



Development Services Center
COMMERCIAL DEVELOPMENT

Application
PO Box 4169, 911 North 7th Avenue
Pocatello, ID 83205
234-6158 (office) 234-6257 (fax)
Please Type or Print

Note New Requirements

Permit No. _____

E & S Cert. No. _____

Contractor No. _____

Name: _____

OWNER: _____

CONTRACTOR: _____

ADDRESS: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

CITY, STATE, ZIP: _____

PHONE/CELL/BUS: _____

PHONE/CELL/BUS: _____

E-MAIL ADDRESS: _____

E-MAIL ADDRESS: _____

APPLICANT: _____

ARCHITECT: _____

ADDRESS, CITY, STATE, ZIP: _____

ADDRESS, CITY, STATE, ZIP: _____

PHONE/CELL/BUS/E-MAIL: _____

PHONE/CELL/BUS/E-MAIL: _____

LEGAL DESCRIPTION: _____

SIZE OF PARCEL: _____

ZONING DISTRICT: _____

LOT _____ BLOCK _____

SQUARE FEET: _____

EXISTING USE: _____

SUBDIVISION _____

ACRES: _____

PROPOSED USE: _____

CHECK IF LEGAL DESCRIPTION IS ATTACHED

BUILDING TYPE: _____

PERMANENT BUILDING ADDRESS: _____

(As assigned by Engineering)

NEW ADDITION REMODEL REPAIR FOUNDATION ONLY

MULTI FAMILY (# OF UNITS _____) CONGREGATE HOUSING STORAGE OTHER

DESCRIPTION OF WORK: _____

TOTAL ESTIMATED VALUE OF COMMERCIAL CONSTRUCTION (excluding lot) \$ _____

OF FLOORS _____ SQ. FT. BASEMENT _____ SQ. FT. 1ST FLOOR _____

SQ. FT. OTHER FLOORS _____ TOTAL SQ. FT _____ # SEATS/CAPACITY _____

PARKING SPACES _____ WITHIN HISTORIC DISTRICT? YES / NO

SUBCONTRACTORS: Plumber: _____ Electrician: _____ Mechanical: _____

There is a minimum of 10 working days for commercial plan review. The 10-day time line will restart when any new piece of information is submitted.

I (we) the undersigned hereby do certify that the information contained herein and attached hereto is true and correct to the best of my (our) knowledge, and agree to comply with all ordinances and laws regulating building construction. I (we) acknowledge that building permits will not be issued until plans are approved by the City. (If the applicant is not the owner of record, the signature of the owner must also be obtained.)

APPLICANT(S) SIGNATURE: _____

DATE: _____

OWNER(S) SIGNATURE: _____

DATE: _____



Development Services Center COMMERCIAL PLAN CHECKLIST

Preliminary Final

File No.
Related Files
OFFICE USE ONLY

Submitting Engineer's Use	City Use	Requirement	Name or Location of Project:
<input type="checkbox"/>	<input type="checkbox"/>	Completed Commercial Application with legal description.	
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map showing relative project location.	
<input type="checkbox"/>	<input type="checkbox"/>	Evidence of ownership or interest in property.	
<input type="checkbox"/>	<input type="checkbox"/>	Name and location of development.	
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale, symbols legend and date of preparation.	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries of the tract with dimensions and lot/pad sites indicated (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/>	Building locations and additions.	
<input type="checkbox"/>	<input type="checkbox"/>	Parking facilities indicated.	
<input type="checkbox"/>	<input type="checkbox"/>	Rights-of-way, easements and dedications with dimensions identified.	
<input type="checkbox"/>	<input type="checkbox"/>	Vehicle, pedestrian and service access indicated.	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Grading plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Sediment and erosion control plan.	
<input type="checkbox"/>	<input type="checkbox"/>	Storm water drainage plan and calculations.	
<input type="checkbox"/>	<input type="checkbox"/>	Covenants and restrictions (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/>	Utility locations (existing & proposed). Idaho Power regulations require buildings located within 20' of overhead lines to contact them for consultation 208-388-2323.	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/>	Accessibility standards must be adhered to.	
<input type="checkbox"/>	<input type="checkbox"/>	Fire access and turn around (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor storage locations (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/> *	Lighting location (both on and off site).	
<input type="checkbox"/>	<input type="checkbox"/> *	Sign location (requires separate permit).	
<input type="checkbox"/>	<input type="checkbox"/> *	Floor plans with dimensions.	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/> *	Electrical, plumbing, gas and mechanical plans.	
<input type="checkbox"/>	<input type="checkbox"/> *	Connection point to public sanitary sewer.	
<input type="checkbox"/>	<input type="checkbox"/> *	Elevation, footing and cross sections.	
<input type="checkbox"/>	<input type="checkbox"/> *	Standard notes, details and drawings.	
<input type="checkbox"/>	<input type="checkbox"/> *	Seal and registration number of registered professional architect or engineer.	
<input type="checkbox"/>	<input type="checkbox"/> *	Evidence of permits, licenses and approvals from federal, state and other agencies (if applicable).	
<hr/>			
<input type="checkbox"/>	<input type="checkbox"/> *	Congregate housing acknowledgement of receipt of Fair Housing "Technical Requirements Brochure" (if applicable).	
<input type="checkbox"/>	<input type="checkbox"/> *	Additional information required by Municipal Ordinance or requested by Site Plan Review Committee.	
<input type="checkbox"/>	<input type="checkbox"/>	Application and review fees.	

*Not required for preliminary plan submittals

Applicant's Verification: _____ Checked by: _____



WATER POLLUTION CONTROL

INDUSTRIAL/COMMERCIAL PRETREATMENT PROGRAM

P.O. BOX 4169 ♦ 10733 N. RIO VISTA ROAD

POCATELLO, IDAHO 83201

(208) 234-6256 FAX (208) 233-4043

IMPORTANT NOTICE

Pretreatment Considerations Checklist

Business and property owners and contractors, IF YOUR BUILDING WILL BE OR IS CONNECTED TO THE SEWER SYSTEM, A WASTEWATER DISCHARGE PERMIT MUST BE OBTAINED FROM THE WATER POLLUTION CONTROL DEPARTMENT. Permits must be obtained PRIOR to discharging to the sewer system. THIS INCLUDES ANY BUSINESS PLANNING TO OPERATE IN AN EXISTING BUILDING.

In general, any commercial facility or larger residential facility has the potential need for pretreatment, based on the **practices of the businesses, business customer(s), or the products/chemicals used within the facility**. There are no “Grandfather” exceptions for discharging wastewater to the sewer system.

- Pretreatment is the goal of removing an identified pollutant from the waste stream to below established limit(s). The task of removing the pollutant is based on the installation of special plumbing fixtures and/or the application of available technology.
- Pretreatment may be required either inside the building (plumbing system) or outside the building (building sewer system), or be an Administrative control.
- Pretreatment system design also includes the development of both long and short term Maintenance plans and schedules with the owner, or occupant, of the facility. The system may include requirements for reporting, monitoring, and system alarms.

TO OBTAIN A WASTEWATER DISCHARGE PERMIT PLEASE FOLLOW THE STEPS BELOW:

1. Contact Water Pollution Control at (208) 234-6256 ext. 25 or Christi Rowe at (208) 705-6440 to receive a wastewater discharge application.
2. Complete the wastewater discharge application form and return it to Water Pollution Control. (There is no fee to submit the wastewater discharge application)

Issuing a wastewater discharge permit is contingent on all inspections being properly passed. It is imperative that you and your contractors are informed of pretreatment requirements related to your project. Please contact a member of Water Pollution Control’s Pretreatment Program staff for questions regarding permitting and inspection of pretreatment systems, our staff is happy to help you (208) 234-6256.



FIRE PREVENTION BUREAU

408 E Whitman Pocatello, ID 83201-6450
(208) 234-6201 ♦ Fax: (208) 233-4034
Prevention Bureau (208) 234-7071
David Gates, Fire Chief
Andy Holmes, Fire Marshal



Glen Powell
Fire Code Official
208-234-6203
gpowell@pocatello.us

NOTICE

Building Permit #
Name of Occupant
Address
Date

IMPORTANT NOTE: In addition to your construction permit, Pocatello Fire has established specific Fire and Life Safety system permits. These ARE NOT part of the permit package you obtained through the City of Pocatello Building Department. The issuance of a Fire & Life Safety **CERTIFICATE OF OCCUPANCY** is contingent on inspections being properly passed. To avoid delays in your project, be informed of proper qualification, certification, and inspection requirements related to your sub-contractors.

Additional fees may be charged for re-inspections, failed, or un-prepared systems.

Contact Pocatello Fire Code Enforcement (208) 234-6203 regarding permitting and inspection.

THE FOLLOWING FIRE AND LIFE SAFETY SYSTEM PERMITS ARE REQUIRED

- Underground Fire Service Main: Installation OR Modification** – \$100.00/line **OR**
 - Required: (Proof of qualification) \$100.00 per hydrant
 - Contractor's license. (Includes line fee)
 - 1 set of drawings showing fire line layouts, size & material types, appurtenances, residual pressures, thrust block details, hydrant details, etc.
- Fire Suppression Systems: Installation OR Modification** – \$150.00 + \$4.00/head
 - Required: (Proof of qualification)
 - Idaho State Sprinkler Contractor's License.
- Standpipe and Fire Pump Systems: Installation OR Modification** – \$150.00
 - Required: (Proof of qualification)
 - Idaho State Sprinkler Contractor's License.
- Fire Alarm Systems: Installation OR Modification** – \$50.00 **OR** \$4.00/device whichever is greater. (Plan review fee included)
 - Plan Required: (Proof of qualification)
 - Submit 2 sets of architectural plans to scale.
 - Submit 2 sets of battery calculations for devices used.
 - Submit 2 sets of factory "cut sheets" for devices used.
 - Plans must be stamped by NICET IV or other approved engineer.
 - One set of PFD stamped and approved plans **must** remain on site.
 - Installer Requirements: (Proof of qualification)
 - National Institute for the Certification in Engineering Technology (NICET II or better) **OR** Factory certification for equipment/system being installed/modified.
 - Holder of Pocatello Fire Department Technician permit.
- Commercial Hood/Suppression Systems** – \$100.00
 - Required: (Proof of qualification)
 - Factory certification for equipment installed.
- Knox Box by Knox Company (secure access to safety systems)** – Pricing varies.