



Community Development
Department

Community Development Department
Meridian City Hall, Suite 102
33 E. Broadway Avenue
Meridian, Idaho 83642

**CITY OF MERIDIAN – LAND DEVELOPMENT SERVICES
COMMERCIAL BUILDING PERMIT PLAN REVIEW CHECK LIST**

Project Name:
Address:

Reviewer:
Date of Review:

#	OK	NEED	N/A	General Plan Design
All documents, design standards, specifications, and forms should be taken from the website each time they are used – this is where the most current information is kept. We do not notify customers when changes are made.				
G1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Return electronic PDF copy of the revised plan sets for review and/or approval.
G2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans are of high quality (legible) and in the correct scale
G3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each plan sheet has north arrow, graphic scale, date, title block, and sheet number
G4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each plan sheet is sealed, signed, and dated by a Professional Civil Engineer.
G5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes developer contact information (including a phone number and email address)
G6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes engineer contact information (including the engineering firm, phone number, and email address)
G7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes a sheet index
G8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes a vicinity map which shows city limits (if applicable), adjacent subdivision(s) including names and lot lines, and street names.
G9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes project benchmarks and datum.
G10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes Digline number
G11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover sheet includes QR Code.
G12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Standard City of Meridian notes are included in the plan set and are listed first. <i>Updated notes can be found at:</i> City Government > Community Development > Land > Standard Notes and Checklists
G13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide a utility variance from each affected utility when water and/or sewer main is outside of the standard corridor.
G14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical and horizontal separation between potable mains/services and non-potable mains/services have been addressed. <ul style="list-style-type: none"> Identify all potable/non-potable main interferences in the profile view with a reference to Water Note #2. Identify all potable/non-potable main/service or service/service interferences on the plan view with a reference to Water Note #3.
G15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correct “City of Meridian Supplemental Specifications to the ISPWC” drawing numbers are used.
G16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construct 14 foot wide gravel access road over water and/or sewer mains in unimproved areas. Specify 10 inches of ¾ inch road mix or equivalent, on a stable, compacted subgrade. Roadway must be centered over main(s).
G17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Graphically depict easements on the plan set. All mains, hydrants, and meters are located within an easement or are within right of way. <i>Updated easement forms can be found at:</i> City Government > Community Development > Land > Fees, Forms, and Easements <ul style="list-style-type: none"> Easements should be submitted through the front counter at City Hall, with an easement checklist form attached. Any easement without a checklist form will not be accepted. Easements will be required prior to permit issuance.

#	OK	NEED	N/A	General Water Design
W1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing water main alignment and diameter, meters, valves, blow-offs and hydrants are shown / existing facilities have been field surveyed.
W2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water mains are North and East of roadway centerlines, 4 feet off lip of gutter.
W3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water mains are not within landscaped areas.
W4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water main diameters are 8 inches (excluding hydrant laterals) and 12 inches on section line and near midsection line roads.



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W5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans note that midsection line water mains shall have 5 feet of cover, in all other areas cover shall be 4 feet.
W6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe diameters and lengths are labeled from fitting to fitting on the plan view.
W7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fittings are labelled on each sheet.
W8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Degree of angle is labelled for all bends (roping not allowed).
W9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All fire lines are shown on plans, including size and location of jurisdictional valves.
W10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water mains are extended to the construction limit boundaries to comply with the “to and through” policy.
W11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water lines are designed in a looped system with dead ends minimized.
W12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dead ends that will not be extended are terminated with a hydrant.
W13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No size-on-size taps are present.
W14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2" blow-off is installed at the termination of temporary dead end water mains. <ul style="list-style-type: none"> Collars are required on all blow-offs. Install permanent in-line valves at phase lines when future developments will affect services or fire hydrants. Valves are to be placed on the intersection water tees if phase valves aren't present.
W15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are at least two (2) valves at all tees and at least three (3) valves at all crossings.
W16				Valve spacing for commercial developments doesn't exceed 500 feet (in areas without customer connection, valve spacing does not exceed ¼ mile).
W17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blow-off are removed from all permanent mains that will not be extended including commercial service lines that have meters, fire lines, or hydrants off the lateral. <ul style="list-style-type: none"> Install blind flanges when appropriate.
W18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unused services and mains are abandoned at the remaining main by removing the gate valve and installing a blind flange. <ul style="list-style-type: none"> Any unused service lines are abandoned at the main by closing the corporation stop, removing the service line, and installing a cap or coper disk at the back of the fitting. Valves and blow-offs are not abandoned in place (remove these and install blind flanges where appropriate).
W19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Casings are provided for all water and sewer crossings of irrigation facilities. <ul style="list-style-type: none"> Casings shall have a minimum of 3 feet of cover from the lowest point of the waterway to the top of the casing.
W20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Valves are placed on either side of an open waterway crossing 15 feet or wider. <ul style="list-style-type: none"> A monitoring connection on the feed side of the crossing must be added to check for leakage (DEQ requirement).
W21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrant spacing does not exceed 300 feet.
W22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrants are not connected to fire sprinkler service lines
W23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a Fire Department Connection (FDC) is required, a fire hydrant is located a no more than 100 feet from the FDC and at least 40 feet from the building.
W24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe joint deflection does not exceed ½ the pipe manufacturer's allowable deflection. <ul style="list-style-type: none"> Note on plans that the contractor is required to verify the deflection angle.
W25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water services are installed perpendicular to the main.
W26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water service lines are placed in water class pipe sleeves where subsurface storm drain water infiltration beds or storm drain infiltration swales are encountered.
W27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water service, meter size, and meter setter size are specified on the plans.
W28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water meters over 1 inch match the size of the service lines from the main to the meter pit.
W29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water service lines are not tapped into fire services lines or hydrant laterals.
W30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All building lots are served.
W31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All wells are identified in the plan view, with the following note: <i>Existing well(s) must be abandoned from domestic use in accordance with Idaho Department of Water Resource requirements, with verification of disconnect by Meridian Public Works Department. Contact IDWR if well abandonment is required. Wells may be used for irrigation purposes.</i>



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#	OK	NEED	N/A	General Sewer Design
S1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing sewer main alignment and size, manholes, cleanouts, slope/grade and inverts are shown and labelled /existing facilities that they have been field surveyed.
S2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer mains are in a corridor lying 5 feet North or East to 10 feet South or West of roadway centerlines.
S3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer mains are not within landscaped areas.
S4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manholes are consecutively numbered in plan and profile.
S5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manhole stationing is shown in the profile.
S6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Angles through manholes are shown in the plan view (includes services constructed out of manholes).
S7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manhole inverts with directions, are identified in the profile view.
S8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe slopes and diameter conform to 10 State Standards.
S9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manhole diameters conform to 10 State Standards.
S10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manhole spacing does not exceed 400 feet.
S11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope, diameter, and length of sewer main is shown in the profile view.
S12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stationing is shown in the profile view.
S13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer or Roadway stationing and marks are shown on the plan view.
S14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finished grade and existing ground lines are shown and labeled in the profile view.
S15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan and profile views are drawn on the same sheet.
S16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer mains are extended all construction limit boundaries to comply with the "to and through" policy.
S17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	"T type" clean-outs or manholes are used at the end of mains. <ul style="list-style-type: none"> Manholes should be used at the end of any permanent lines that are 150 feet or longer and/or when the adjacent property has different ownership.
S18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer main is sleeved under irrigation/drainage crossings.
S19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class 200 SDR-21 is specified on all sewer mains and service lines with less than 3 feet of cover from top of pipe to natural ground or subgrade.
S20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cover from top of pipe to finished grade is not less than 3 feet.
S21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer service lines are installed perpendicular to sewer mains.
S22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slope is designed to maintain a minimum velocity of 2 feet per second with the pipe flowing full or half-full.
S23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service lines are a minimum 4 inch diameter.
S24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 feet of separation between sewer services is maintained.
S25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5 feet of separation between sewer service and outside of a manhole is maintained.
S26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sewer service lines are placed in water class pipe sleeves where subsurface storm drain water infiltration beds or storm drain infiltration swales are encountered.
S27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All building lots are served.
S28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing septic systems or drain fields are shown and have the following note: <i>Existing septic tanks and sewer drain fields must be abandoned in accordance with Central District Health Department requirements.</i>

#	OK	NEED	N/A	Pressure Irrigation Design
PI1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans include a pressurized irrigation system design.
PI2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If connection to an existing system is proposed, a letter of approval from the appropriate owner of the system (Irrigation District or Homeowners Association) is provided.
PI3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ownership of the new PI system is stated
PI4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PI backup source is stated.
PI5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mains are south and west of property lines.



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PI6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mains are located in rear and side lot line utility easements or common lots.
PI7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mains are not located along the front lot lines.
PI8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All main crossings of public rights of way, private roadways and travel ways are sleeved with C-900 and have valves placed 10 feet outside the right of way or travel way.
PI9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All pressurized irrigation systems should utilize surface water as the primary source if available.
PI10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If domestic water is used as the secondary source, a single point connection between the domestic water and pressurized irrigation system is required.
PI11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If City water is used as an irrigation source, the meter fee and common area irrigation assessments must be paid by the owner/developer. An area for assessment is provided.
PI12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water meter for secondary is located in a common area.
PI13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meter size and setter size are specified on the plans.
PI14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A reduced pressure back-flow assembly (RPBA) is provided for pressurized irrigation single point connection to domestic water. <ul style="list-style-type: none"> Add a note that the RPBA must be approved by the State of Idaho, Department of Environmental Quality and Meridian Water Department.

#	OK	NEED	N/A	Gravity Irrigation Design
G11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All open ditches are tiled.
G12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe diameter, slope, and length is shown.
G13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manhole/box diameter is 4 feet or greater.
G14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spacing of manholes does not exceed 400 feet.

#	OK	NEED	N/A	Drainage System Design
D1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plans are stamped by an Idaho Professional Engineer/Licensed Architect.
D2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Necessary calculations are provided by an Idaho Professional Engineer/Licensed Architect (e.g. storm return frequency and duration, runoff volume, peak discharge, storage volume, outflows, etc.)
D3				Calculations have no arithmetic errors.
D4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All drainage is retained and disposed of on site. <ul style="list-style-type: none"> If discharge drainage is included, then a fully executed permit or agreement to discharge offsite must be submitted prior to plan approval (unless system is owned and operated by ACHD and ACHD is the approving authority).
D5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of geotechnical report included, and indicates seasonal high ground water elevation, soil classifications, and percolation rates.
D6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage facilities do not conflict with other utilities.
D7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Building finish floor elevation shown is above possible maximum water surface elevation.
D8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storm water pre-treatment provided (i.e., Sand/Grease Trap, Bio-Filter, etc.).
D9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage basin drawn to scale on plans.

#	OK	NEED	N/A	Public Streetlight Design
SL1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A street light plan is provided per City of Meridian current Street Light Standards – Section 1102 Street Lighting.
SL2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street light types are specified.
SL3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street light are numbered.
SL4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street light spacing is appropriate for the street width and light type.
SL5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Transportation Utility Coordinator for street light installation requirements along arterial roads.



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#	OK	NEED	N/A	Required Prior to Scheduling a Pre-Construction Meeting with Public Works
PC1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Works Review and Inspection Fees must be paid in full.
PC2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One set of Approved for Construction prints will be delivered to Land Development, along with a CD that has approved PDF and CAD copies
PC3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide approvals from all applicable agencies: <input type="checkbox"/> DEQ or QLPE Design Approval Letter <input type="checkbox"/> Other:

The Following items are Intended for Consultant / Developer Informational Use Only:

All checklist items must be addressed before a permit or project approval letter can be issued.

Applicant shall be responsible for application and compliance with any Section 404 Permitting that may be required by the Army Corps of Engineers.

Applicant shall be responsible for application and compliance with any NPDES Permitting that may be required by the EPA.

Applicant shall be responsible for application and compliance with any Irrigation District requirements.