

**CITY OF MERIDIAN – LAND DEVELOPMENT SERVICES
COMMERCIAL BUILDING PERMIT PLAN REVIEW CHECK LIST**

Project Name: _____
 Review Number: _____
 City Council Final Plat Approval Date: _____
 Address: _____

Review Comments By: _____
 Date of Review: _____

The Issuance of a Plan Approval Letter for the Project is Contingent Upon Addressing the Following:			
	OK	Need	General Plan Design
1			Provide a utility variance from each affected utility when water and/or sewer main is outside of the standard corridor. <i>See Checklist Item #11 and #26 for placement of water/sewer mains.</i>
2			Development plans will only be accepted on 22" x 34" or 24" x 36" sheets and drafting must be legible.
3			The cover sheet on the development plans <u>must</u> include: Developers name and contact information, Engineering Firm, sheet index, vicinity map, US Government horizontal (NAD83 adjusted to the Ada County H.A.R.N. Survey) and vertical (NAVD 88) benchmark datum, project benchmarks and is sealed, signed and dated by a Professional Civil Engineer.
4			Each plan sheet has north arrow, graphic scale, date, title block, sheet number, latest date of revisions and shall be sealed, signed, and dated by a Professional Civil Engineer.
5			Standard City of Meridian general, roadway, water, sewer and pressure irrigation notes appear on the plans first and are in the correct numerical order. Add any extra notes after City of Meridian standard notes. <i>Updated notes are available on the website</i> http://www.meridiancity.org/public_works/review_information/index.asp
6			Vertical and horizontal separation between potable mains/services and non-potable mains/services have been addressed. <ul style="list-style-type: none"> • Identify all potable/non-potable main interferences in the <i>profile</i> view with a reference to Water Note #2. • Identify all potable / non-potable main/service or service/service interferences on the <i>plan</i> view with a reference to Water Note #3.
7			Construct 14' wide gravel access road over water and/or sewer mains in unimproved areas. Specify 10" of ¾" road mix or equivalent, on a stable, compacted subgrade. Roadway must be centered over main(s).
8			Return two (2) copies of the revised plan sets <i>with the redlines</i> for review and/or approval. Unbound or uncollated revised plan sets will not be accepted.
	OK	Need	General Water Design
9			Show and identify existing water main alignment and size, meters, valves, blowoffs and hydrants. Verify that they match existing facilities and that they have been field surveyed.
10			Additional fire hydrants are required. In all cases spacing shall not exceed 400', or as specified by the Fire Department. If a Fire Department Connection (FDC) is required, a fire hydrant shall be located a <u>maximum</u> of 100' from the FDC and a <u>minimum</u> of 40' from the building.
11			Water mains to be designed North and East of roadway centerlines, 4 feet off lip of gutter.
12			Water mains are not allowed within landscaped areas.
13			Water main diameter shall be 12" on section line & near midsection line roads. Note on the plans that these water mains shall have 5' of cover.
14			Extend water mains to the construction limit boundaries to comply with the City's "to and through" policy.
15			Casings are required when crossing non-potable piping sizes of 24" RCP or 36" CMP or PVC per standard drawing SW 1 and SW 2.
16			When crossing an open waterway, 15' or greater in width, valves must be placed on either side on the crossing and a monitoring connection on the feed side of the crossing must be added to check for leakage (DEQ requirement).
17			Label pipe diameters and pipe quantity from fitting to fitting on the plan view.
18			Identify all water pipe fittings on <i>each</i> sheet. Specify the degree of angle for all bends. Roping not allowed.
19			Install 2" blow-offs at the termination of all dead end water mains. Collars are required on all blow-offs. Install permanent in-line valves at phase lines when future developments will affect services or fire hydrants. Valves are to be placed on the intersection water tees otherwise. Existing blow-offs may be relocated.
20			Locate water meters North and East of side property lines.
21			Water service meter size and meter setter size are specified on the plans.
22			Water service lines shall be placed in water class pipe sleeves where subsurface storm drain water infiltration beds or storm drain infiltration swales are encountered.
23			Both domestic and fire service lines require a backflow prevention device at the point of entry to any building. The type of device is contingent upon the degree of hazard and must meet DEQ Standards. <i>The specific device must be noted on civil utility plan sheet.</i>

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24			Identify all existing wells on construction plan view and add the following note: <i>Existing well(s) must be abandoned from domestic use in accordance with Idaho Department of Water Resource requirements, with verification of disconnect by Meridian Public Works Department.</i> <i>Contact IDWR if well abandonment is required. Wells may be used for irrigation purposes.</i>
	OK	Need	General Sewer Design
25			Show and identify existing sewer main alignment and size, manholes, cleanouts, slope/grade and inverts. Verify that they match existing facilities and that they have been field surveyed.
26			Sewer mains to be designed in a corridor lying 5' North and East and 10' South and West of roadway centerlines.
27			Sewer mains are extended a MINIMUM of ten (10) feet past the property line of the last lot served.
28			Extend sewer mains to all construction limit boundaries to comply with the City's "to and through" policy.
29			Pipe slopes and manhole spacing conform to 10 State Standards unless otherwise approved in writing by the City Engineer. Linear footage and slope of pipe, pipe diameter and stationing are shown in profile.
30			Sewer main is sleeved under irrigation/drainage crossings per City of Meridian 2013 Supplemental Specifications SW1.
31			Manholes are not allowed within landscaped areas.
32			Manholes are consecutively numbered in plan and profile and manhole stationing is shown in the profile.
33			Manhole inverts, in & out (with direction), are identified in the profile view.
34			Note in the profile, manhole blockouts with watertight plug(s) and specify invert(s) for future mainline connections (if applicable).
35			Note on the plan view angles through manholes (include services constructed out of manholes).
36			Specify "T type" clean-outs or manholes (if services are to be installed) at upstream termination points when sewer is expected to continue with a future development. "Cap and mark to surface" is not acceptable.
37			Profiles have a horizontal scale not greater than 1"=100' and a vertical scale of not more than 1"=10'. Plan views should be drawn to a corresponding horizontal scale and MUST be shown on the same sheet per 10 State Standards (20.22).
38			The sewer profile shows both finished grade line and existing ground line and they are labeled.
39			Sewer or Roadway stationing and marks are shown on the plan view.
40			Specify Class 200 SDR-21 on all sewer mains and service lines with less than 3.0' of cover from top of pipe to natural ground or to subgrade. Cover from top of pipe to finished grade shall not be less than 3'.
41			Sewer service lines shall be placed in water class pipe sleeves where subsurface storm drain water infiltration beds or storm drain infiltration swales are encountered.
42			As many as 3 sewer services may enter a manhole at the end of a cul-de-sac or end of a service area. (Match top of pipes not inverts)
43			Sewer service lines are to be installed perpendicular to sewer mains.
44			Maintain a minimum of 5' of separation between sewer services.
45			Maintain 5' from the outside of a manhole to a sewer service.
46			Sewer services are shown at the center of each lot and are extended to the easement line. Note on the plans sewer stationing and length of service.
47			Service line inverts do not exceed 5 feet of depth at the back of sidewalk.
48			All building lots are served.
49			Locate on the plans, any existing septic systems or drain fields and add the following note (if applicable): <i>Existing septic tanks and sewer drain fields must be abandoned in accordance with Central District Health Department requirements.</i>
	OK	Need	Pressure Irrigation
50			All development plans must include a pressurized irrigation system design.
51			If the pressure irrigation system is to be privately owned, Developer / Engineer must submit an operation and maintenance manual to Land Development Services for review and approval. (See City of Meridian Supplemental Specifications, Division 900) <ul style="list-style-type: none"> • If connection to an existing system is proposed, a letter of approval from the appropriate owner of the system (Irrigation District or Homeowners Association) is required. • Please state ownership of the PI System. • Please state what backup source will be used.
52			Pressurized irrigation mains shall be designed in their proper corridor south and west of property lines.
53			Pressurized irrigation mains shall be designed within the standard rear and side lot line utility easements or common lots when possible. Mains shall not be designed along the front lot lines.
54			All pressurized irrigation mainline crossings of public rights of way, private roadways and travel ways shall be sleeved (C-900) and have valves placed 10' outside the right of way or travel way.
55			All pressurized irrigation systems should utilize surface water as the primary source if available. All systems must have a year round source. If domestic water is used as the secondary source, a single point connection between the domestic water & pressurized irrigation system is required.
56			If City water is used as an irrigation source, the meter fee and common area irrigation assessments must be paid by the owner / developer. Provide area for assessment.
57			Water meters for pressurized irrigation single point connections to domestic water must be located in common areas.
58			Irrigation water service meter size and meter setter size are specified on the plans.

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59			A reduced pressure back-flow assembly (RPBA) is required on any pressurized irrigation single point connection to domestic water and needs to be noted on the plans. Add a note that the RPBA must be approved by the State of Idaho, Department of Environmental Quality and Meridian Water Department.
	OK	Need	Gravity Irrigation
60			All open ditches shall be tiled. Identify pipe diameter, length, slope and cleanout boxes/manholes.
61			Spacing of boxes/manholes shall not exceed 400 feet with a minimum inside dimension of 4' x 4'.
62			If downstream users are affected, written approval for the gravity Irrigation design must be submitted.
	OK	Need	Drainage
63			Plans stamped by Idaho Professional Engineer/Licensed Architect.
64			Calculations by Idaho Professional Engineer/Licensed Architect included.
65			Site plan includes location of water meters, mains and service lines.
66			Calculations contain no arithmetic errors.
67			Design storm, percolation rate or other design criteria within generally accepted limits.
68			Peak discharge rate and velocity through S/G traps calculated.
69			Section view of drainage facility provided.
70			Able to determine drainage directions from information provided.
71			Drainage facilities do not conflict with other utilities.
72			Provision for conveyance or disposal of roof drainage provided.
73			Building finish floor elevation shown is above possible maximum water surface elevation.
74			Stormwater pre-treatment provided (i.e. Sand/Gr4ease Trap, Bio-Filter, etc.).
75			Five-foot setback from property line maintained.
76			Drainage basin dimensions listed or noted.
77			Drainage basin drawn to scale on plans.
78			Drain rock specified.
79			3' separation from bottom of drainage basin to max seasonal groundwater elevation shown on detail.
80			Bio-filter or pond cross-section detail shown.
81			Bio-filter vegetative cover shown or noted.
	OK	Need	Sanitary Sewer Pretreatment
82			A grease interceptor (specify non-locking lids) or other pretreatment is required. See comments enclosed from Meridian Wastewater Department.
83			With a multi-tenant building, it is recommended that sewer service design include the capability to add a grease interceptor for any one tenant (independent of all other tenants). In the event that pretreatment is required, substantial costs can be incurred to accommodate pretreatment requirements.
	OK	Need	Public Street Lights
84			A street light plan is required per City of Meridian 2013 Street Light Standards – Section 1102 Street Lighting.
	OK	Need	The Following Items are Required Prior to Scheduling a Pre-Construction Meeting with Public Works:
85			Provide a 20' easement for all public water/sewer main outside of public right-of-way (include all water services through the meter and fire hydrants). Easements on single water or sewer mains must be centered on the main. Easements on combined water and sewer mains must extend 10' past the outside of each main. Graphically depict the easement on the plan view. Submit an executed easement (supplied by Public Works), a legal description, w description, which must include the area of the easement (marked EXHIBIT A) and an 8 ½" x 11" map with bearings and distances (marked EXHIBIT B) for review. Both exhibits must be sealed, signed and dated by a Professional Land Surveyor. DO NOT RECORD. <i>If required easement is not on the property of this developer, the easement will be required prior to plan approval.</i>
86			Public Works Review and Inspection Fees must be paid in full.
87			Five (5) Sets of Construction prints delivered to Land Developments.
88			Written construction schedule and list of contractors submitted to Land Development.
89			Project electronic files have been received by Land Development.
90			Provide approvals from all applicable agencies: <input checked="" type="checkbox"/> Final Plat Approval By City Council <input checked="" type="checkbox"/> DEQ or QLPE Design Approval Letter <input checked="" type="checkbox"/> Confirmation E-mail from ACHD that all requirements have been met <input checked="" type="checkbox"/> Confirmation E-mail or Fax from Irrigation District that all requirements have been met <input type="checkbox"/> Confirmation E-mail from Flood Plain Administrator that all requirements have been met <input type="checkbox"/> Other:
			The Following items are Intended for Consultant / Developer Informational Use Only:
91			Applicant shall be responsible for application and compliance with any Section 404 Permitting that may be required by the Army Corps of Engineers.
92			Applicant shall be responsible for application and compliance with any NPDES Permitting that may be required by the EPA.