

SUBMITTAL CHECKLIST AND STANDARDS

Modular Buildings:

- **Permanent Placement** of a Modular/Relocatable building is set up for long term use. Wheels are removed and typically the unit is connected to sewer. Written approval from the Planning Division must be obtained prior to submitting for a building permit. *Please complete the checklist below.*
- **Temporary Placement** of a Modular/Relocatable building is a unit that remains on a site for no more than 6 months for a temporary use. The unit must be self-contained with wheels attached. A Zoning Certificate from the Planning Division must be obtained. Any temporary power service will require an electrical permit. A building permit is not required unless overnight stay is involved. *Please contact the City Clerk to obtain a Temporary Use Permit (TUP).*

Submittal Checklist

Applicant	Description
	Certificate of Value – Completed to its full extent. COV can be found here: https://meridiacity.org/building/handouts.html
	Plumbing Summary – Completed to its full extent. Form can be found here: https://meridiacity.org/building/handouts.html
	Statement of Special Inspections - Only required if the project requires special inspections: https://meridiacity.org/building/handouts.html
	Project Narrative – Detailed with full scope.
	Architectural Plans – Stamped and signed by a licensed architect with code analysis which includes: code year, occupancy group(s), construction type(s), floor areas for all floors & building total floor area, building height, fire suppression system (specify NFPA code applicable). *Drawings must include exterior landing (locations, sizes and construction details), exterior stair details (tread, riser, handrail and guard requirements), accessible route from parking to the accessible entrance, restroom location and distance if not located in the modular building, engineered stamped foundation system drawing and details (including concrete footings, piers, sizes, locations, reinforcement, engineered tie down w/ placement), foundation design (block and tie or standard) either engineered or per Idaho State installation standard, noted backflow protection and domestic water line locations and sizes from meter to building.
	Civil Drawings OR Site Plan of Previously Constructed Utility Infrastructure – Submit PDF and CAD (if new mains/ hydrants will be installed). Need to be sealed by a licensed Idaho Civil Engineer. Design guidelines can be found at: https://meridiacity.org/land/
	Site Plan - Must show streets, new and existing building locations including dimensions to property lines and other buildings, water mains and fire sprinkler underground mains (include diameters), sewer mains and services (including sizes and invert elevations), geothermal lines (including sizes), canals/ditches, contour lines, all easements, and curb cuts, Fire Department Access Roadways including connecting streets and designated fire hydrants.
	State of Idaho Division of Building Safety Approved Plans – complete set – to include a copy of the Idaho State Plan Approval number for new modular buildings, or the Idaho State Tag Number for existing relocatables, that includes building occupancy, type of construction, manufacturer and manufacturer serial number.
	Structural Drawings & Calculations – Must be stamped, signed, and dated by an Idaho licensed professional. Reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files or legible scanned documents and shall be uploaded as individual multipage documents.
	ACHD – To help avoid delays, contact ACHD as you may be required to submit separately - (208) 387-6100.

Submittal Standards

- ◆ All plans must be submitted in a PDF format.
- ◆ All plans must be submitted in a landscape orientation (horizontal position).
- ◆ All plans must have a space reserved in the upper left corner for City Approval stamps.
- ◆ Resubmittals must use the EXACT same file name as the original.
- ◆ All plans must be drawn to scale and each sheet should state the scale.
- ◆ Plans must be submitted individually using separate file names.
- ◆ Calculations, reports and other supporting documents (non-drawing files) must be submitted as searchable PDF files.

Submittal File Naming Requirements

File Naming Standards allow for easy identification of drawings by naming convention.

- ◆ Files must be print ready, i.e. setup properly for printing with title block, no data outside the print page area, etc.
- ◆ Drawing file name must include the first characters of the discipline name, followed by the sheet number and name.
- ◆ The sheet name must clearly indicate the information found on the page.

File Naming Examples for Commercial Modular Projects

Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Index Sheet	A0.1	1	A0.0_Index Sheet
Architectural	A	2	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Third Level Floor Plan
Site Plan	SP	100	SP100_Site Plan
Life Safety and Master Egress	LSP	1	LSP1_Master Egress

