

SUBMITTAL CHECKLIST AND STANDARDS

Submittal Checklist

Applicant	Description
	Address/Parcel Verification – Applicants are required to have an approved Address/Parcel Verification (LDAV Record) prior to submitting a commercial building permit: How to Request an Address/Parcel Verification
	Certificate of Value – Completed to its full extent. COV can be found here: https://meridiancity.org/building/handouts.html
	Plumbing Summary – Completed to its full extent. Form can be found here: https://meridiancity.org/building/handouts.html
	Statement of Special Inspections - Only required if the project requires special inspections: https://meridiancity.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).
	Multi-Family Site Plan Requirements for Addressing – Requirements for the addressing site plan can be found here: https://meridiancity.org/building/files/Handouts/MultifamilySitePlanRequirementsforAddressing.pdf
	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://meridiancity.org/land/
	Electrical Design and Compliance – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages. **For buildings (4) stories or more use a COMcheck, **For buildings up to (3) stories use REScheck-Multifamily
	Mechanical Design and Compliance – Drawings must be stamped by an Idaho licensed professional. Compliance Report(s) must be signed and include all pages.
	Plumbing Design – Must be stamped by an Idaho licensed professional.
	Energy Compliance – Report must be signed and include all pages. **For buildings (4) stories or more use a COMcheck, **For buildings up to (3) stories use REScheck-Multifamily
	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.
	Geotechnical Soils Investigation – Must be in accordance with the IBC.
	Drainage Calculations – 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.
	Meridian Police Emergency Access (UDC 11-4-3-27G) – See UDC 11-4-3-27G and Meridian Police Emergency Access Spec. Sheet for more information.
	ACHD – To help avoid delays, contact ACHD as you may be required to submit separately - (208) 387-6100.
	Warranty Surety Requirements – Required to be submitted prior to CO. The surety application can be completed online through the Citizen Access Portal.

Submittal Standards

- ◆ All plans must be submitted in PDF format.
- ◆ All plans must be submitted in 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.
- ◆ Soils and Geotech report for support of the structure must be stamped and signed by an Idaho licensed engineer.

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 Multi-Family 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
Landscape	L	1.1	L1.1_Overall Site
Erosion and Sediment	ESC	1	ESC1_ESC Plan
Architectural	A	2	A2.0_First Level Floor Plan
Structural	S	1.4	S1.4_Third Level Floor Plan
Plumbing	P	1.0	P1.0_Fixture Plan
Electrical	E	1.0	E1.0_Lighting
Mechanical	M	1.1	M1.1_First Floor Demolition
Civil	C	1.0	C1.0_Topographic Site Plan
Site Plan	SP	100	SP100_Site Plan
Interior Design	ID	1	ID1_First Floor Finishes
Life Safety and Master Egress	LSP	1	LSP1_Master Egress

