



Standard Operating Procedures

Supersedes all previous SOPs related to this subject unless otherwise stated herein.

SOP # 2005-1	Effective Date: October 1, 2004 Revised: August 19, 2010
Subject: Architect/Engineer plan preparation clarification	
Purpose: To clarify IBC, Section 106.1 and Section 106.3.4.1 regarding Architect and Engineer licensing laws relating to the preparation, stamping, and responsibility for building permit construction documents.	

The International Building Code (IBC) Section 106.1:

106.1 Submittal documents.

Submittal documents consisting of construction documents, statement of special inspections, geotechnical report, structural observation programs and other data shall be submitted in one (1) paper set and one (1) PDF of the plan set on a CD for each application for a permit. The architectural construction documents shall be prepared by an Idaho registered architect, under his or her direction and personal direction supervision as defined by Idaho Laws and Rules Title 54, Chapter 3, Idaho Code 550-04. The building official shall have the option to stipulate that an Idaho registered architect may submit construction documents that are proven to strictly adhere to the IBC provisions of Section 2308; Conventional Light-Frame Construction. The building official shall have the option to stipulate that an Idaho registered professional engineer in the discipline of his or her expertise submit supplemental construction documents supportive and complimentary to the architect's construction documents. The professional engineer may be stipulated to their license competency in structural, mechanical, electrical, civil, geotectonic, acoustical, (as defined by Idaho Laws, Chapter 12, Section 54-1202 & 1215 & Rules 006.01 & 03) or any other engineering discipline the building official may require.

Where special conditions exist, the building official may authorize a registered professional engineer acting within the discipline of his or her expertise and at the stipulation of the building official acting jointly or in association with a licensed architect to prepare construction documents and require site construction observation for buildings or shelters not intended, designed or constructed for human habitation or occupancy.

Exception: Idaho Code 54-309 (c) The building official is authorized to waive the submission of construction documents and other data not required to be prepared by a registered design professional of any architectural or engineering service in the erection, enlargement, alteration or repair of any building where such building to be or is used as a single family residence not exceeding three (3) stories in height and multiple height and multiple family residence of three adjoining dwelling units not exceeding three (3) stories

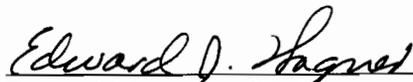
in height. Or as a farm building or for the purpose of out buildings or auxiliary building in connection with such residence or farm premises or if it is found that the nature of the work applied for is such that reviewing of construction documents is not necessary to obtain compliance with this code.

Those individuals who furnish only interior design or decoration or space planning or space design services within existing structures which do not involve the construction or adherence to requirements of the International Building Code (IBC) including the Americans with Disabilities Act (ADA) American National Standard Accessible and Usable Building and Facilities ICC/ANSI-A117 will not be required to be a registered design professional. Application of this exemption specifically stipulates that this individual utilizes only moveable partitions, rails, counters, cabinets, space dividers, furniture and similar types of equipment which do not exceed a height of five feet, nine inches above floor in the execution of the plans or design of a particular space or the creation of exits corridors, stairways and disturbances of existing structural components as defined by the IBC.

The International Building Code (IBC) Section 106.3.4.1:

106.3.4.1 General professional in responsible charge.

When it is required that documents be prepared by a registered architect, the building official shall be authorized to require that the owner engage and designate on the building permit application a registered architect who shall act as the registered design professional in responsible charge. If the circumstances require, the architect shall designate a substitute registered architect or professional engineer in responsible charge who shall perform the duties required by the building official. The building official shall be notified in writing by the owner or the architect of record if who is in responsible charge is changed or is unable to continue to perform the required duties.


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