



## PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

# Administrative Home Occupation Application Submittal Requirements

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- 1. **Completed Application**
- 2. **Detailed Letter of Explanation** for the proposed project. Please include the following:
  - a. Type of business
  - b. Equipment used
  - c. Number of employees
  - d. Operating hours (hours per day and days per week)
  - e. Average daily number of people that will be coming to your home.
  - f. Number of students or home beauty salon stations (if applicable)
- 3. **Statement of Legal Interest** (download [form](#)). Form must be completed by the legal owner of record.
- 4. **Detailed Site Plan** which includes any area to be used by the home occupation, including parking:
  - a. Scale (not smaller than 1" = 30' unless otherwise approved)
  - b. North arrow
  - c. Size of parcel (acres or square feet)
  - d. Property boundary/property lines and all required setbacks with dimensions
  - e. Name of applicant, plan preparer, project name and project address on title block
  - f. Parking areas with stalls shown and garage door widths
- 5. **Floor Plans**, drawn to scale, with sizes and types of interior spaces indicated. Indicate any area to be used for the home occupation.
- 6. **Site Photos**, colored and labeled.



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- 7. **Proof of Neighbor Notification**, adjacent property owners and occupants, including across streets and alleys confirming they have been informed of your proposal. Certified Mail is an acceptable alternative. Request the list of persons be created for you for a small fee [here](#).

**Name (Print)**

**Address**

**Signature**

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## APPLY ONLINE



### P&L SYSTEM - APPLICATION

Enter details and submit.  
Revisit for status updates and  
Public Record.

### ePlanReview

Open email from ePlanReview,  
Click Log-in to Case Number,  
Follow steps to upload/submit files.

### P&L SYSTEM - PAY FEES

Wait for confirmation email.  
Return to P&L System to pay fees.

Start the process at [cityofboise.org/permits](http://cityofboise.org/permits)