

Business Licenses & Occupancy Permits

PDS

Department Application

#009

City of Boise Licensing

Opening a business in the City of Boise may require several different types of licenses and permits, depending on the business type. This is a quick overview of the most common licensing requirements new business owners may face.

Planning & Development Services (PDS) Department

Certificate of Occupancy

- A new Certificate of Occupancy (CO) is required for all new businesses, including a change in business name or a new owner for an existing business.
- The CO is issued after any required construction permits have been finalized.
- Phone: 208/384-3802.

Sign Permits

- Sign permits require Planning approval. A sign permit cannot be issued until a business has a CO, or a building permit has been issued for the site.
- Phone: 208/384-3830.

Additional Permits

- Exterior changes (including signs) on projects within historic districts require additional "Certificate of Appropriateness" approval.
- Phone: 208/384-3830.

PDS Application Forms

All PDS application forms are available online at www.cityofboise.org/pds-documents.

- [#518 - Minor Tenant Improvement](#)
- [#520 - Major Tenant Improvement](#)
- [#528 - Commercial Occupancy Evaluation Request](#)
- [#118 - Sign Permit](#)
- [#182 - Certificate of Appropriateness \(Commercial\)](#)

Office of the City Clerk

Required licenses are issued after all construction permits have been finalized and the Certificate of Occupancy has been issued. See the City Clerk's website for a list of required licenses and submittal requirements.

- Phone: 208/384-3710
- Website: See the "Licensing" section of www.cityofboise.org/city_clerk

Fire Department

The Fire Department requires an Assembly Permit for any business with an occupant load over 50. The permit is issued by the City Clerk's Office.

- Phone: 208/384-3710

Public Works Department

Environmental Division

Commercial Kitchens

- Restaurants require an inspection of commercial kitchens. Existing restaurants that have had the grease trap interceptor removed, or have an existing interceptor that was installed prior to June 2007 may be required to install a new code compliant interceptor.

- Phone: 208/384-3901

Website: www.cityofboise.org/publicworks

Pretreatment Program Information Link

www.cityofboise.org/Departments/Public_Works/Services/Sewer/PretreatmentProgram/index.aspx

- **BMP for Restaurants/Food Services Manual Link**
www.cityofboise.org/Departments/Public_Works/pdf/commercialfobmp.pdf

Sewer Rating

- A Sewer Rating Technician will assess the tenant's fees. Contact a technician to determine if there are any outstanding fees from the previous tenant's payment plan.

www.cityofboise.org/pds

City of Boise Planning & Development Services

P.O. Box 500 • 150 N. Capitol Blvd • Boise, Idaho 83701-0500

Phone: 208/384-3802 • Fax: 208/384-3867 • TTD/TTY 800/377-3529



Note: Any outstanding fees are the responsibility of the new tenant.

- **Sewer Connection Fees Link**
(www.cityofboise.org/Departments/Public_Works/Services/Sewer/sanitarysewer/page10209.aspx)
Phone: 208-384-3900
E-mail Address: Rating@cityofboise.org

Capital City Development Corp (CCDC)

Exterior changes including signs in the Urban Renewal District require review comments from CCDC.

- **Capital City Development Corporation**
121 N 9th Street, Ste 501
Boise, Idaho 83702
Phone: 208/384-4264
Website: www.ccdcboise.com

Ada County Highway District (ACHD)

Sidewalk Cafes

- If there is seating on sidewalks or right-of-ways, a sidewalk cafe permit is issued by the City Clerk’s office. ACHD had granted authority to the City Clerk’s office to issue this type of license agreement

Obstructing the Right-of-Way

- A license agreement is required for pergolas, balconies, landscaping or other obstructions located within the right of way.

Documents

- **Sidewalk Cafe Guidelines**
(www.achd.ada.id.us/forms/docs/sidewalk_cafe_guidelines.pdf)
- **License Agreement Guidelines**
(www.achd.ada.id.us/forms/docs/license_agreement_guidelines.pdf)
- **Right of Way & Development Service Department**
(www.achd.ada.id.us/departments/rowds)

Contact Information

- **Ada County Highway District**
3775 Adam Street
Garden City, Idaho 83714

Phone: 208/387-6100
Website: www.achd.ada.id.us

Idaho Transportation Department (ITD)

Any encroachments within the right-of-way along ITD streets require a Right-of-Way Use Permit.

- **Idaho Transportation Department**
3311 W. State Street
Boise, Idaho 83707-1129

Contact: Blaine Schwendiman
Phone: 208/334-8000
Website: www.itd.idaho.gov

Ada County Licenses & Permits

Ada County requires licenses for liquor, beer, wine, catering, vehicle escort and solicitor/peddler. County licenses must be obtained prior to the City Clerk issuing the corresponding license.

- **Ada County Recorder’s Office**
Administration Building, 1st Floor
200 W. Front Street
Boise, Idaho 83702

Phone: 208/287-6840
Website: www.adaweb.net/clerk.aspx

Central District Health Dept (CDHD)

A CDHD Food Establishment License is required prior to obtaining a Certificate of Occupancy. Planning & Development Services must verify CDHD license.

- **Central District Health Department**
707 N. Armstrong Place
Boise, Idaho 83704-0825

Phone: 208/327-7499
Website: www.cdhd.idaho.gov/eh/food/forms.htm

State of Idaho

Beer & Wine License/Liquor License

Beer and Wine License or Liquor Licence must be issued prior to obtaining an Alcohol license from Ada County and the City Clerk’s office.

- **Alcohol Beverage Control**
P.O. Box 700
Meridian, Idaho 83680-0700

Phone: 208/884-7060
E-mail: abc@isp.idaho.gov
Website: www.isp.state.id.us/abc/index.html

Professional Licenses

The State of Idaho has several different professional licenses. Please see the website for a complete list with contact information.

- Website: www.idaho.gov/business/licensing.html