

# CITY OF HAILEY

Building & Safety Department

115 Main St. S., Suite H  
Hailey, Idaho 83333

(208) 788-9815  
Fax 788-2924

## Residential Plan Submittal Checklist for New Construction

**Yes**    **No**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All construction plans shall be stamped by an Architect or Engineer licensed in the State of Idaho and shall be designed to comply with the 2006 edition of the International Residential Code and local ordinances. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Stamped documents shall include all structural drawings, a site plan indicating all setbacks, above/below grade utilities and topographic elevations.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Include at least one detail indicating record grade, finished grade and building height measured from record grade.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Provide detail showing a final grade falling a minimum of 6" within the first 10' of the foundation wall (5% slope).   |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Submit two (2) complete sets of plans drawn to scale, one set to be wet stamped by Engineer and Architect.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A completed Building Permit application. If the project is new construction on a vacant lot, submit both Water & Sewer, and Encroachment Permit applications.  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A recorded subdivision plat.   |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Two (2) copies of the most current version of the Rescheck Energy Code Compliance Report. This can be accessed at <a href="http://www.energycodes.gov">www.energycodes.gov</a> .                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. A five hundred dollar (\$500.00) deposit will be paid at the time of permit application submittal, and be credited to the total amount of the permit fee, refunded upon permit issuance.                             |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. In addition, 25% of the permit cost will be retained by the City of Hailey to ensure final inspection and will be refunded when a Certificate of Occupancy is issued.   |

**Note:** All property pins shall be located prior to placing any concrete. No Building Permit shall be issued without a Contractor Registration Number or proof of exemption.

_____	____/____/____
Applicant's Signature	Date
_____	____/____/____
Bldg. Dept. Signature	Date