

SUBMITTAL CHECKLIST AND STANDARDS

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).
	Site Plan - Must show property lines, exact location of the pool on the property, any existing structures on the site, location of pool barriers (fencing), and measurements from the pool to any areas of glazing.
	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.

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 Pool Projects

Discipline	Sheet ID	Sheet #	Example File Names
Cover Sheet	A0.0	1	A0.0_Cover Sheet
Structural	S	1.4	S1.4_Third Level Floor Plan
Site Plan	SP	100	SP100_Site Plan