

Need Help Signing Up?

In order to view your company's active permits, pull new permits or schedule inspections online, you'll need to sign up for the Advanced Services portion of the site. If you need help while registering, please call Deanna at 384-3741 or Rita at 384-3994, and they'll be happy to walk you through the process.

Step By Step Instructions

1. Go to www.cityofboise.org/pds/pdsonline and click "Log in to PDS Online" in the Quick Links box on the right. If this is your first visit, you'll need to register as a new user and create an account.
2. Once you're logged in, you'll see the Account Summary page, which lists your name and account information. Before you can view your company's permits, you need to sign up for the Advanced Services. To register, click on the "Add Company" link at the top of the page.
3. The "Setup for Advanced Services" page opens, and there are three steps to complete.
Step 1. Enter your e-mail address. If you want to receive inspection notifications on your cell phone, you can also enter your wireless e-mail account information.

Step 2. Select your company name. This is where many customers get confused. The easiest way to find your company is to leave the "Company Role Type" set to All Roles, and to type just the first three letters of your company's name in the "Company/Last Name" field*. Select your company from the names listed.

Step 3. Confirm that the information you've entered is correct. Don't forget to click "Complete Advanced Setup."

4. After completing the Advanced Setup, you'll be returned to the Account Summary page, which lists your company name on the bottom half of the page. To schedule an inspection, click on "View Active Permits" and follow the instructions listed.

* If you run into trouble, call Deanna at 384-3741 or Rita at 384-3994, and they'll help you get set up.

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PDS Online

Manage Permits Online

Pull permits, schedule inspections online and know instantly if an inspection passes or fails

Free E-mail Updates

Get newsletters, hearing information and more via e-mail



Planning & Development Services Online Resources



www.cityofboise.org/pds/pdsonline

PDS Online offers real-time access to our permit database, and lets registered customers manage their permits online. To start using this free service, visit our web site and register for the Advanced Services option.

We regularly add new features to our web site, so we suggest that you check back often. If you have any ideas or suggestions on how we can improve our web site, please let us know. You can call the PDS Webmaster Deanna Gutierrez at 384-3741, or send her an e-mail at dgutierrez@cityofboise.org.



PDS Online

PDS Online gives you real-time access to our database, so you can know instantly if your inspection passes or fails. You can also track your project's progress through our department, look up building permit information, review planning & zoning data and much more. You can search permit information by permit number or address, as well as look up specific information regarding inspections. PDS Online makes it easy for you to track your project.

Free Web Subscription Services

Now you can sign up to receive free e-mail updates whenever new information is added to the site. Use this service to help you stay current. When we post any of the following information to our web site, we will automatically e-mail a copy of the document to you. All you need to do is register.

Basic Services

- Hammer & Nail newsletter
- Fee changes
- Planning Division hearing information (agendas & minutes)

Advanced Services

Manage Your Company's Permits Online

We've made it easy for you to pull permits and schedule inspections online. Simply register for the Advanced Services portion of the site, and you'll have access to all of your company's active permits. If you need help while registering your company, call Deanna at 384-3741 or Rita at 384-3994, and they'll be happy to walk you through the process.

E-mail or Text Messaging Notification of Inspection Results

This service lets you receive up to date information about inspection results, no matter where you're at. Each time an inspection is completed, we'll send an e-mail or text message to you and as many of your employees (or anyone else you specify) as you wish. Now everyone can be kept up to date, whether they're in the office, or out on a job!