



Development Services Center
Commercial Development
Application

Permit No. _____

ESC Certified Person: _____
Phone: _____

ESC Certification No.: _____
Email: _____

OWNER: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
EMAIL: _____

CONTRACTOR: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
EMAIL: _____

APPLICANT: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
EMAIL: _____

ARCHITECT: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
EMAIL: _____

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: _____

PROJECT ADDRESS: _____

(If address for new building is unknown, leave blank)

____ NEW ____ ADDITION ____ REMODEL ____ REPAIR ____ FOUNDATION ____ STORAGE
____ MULTI FAMILY, # OF UNITS ____ CONGREGATE HOUSING ____ OTHER

DESCRIPTION OF WORK: _____

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

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 be obtained.

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

*Not required for preliminary plan submittals

Applicant's Verification: _____ Checked by: _____

(Revised 11/21/2017)



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
Tomas Sanford, Fire Marshal



Dean Bullock
Fire Code Official
208-234-6203
dbullock@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

- ☐ **Fire Hydrant Line / Sprinkler System Line: Installation OR Modification** – \$100.00
 - Required: (Proof of qualification)
 - Contractor's license.
 - 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 plus \$2.00 per head
 - Required: (Proof of qualification)
 - Idaho State Sprinkler Contractor's License.
- ☐ **Standpipe Systems: Installation OR Modification** – \$100.00
 - Required: (Proof of qualification)
 - Idaho State Sprinkler Contractor's License.
- ☐ **Fire Alarm Systems: Plan Review, Installation OR Modification** – \$100.00 plus \$4.00 per device
 - Required: (Proof of qualification)
 - National Institute for the Certification in Engineering Technology (NICET II) **OR** Factory certification for equipment/system being installed/modified.
 - Idaho State Electrical/Specialty license (if installing other than low-voltage wiring.)
- ☐ **Commercial Hood/Suppression Systems** – \$75.00
 - Required: (Proof of qualification)
 - Factory certification for equipment installed.
- ☐ **Knox Box by Knox Company (secure access to safety systems)** – Pricing varies.

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