BUILDING PERMIT PACKET
New Construction / Addition
Commercial – Residential – Mixed-Use

The Ketchum Planning and Building Department believes in working collaboratively with property owners, design and construction professionals and the public to ensure a smooth permit review and approval process.

This packet includes the required submittal forms. Also, attached are unique code references that when followed help facilitate a more seamless review and approval of your permit.

Enclosed:
1. Submittal, Review and Approval flow chart
2. Submittal instructions
3. Application form
4. Application checklist
5. Dark Sky ordinance regulations summary
6. Recycling ordinance regulations summary
7. Construction Management Plan regulations summary

Planning and Building staff are available by phone or appointment to discuss any questions you may have about regulations or the review process.

Planning Division, Ketchum Planning & Building Department: 208-726-7801
- For inquiries related to application fees, certification of completeness status, and zoning regulations

Building Division, Ketchum Planning and Building Department: 208-727-5079
- For inquiries after application has been launched for departmental review, review cycle status, and building regulations

Development Review Committee
- The Planning and Building Department hosts a weekly standing meeting at 11:00 a.m. on Wednesdays to provide high-level feedback on development proposals. The meeting convenes representatives from the city Planning and Building, Fire, Utilities, and Streets and Engineering departments. Participation in a Development Review Committee meeting is highly encouraged early-on in the conceptual phase for new development.
- Contact Abby Rivin, Associate Planner, at 208-727-5082 to request to be added to the meeting agenda.

Updated January 30, 2020
SUBMITTAL, REVIEW AND APPROVAL FLOW CHART
New Construction / Addition
Commercial – Residential – Mixed-Use

This process has been revised for 2020 in order to ensure all necessary plans/documents have been received prior to beginning the review. The intent is to reduce the number of review cycles/requests for additional information that occur and to expedite issuance of building permits. Your feedback on the revised process is welcome.

Building Permit Submittal/Review Process:

1. Application submittal. Submit complete application package, with all required forms completed, electronically or in-person. Payment is no longer accepted at the time of initial submittal.

2. Invoice and Certification of Completeness. Within two (2) business days of receipt of your application staff will follow up and provide the following:
   a. An invoice with the fee amount due; and either
   2b. A confirmation that the application is certified complete and the application will be forwarded (“launched”) to all departments for review.
   2c. A request for the additional plans/information required (such as Construction Management plans) in order to certify the application complete and forward (“launch”) the application to all departments for review.

3. Application launched for review. After payment is received and all necessary plans/documents have been received (application has been “certified complete”), the application will be launched to the Planning, Building, Fire, Streets/Engineering, ADA, and Water/Sewer department officials for review and approval.

4. Round 1 of departmental reviews. All departments will complete the first round of review within 10 business days. (Note: In order to facilitate building permit issuance, applicants are encouraged to attend a weekly Development Review Committee meeting, held weekly at 11:00 a.m. on Wednesdays). Upon review by all departments one of the following will occur:
   5a. Permit issued.
   5b. Request for revisions/additional information. You will be informed revisions or additional information is needed. Review cycles will continue until all departments have approved the permit.

Updated January 30, 2020
Electronic Plan Review Submittal Standards and Procedure

File Naming Standards
Please note that electronic plans that do not meet these requirements will not be accepted. Resubmittal plans must use the exact same file name as the original, so they will replace the original in the Approved Documents folder.

- Sheet Identification Name:
  The first character must represent the discipline that produced the plan:
  “A” for Architectural       “L” for Landscape Architect
  “S” for Structural         “E” for Electrical
  “C” for Civil

- Sheet Number
- Sheet Name
Example: A1.0_Architectural Site Plan

Required Files
- Applicant Cover Sheet – shall be named A0.0_Cover Sheet. It shall include an index of all drawings included in the permit submittal.
- Others as required by the Building Permit Submittal Checklist.

Plan Sheet Standards
All plans must be drawn to scale, and a graphic scale shall be included for each drawing scale included on a sheet.

Acceptable File Types
Plans and Documents: PDF or JPG. Each page should be saved and uploaded into a separate file.
Plan Orientation: Landscape

Building Permit Submittal Process
- Submit Building Permit application form, completed Building Permit Submittal Checklist (available at www.ketchumidaho.org), electronic plans and documents (on a disk, flash drive or email to building@ketchumidaho.org) and fee to the Building Coordinator.
- You will receive an email inviting you to ProjectDox, so you can check the progress of your application.
- As the plan review occurs, check the emails from ProjectDox as they may be requesting additional information or corrections.
- Submit requested additional information or corrections in electronic form (on a disk, flash drive or email to building@ketchumidaho.org) to the Building Coordinator.

Building Permit Approval
- The Building Coordinator will notify the primary contact on the building permit application when the building permit has been approved.
- The approved set of plans shall be printed from the ProjectDox Approved Documents folder and shall be available on the construction site at all times during the course of the construction project.
- Pick up your Building Permit placard from the Building Coordinator prior to commencement of any construction. The placard shall be posted in a prominent location, where it can be viewed from the street, and shall remain posted for the duration of the construction project.
BUILDING PERMIT APPLICATION
New Construction/Addition
Commercial – Residential – Mixed-Use

NOTE: All fields must be completed.

| PROJECT NAME: | ESTIMATED COST OF CONSTRUCTION: $ |
| PROPERTY ADDRESS: | (May be audited by Building Official) |
| Is any portion of the project occurring on Common Area or Limited Common Area? Yes ☐ No ☐ | |
| PROPERTY OWNER: | DESIGN REVIEW REQUIRED: Yes ☐ No ☐ |
| (If owned by LLC or Trust, proof of ownership required.) | DESIGN REVIEW APPROVED: Yes ☐ NA ☐ Minor Modification ☐ |
| Mailing Address: | PARCEL NUMBER: RPK |
| City: State: Zip: | LEGAL DESCRIPTION: Lot # Block # Tax Lot # |
| Phone: | Subdivision |
| Email: | ZONING DISTRICT: |
| CONTRACTOR: | GR-L ☐ GR-H ☐ LR ☐ LR-1 ☐ LR-2 ☐ AF ☐ |
| Registration No: | LI-1 ☐ LI-2 ☐ LI-3 ☐ CC-1 ☐ CC-2 ☐ RU ☐ |
| Mailing Address: | T ☐ T-3000 ☐ T-4000 ☐ STO ☐ STO-4 ☐ STO-H ☐ |
| City: State: Zip: | ZONING OVERLAY DISTRICT: |
| Phone: | Avalanche ☐ Floodplain ☐ Mountain Overlay ☐ |
| Contact: Phone: | WSBA-1 ☐ WSBA-2 ☐ LI-48 ☐ LI-58 ☐ |
| Email: | NUMBER OF DWELLING UNITS: |
| ARCHITECT: | LOT AREA: |
| Contact: Phone: | BUILDING COVERAGE: sq. ft or % of lot area |
| Email: | FAR: NA ☐ |
| ENGINEER: | SQUARE FOOTAGE: |
| Contact: Phone: | Commercial Existing New Residential Existing New |
| Email: | 1st Floor: |
| PRIMARY CONTACT: | 2nd Floor: |
| Owner ☐ Contractor ☐ Architect ☐ Other ☐ | 3rd Floor: |
| DESCRIPTION OF WORK: New ☐ Addition ☐ | 4th Floor: |
| Commercial ☐ Residential ☐ Mixed Use ☐ | Basement: |
| Garage: | Total: |
BUILDING PERMIT FEE CALCULATIONS

TOTAL VALUATION

- **$501.00 to $2,000.00**
  - $24.50 for the first $500.00 plus $3.25 for each additional $100.00 or fraction thereof.

- **$2001.00 to $25,000.00**
  - $72.50 for the first $2,000.00 plus $14.50 for each additional $1,000.00 or fraction thereof.

- **$25,001.00 to $50,000.00**
  - $409.50 for the first $25,000.00 plus $10.50 for each additional $1,000.00 or fraction thereof.

- **$50,001.00 to $100,000.00**
  - $672.75 for the first $50,000.00 plus $7.50 for each additional $1,000.00 or fraction thereof.

- **$100,001.00 to $500,000.00**
  - $1038.50 for the first $100,000.00 plus $5.75 for each additional $1,000.00 or fraction thereof.

- **$500,001.00 to $1,000,000.00**
  - $3,379.25 for the first $500,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof.

- **$1,000,001.00 and up**
  - $5,861.00 for the first $1,000,000.00 plus $3.75 for each additional $1,000.00 or fraction thereof.

Plan Check Fee: 65% of Permit Fee - P & Z Plan Check Fee: 70% of Plan Check Fee - Fire Department Plan Check Fee: 70% of Plan Check Fee

WATER CONNECTION FEES

<table>
<thead>
<tr>
<th>Water Meter Size*</th>
<th># of Meters</th>
<th>Meter Cost</th>
<th>Water Connection Fee</th>
<th>Wastewater Connection Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1” Standard</td>
<td></td>
<td>$500.00</td>
<td>$3,816.00</td>
<td>$2,921.00</td>
<td>$721.00</td>
</tr>
<tr>
<td>1.5” Standard</td>
<td></td>
<td>$840.00</td>
<td>$8,586.00</td>
<td>$6,572.25</td>
<td>$14,188.25</td>
</tr>
<tr>
<td>2” Standard</td>
<td></td>
<td>$1,060.00</td>
<td>$15,264.00</td>
<td>$11,684.00</td>
<td>$26,948.00</td>
</tr>
</tbody>
</table>

Wastewater Connection Inspection Fee: $40.00
Water Meter Vault: $1,035.00

*Check costs of water meters larger than 2” with the Ketchum Utilities Department at 208-726-7825.

DEVELOPMENT IMPACT FEES

<table>
<thead>
<tr>
<th>Fire</th>
<th>Parks</th>
<th>Police</th>
<th>Streets</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,092.00</td>
<td>$1,047.00</td>
<td>$104.00</td>
<td>$4,492.00</td>
</tr>
<tr>
<td>$1,616.00</td>
<td>$809.00</td>
<td>$80.00</td>
<td>$3,471.00</td>
</tr>
<tr>
<td>$0.454/sq. ft.</td>
<td>$0.00</td>
<td>$0.022/sq.ft.</td>
<td>$0.968/sq. ft.</td>
</tr>
</tbody>
</table>

NOTICE: It is the duty of the owner or his authorized agent (contractor) to identify, keep and maintain lot boundary markers and maintain setbacks.

Building Permit and Plan Check Fees must be paid at time of Building Permit submittal with any applicable City Water Connection and Sewer Inspection Fees and Impact Fees due upon issuance of permit.

I hereby acknowledge that I have filled in this application accurately to the best of my knowledge and that I agree to comply with all City Ordinances and State Laws requiring building construction in the City of Ketchum, Idaho. I further understand that approval of a building permit does not grant a waiver of any law, building ordinance or regulation. Any waiver or variance must be specifically described and approved by proper authority.

I agree in the event of a dispute concerning the interpretation or enforcement of the building permit in which the City of Ketchum is the prevailing party to pay the reasonable attorney fees, including attorney fees on appeal, and expenses of the City of Ketchum.

Print Name and Title: ____________________________________________________________

Signature of Owner/Authorized Agent: ____________________________________________ Date: __________

Building Official or Designee: __________________________________________ Approval Date: __________
**DOCUMENT SUBMITTAL CHECKLIST**

**NEW / ADDITION**

**COMMERCIAL * RESIDENTIAL * MIXED-USE**

- All drawings shall be to scale and provided with a graphic scale.
- All plans shall be prepared by a **REGISTERED DESIGN PROFESSIONAL, LICENSED IN THE STATE OF IDAHO**.

### PLAT MAP AND/OR SITE SURVEY

- [ ] Dated, signed and sealed plat or survey with scale and north arrow

### VICINITY MAP

- [ ] Street names, property location, north arrow

### SITE PLAN

<table>
<thead>
<tr>
<th>Include</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal description</td>
<td>Driveway dimensions, slope and radii</td>
</tr>
<tr>
<td>Zoning district</td>
<td>Curb cut dimensions</td>
</tr>
<tr>
<td>Property lines</td>
<td>Parking space</td>
</tr>
<tr>
<td>Property size (sf or acres)</td>
<td>Easement lines</td>
</tr>
<tr>
<td>Floodplain/Riparian zones</td>
<td>Public rights of way</td>
</tr>
<tr>
<td>Mountain and/or Avalanche Overlay boundary</td>
<td>Utility type and location</td>
</tr>
<tr>
<td>Contour lines (existing and proposed)</td>
<td>All detached accessory buildings</td>
</tr>
<tr>
<td>Building footprint, including covered porches (sf)</td>
<td>Swimming pools/spas (if any)</td>
</tr>
<tr>
<td>Building line and Roof Line</td>
<td>Fence/wall locations and heights</td>
</tr>
<tr>
<td>Dimensioned setback lines (required and proposed)</td>
<td>North arrow</td>
</tr>
</tbody>
</table>

### GRADING/DRAINAGE PLAN (Prepared by a civil engineer.)

- [ ] All drainage is required to be retained on site
- [ ] Existing and finished grades
- [ ] Roof drainage
- [ ] Foundation drainage

- [ ] Property perimeter drainage
- [ ] 5% final grade slope away from foundation
- [ ] Height of finish floor above adjacent street
- [ ] Retaining wall locations and heights.

### RIGHT OF WAY IMPROVEMENTS PLAN (Prepared by a civil engineer, if ROW improvements are planned)

- [ ] Drainage improvements
- [ ] Existing and finished grade

- [ ] Hardscape improvements
- [ ] Landscaping, including tree removal

### LANDSCAPE PLAN (If new landscaping or changes to existing are proposed.)

- [ ] Contour lines
- [ ] Property and easement lines
- [ ] Plants, trees and shrubs
- [ ] Drainage from building site

- [ ] All detached accessory buildings
- [ ] Water features
- [ ] Roof lines
- [ ] Fence/wall locations and heights

* * * Continue to the next page * * *
### CONSTRUCTION ACTIVITY PLAN
(Not required to be prepared by registered design professional.)

- General information and schedule
- Excavation/fill calculations
- Vehicle parking and traffic control
- Material storage and deliveries
- Temporary restrooms
- Job shacks and Dumpsters
- Materials Recycling, if residential
- Screening
- Use of rights of way
- Trucking Routes
- Riparian, hillside and tree protection (if applicable)
- Reseeding of disturbed areas (if applicable)
- Site clean-up provisions

### ARCHITECTURAL PLANS
(All items as applicable.)

- All elevations with address numbers, if known
- Building height dimensions
- Floor plans all levels including basements
- Cross sections
- Roof design
- Stairs: tread & riser dimensions, head height
- Smoke & CO detector locations
- Exhaust fan locations
- Tempered glass locations
- Crawlspace and attic access
- Radon mitigation system
- Egress provisions
- ADA compliance

### EXTERIOR LIGHTING PLAN
(Exterior lighting must be code compliant.)

- Exterior lighting plan
- Exterior lighting fixture cut sheets

### STRUCTURAL PLANS
(Stamped by registered design professional, licensed in the State of Idaho.)

- Foundation plans
- Floor system plans
- Wall sections
- Roof section
- Structural details
- Structural load calculations (if required)

### ENERGY CODE COMPLIANCE

- Comcheck (signed), or Rescheck
- Prescriptive path, or
- Performance path.
- IECC Section C406 Additional Efficiency Package Options

### WATER CONSERVATION AND FIRE CODE

- Compliance with water conservation provisions of Appendix M of the IBC as amended by the City.
- Compliance with Ketchum Municipal Code, Chapter 15.08 will be required.

### GREEN BUILDING CODE
(For new residential buildings. Third party certification required.)

- National Green Building Standard (NGBS) Silver Certification documentation,
City of Ketchum Building Permit: Exterior Lighting Submittal
Requirements
(For Commercial and Residential)

Address: ____________________________________________

17.132.010 C.1: All existing lighting located on a subject property that is part of an application for a city planning department design review, conditional use, subdivision permit, or building permit is required to be brought into conformance with this chapter. Conformity shall occur prior to issuance of a certificate of occupancy, final inspection or final plat recordation, when applicable. For other permits, the applicant shall have a maximum of thirty (30) days from date of permit issuance to bring the lighting into conformance.

In addition to completing the tables below, you will need to submit manufacturers’ product specification sheets for all proposed outdoor lighting. All applications for design review, conditional use, subdivision and/or building permits shall include lighting plans showing location, type, height, color temperature, lumen output and amount of all proposed and existing fixtures. Complex uses may require additional information.

<table>
<thead>
<tr>
<th>Proposed Lighting:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixture Model or Description</td>
</tr>
<tr>
<td>Ex: SPI-GDG-30W-SQ-SH</td>
</tr>
</tbody>
</table>

Existing Exterior Lighting (complete to the best of your knowledge):

<table>
<thead>
<tr>
<th>Fixture Description</th>
<th>No. of Fixtures</th>
<th>Shielded (Y/N)</th>
<th>Full cutoff fixture (Y/N)</th>
<th>Light Color (Kelvin)</th>
</tr>
</thead>
</table>

*If you need additional space to detail your exterior lighting fixtures, please submit on a separate page

Exterior Lighting Requirements (Chapter 17.132 Dark Skies)

- **Exterior Lighting Fixtures.** All exterior lighting fixtures shall be full cutoff fixtures with the light source fully shielded, except as exempted in Chapter 17.132.

- **Color Temperature.** All exterior lighting shall utilize light sources not to exceed 2700 kelvin. Correlated color temperature refers to the ‘color’ of the light emitted. It is indicated on light packaging.

- **Light trespass.** All existing and/or new exterior lighting shall not cause light trespass and shall protect adjacent properties from glare and excessive lighting. Reference Chapter 17.132.030.B. Figure 1: Light Trespass Matrix for maximum foot-candle limits.

- **Uplighting.** Uplighting is prohibited in all zoning districts, except as where permitted in Chapter 17.132.

- **Prohibited Lights.** Any light source that does not meet the requirements of this chapter. Searchlights, beacons, and other high-intensity light fixtures. Except as otherwise allowed by this title, any lighting that is flashing, blinking, rotating, chasing, or rapidly changing in color or intensity is prohibited.

- **Nonessential Exterior Lighting.** All nonessential exterior commercial and residential lighting shall be turned off after business hours and/or when not in use. Lights on a timer shall be used. Sensor activated lights shall be used to replace existing lighting that is desired for security purposes.

- **Any other standard found applicable to the proposed exterior lighting.**

*Please call the City of Ketchum Planning and Building Department if you have any questions. 208.726.7801*
Examples of Acceptable / Unacceptable Lighting Fixtures

**Unacceptable**
Fixtures that produce glare or poorly-shielded floodlights

- Unshielded Wallpacks
- Unshielded or Poorly-shielded Wall Mount Fixtures
- Unshielded Floodlights
- Poorly-shielded Floodlights
- Unshielded Bollards
- Unshielded PAR Floodlights
- Drop-Lens & Sag-Lens Fixtures w/ exposed bulb / retractor lens

**Acceptable**
Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night

- Full Cutoff Fixtures
- Fully Shielded Wallpack & Wall Mount Fixtures
- Fully Shielded Fixtures
- Full Cutoff Streetlight
- Barn Light
- Fully Shielded Bollards
- Fully Shielded Walkway
- Fully Shielded Decorative Fixtures
- Fully Shielded 'Period' Style Fixtures
In 2012 the City of Ketchum adopted Green Building Standards. Today, these standards encourage contractors to recycle construction waste. Please follow the guidelines provided here...

<table>
<thead>
<tr>
<th>WHAT</th>
<th>Cardboard, metal, plastic and clean wood waste.</th>
</tr>
</thead>
</table>
| WHY           | Recycling keeps valuable, reusable materials out of the landfill, resulting in:  
|               | • Reduced cost to the contractor and building owner. The tipping fee for trash is much higher than for recycled material.  
|               | • Reuse of those materials.  
|               | • Fewer emissions, since the recycled materials are not trucked over 100 miles to the landfill in Burley.  
|               | • Less methane (a highly potent greenhouse gas) produced in the landfill from biomass materials (wood and cardboard).  |
| HOW           | Separate each recyclable material into a separate bin.  
|               | • Arrange with Clear Creek Disposal to have recycling containers or dumpsters delivered to the job site, or  
|               | • Take your recycling to one of the collection sites below.  |
| WHERE         | • On site: Separate dumpsters/bins can be ordered from Clear Creek Disposal, or use your own container.  
|               | • Ohio Gulch Transfer Station: All materials  
|               | • Recycling station near the YMCA: Cardboard and plastics  
|               | • Metal recycling centers in Twin Falls pay for recycled metal  
|               | • Lumber yards may have metal recycling dumpsters for their customers  
|               | • The Building Material Thrift Store in Hailey accepts re-sellable cabinets, appliances, beams, pavers, etc.  |

**Clean Wood Waste**

| YES          | Yard waste  
|--------------|--------------------------------------------------|
|              | Tree trunks & limbs, bushes & shrubs  
|              | - Light fixture ballasts, decorations, etc.  |
|              | Untreated dimensional lumber, wood fencing, pallets or poles. Lumber may contain nails or screws.  
|              | Untreated wood waste  
|              | Wood with metal attachments, wood treated with chemicals, glue paint or varnish, particle board, plywood, doors, siding, non-wood  |

**Metal**

- The Ohio Gulch Transfer Station will accept all metals.
- Metal recycling centers in Twin Falls pay for recycled metal, including copper, steel & aluminum.

**Cardboard**

- Corrugated only
- Flatten

**Plastics**

- Types 1-5 only
- Lids are not recyclable

**Clear Creek's Best Practice Tips for Construction Waste Recycling**

YES

- Yard waste
- Untreated wood waste
- Untreated dimensional lumber, wood fencing, pallets or poles.
- Metal recycling centers in Twin Falls pay for recycled metal, including copper, steel & aluminum.
- The Ohio Gulch Transfer Station will accept all metals.
- Corrugated only
- Flatten

NO

- Wood with metal attachments, wood treated with chemicals, glue paint or varnish, particle board, plywood, doors, siding, non-wood
It’s important to recycle your construction waste!

(But... when in doubt, throw it out!)

Contaminating the recycling stream results in all of it going to the landfill.

Questions?
City of Ketchum
208-726-7801
to learn more about building code requirements
Ohio Gulch Transfer Station
208-788-2351
Building Material Thrift Store
208-788-0014
Clear Creek Disposal
208-726-9600
CONSTRUCTION MANAGEMENT PLAN REGULATIONS
New Construction / Addition
Commercial – Residential – Mixed-Use

The purpose of a Construction Management/Activity Plan is to mitigate the negative impacts of such construction upon the health, safety and welfare of the residents of and visitors to the city of Ketchum by planning for the mitigation of such impacts and by adhering to a construction activity standards plan. These regulations are intended to reduce the negative impacts of construction on parking and traffic circulation, to reduce the noise, debris, litter and dust caused by construction and to facilitate orderly construction staging and storage of materials.

Construction Management/Activity standards are regulated by Ketchum Municipal Code, Title 15, Chapter 15.06.

The construction activity plan shall address the impacts of all of the following activities as applicable:

A. General Information and Schedule:
   1. The general contractor is responsible for all subcontractors and will be held responsible for all aspects of the construction activity permit.
   2. At a minimum, all neighbors with properties adjacent to the project shall be provided notice of the project, schedule and the general contractor’s contact information in advance of construction.

B. Excavation:
   1. Exact amounts of cut and fill in cubic yards, including temporary cuts and backfill, shall be specified on the construction staging permit application.
   2. Stockpile areas within the Ketchum city limits, on or off site, shall be depicted on the construction activity plan.
   3. Truck routes shall be depicted on the construction activity plan. Arterial streets shall be utilized where possible.
   4. Dust, mud, sand and gravel control is required on all city streets. The construction activity plan shall contain provisions for cleaning of vehicles, tires and affected streets.
   5. Identify dust abatement practices to be employed.

C. Vehicle Parking And Traffic Control:
   1. Proposed parking, including number and size/type of vehicle, shall be depicted on the construction activity plan. Parking shall occur on the building site, with secondary parking on the city right of way adjacent to the property under construction at the discretion of the public works director.
   2. In cases where parking on both sides of the street would reduce the available travel surface to below twenty-six feet (26’) in width, parking shall be limited to one side of the street.
   3. The right of way, outside of the required travel lanes, directly in front of the job site may be dedicated for material delivery.
   4. For projects with greater than fifteen (15) vehicles daily at the job site, an alternative parking site shall be identified in the construction activity plan.
   5. "No parking" areas shall be identified on the construction activity plan as necessary.
   6. Temporary traffic control as necessary for materials delivery and hauling shall be shown on the construction activity plan.
   7. Speed limits for construction vehicles shall be limited to fifteen (15) miles per hour within one block of a construction site, unless otherwise determined by the Ketchum police department.
D. Material Storage/Deliveries:
   1. All material storage areas shall be depicted on the construction activity plan.
   2. Delivery truck routes shall be depicted on the construction activity plan.

E. Temporary Restrooms, Job Shacks, Dumpsters:
   1. Temporary restrooms, job shacks and dumpsters shall be located on private property and shown on the
      construction activity plan.
   2. In the event that city right of way use is required for staging, material storage or dumpster location, a right
      of way use permit shall be obtained.

F. Screening:
   1. For all projects involving exterior construction, the perimeter of the job site shall be screened with a four
      (4) to six foot (6') high construction or temporary fence.
   2. Material storage yards shall also be screened with a four (4) to six foot (6') high construction or temporary
      fence.

G. Use Of Rights Of Way:
   1. Proposed use of the city's right of way shall be depicted on the construction activity plan, and a right of
      way use permit shall be obtained prior to use of the city's right of way.
   2. The condition of the right of way shall be documented with photographs and a site visit with street
      department personnel. Repair of damage to the right of way shall be the responsibility of the general
      contractor.
   3. Manholes may not be obstructed at any time. In addition, minimum three feet (3') clear shall be
      maintained on back and sides of fire hydrants, and minimum fifteen feet (15') clear shall be maintained on
      the front, street side of fire hydrants.

H. Noticing:
   1. All neighbors in the project vicinity shall be provided notice of the project, schedule and the general
      contractor's contact information in advance of construction.

I. Site Clean Up:
   1. The job site shall be kept in a clean and orderly condition. Trash shall be picked up on the site and
      surrounding areas on a daily basis, and materials shall be stored in neat, tidy piles.

J. Riparian, Hillside And Tree Protection:
   1. Riparian, hillside and tree protection measures shall be depicted on the construction activity plan.
   2. A silt fence shall be installed along the twenty-five foot (25') riparian setback to protect the riparian zone
      from disturbance for the duration of construction.
   3. Mature trees to be preserved shall be fenced at the drip line for the duration of construction.
   4. Projects in the mountain overlay zoning district or containing slopes greater than twenty five percent
      (25%) shall be fenced pursuant to the design review conditions of approval.

K. Reseeding Of Disturbed Areas:
   1. For projects with design review approval, all disturbed areas shall be returned to a finished condition per
      the approved landscaping plan prior to issuance of a certificate of occupancy, except as provided for in title
      17, chapter 17.96, "Design Review", of this code.

L. Administrative Exemptions:
   1. Administrative exemptions may be granted by the building official for special circumstances on a case by
      case basis.

Updated January 30, 2020