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Building Department
Supervisor
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Building Inspector
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Commercial Building / Tenant Improvement Permit Digital Submittals

**Please read these instructions carefully before submitting.
Incomplete or inaccurate submittals will not be accepted.**

- 1) Please email individual **PDFs** of the following to Dawn (dstephens@kunaid.gov) and Ariana (awelker@kunaid.gov)
 - Commercial Building Permit Application – ALL lines need to be filled in completely
 - The estimated cost of construction (Contractor's Bid document with the scope of work on company letterhead) including their license number, address and contact information. *Electrical, Plumbing and Mechanical costs should not be included in the estimated construction cost or scope of work, they should be listed as separate line items.
 - The estimated Mechanical cost (Mechanical contractor's Bid document with the scope of work on company letterhead) including their license number, address and contact information.
 - Site Plan 8 ½ x 11 (not the construction set page)
 - If applicable, please include irrigated landscape square footage on site plan
 - Floor Plan 8 ½ x 11 (not the construction set page)
 - Plumbing Fixture Count 8 ½ x 11 (one table with quantities)
- 2) Please submit **only** construction plans (24 x36) as a single PDF document to Dropbox. Construction plans should include Electrical, Mechanical and Plumbing sheets and reference **IBC 2018**.
 - *Commercial and T.I. Submittals MUST be stamped by a design professional.
 - *Do not include civil plans. Those are reviewed separately by the Public Works Department and must be approved before submitting to the Building Department.

If you do not have a dropbox link from the City of Kuna Building Department, once we receive your application, we will create a Dropbox folder for you and email you the link.

When your submittal has been accepted and entered in our system, we will email you to request the \$200 submittal fee which can be paid over the phone with a credit card.

Commercial Building / Tenant Improvements require 5 different Inspector's reviews prior to permit fee processing but they are all very prompt when we call out for a review.

Kuna Fire will need to review the plans for life safety and their own permits. The City will send the plans to Kuna Fire. You will need to fill out their form on their [website](#) and pay their fees. We will need a copy of the Fire Department's plan review payment certification when you pick up.

ACHD will need to review the plans for impact fees. This is done separately from our processing. You can submit your plans to us while they are doing their review. We will need a copy of the impact fee payment receipt when you pick up your permit.