the building for at least (7) seven feet.

13. Adjacent lot elevation required if lot is unusually higher or lower than surrounding area.
14. Show water tap size requested.
15. Attach well permit, if applicable.
16. Show sewer drain field if applicable.
17. Attach septic tank permit if sewer not available.
18. Show proposed and existing curb, gutter, sidewalk, and driveway approaches.
19. Show right-of-way (R-O-W) width.
20. Show width of drive approaches. City Code: Minimum 12' Maximum 30'.
21. Location & distance to all fire hydrants within 1000 ft of property. (Measurements to be taken as the path of travel a vehicle would take from the hydrant to the structure.)

D. Commercial Foundation Program

Under this program, a Building Permit may be issued on the entire project, and construction started prior to the actual final review and approval of the complete project plans. In order to qualify, the following items must be available for review and approval.

1. Complete Site Plan including Fire Hydrant Locations.
2. Footing and Foundation Plan and specifications.
3. Reactions for metal buildings.
4. Sufficient structural details to determine the compatibility of the proposed building and the foundation.
5. Code Analysis including occupancy Classification(s) and square footage of each.
6. Basic floor plan.
7. Sufficient information to calculate the Permit Fee.
8. Name and address of the Architect of Record.

4- EXISTING COMMERCIAL BUILDINGS

Remodel work, and change of use, will require all of the items shown with an asterisk * under item "A" above for New Construction.

5- FEES

- A. A deposit is required at the time of application equal to the estimated Plan Review Fee.

6- PROCESSES

- A. All inspection requests must be processed through the City Building Department with the exception of Electrical and Plumbing. Please provide the following:
1. Permit Number
 2. Owner or Business Name
 3. Street or Grid Address
 4. Type of inspection requested

- B. The building contractor or owner is responsible for notifying the Building Department when inspections are required.
- C. An inspection card must be posted on the job site during all phases of construction and be visible from the road and/or the parking area.
- D. Whenever feasible, inspection requests received prior to 8:00 a.m. will be completed by 12:00 noon and requests received by 1:00 p.m. will be completed by 4:30 p.m.
- E. The approved plans must be on the job site and available for the inspector's review in order for the inspection to be completed.
- F. Final inspections and inspections in response to a Correction Notice may be scheduled for a set time by contacting the Building Official. Please request appointments at least 24 hours in advance.
- G. Electrical and Plumbing inspections must be completed prior to the framing and final inspection by the Building Department.

7- PLAN REVIEW

- When your application has been reviewed, the Building Department will schedule a time to review your plans with you and discuss any changes or modifications required. When your Building Permit is ready to be issued we recommend a pre-construction conference for major projects. Those in attendance should include the Owner, Architect of Record, General Contractor, primary Sub-Contractors and the City Department Head
- The City of Ashton requires a building permit before any construction can begin. An investigation fee, equal to the amount of the building permit fee, shall be charged if construction has begun prior to obtaining a building permit.
- Please remember that the standards and requirements we have help to make Ashton a better community and to protect your investment.

8- USE AND OCCUPANCY OF BUILDING

- A. Final Inspection and a Certificate of Occupancy is required prior to the use or occupancy of any new, or remodeled building.
- B. An Occupancy Permit is required prior to the use or occupancy of any existing building or space which will be occupied by a different owner or tenant.
- C. Please allow adequate time between the project completion date and the planned occupancy date for the required inspections.