



Permitting and Licensing: Public Users Guide

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Getting Started

You do not need an account to search for a Permitting and Licensing Record. Some information will only be available for registered users. If you cannot find the record, please visit our Public records page:

<https://www.cityofboise.org/departments/finance-and-administration/city-clerk/public-records/public-records-access-research-request/>

To apply for a city permit, license or file a code compliance complaint, you'll be required to do so through our new Permitting & Licensing portal. You will need to have a valid and registered account, prior to following this Guide.

Please Visit: <https://www.cityofboise.org/permitting-and-licensing-system-help/> to start the registration Process.

Quick Tips

- Your **Cart** and **Projects** can be accessed in 2 places: under “Hello, Your Name” and above the “Search Records” field.

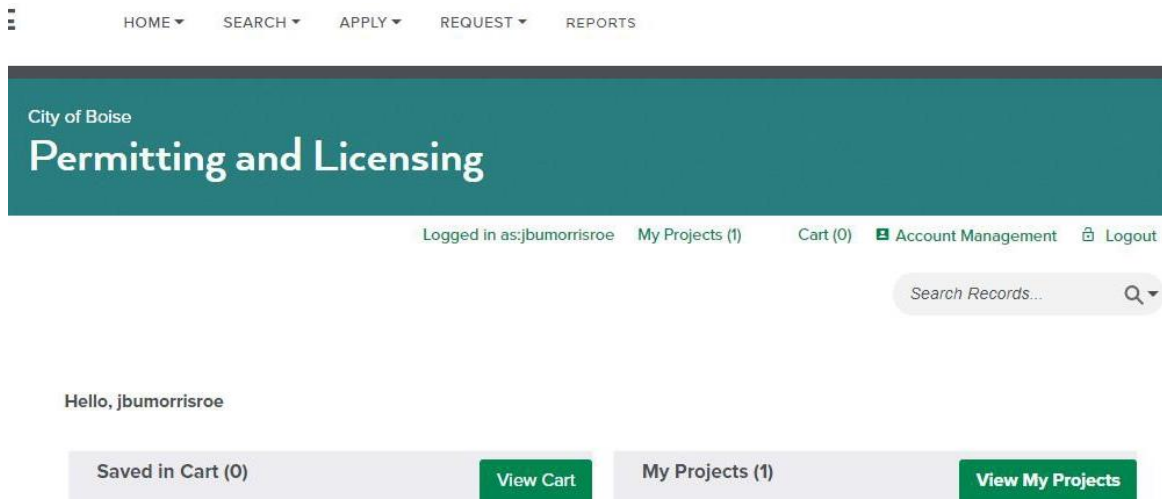
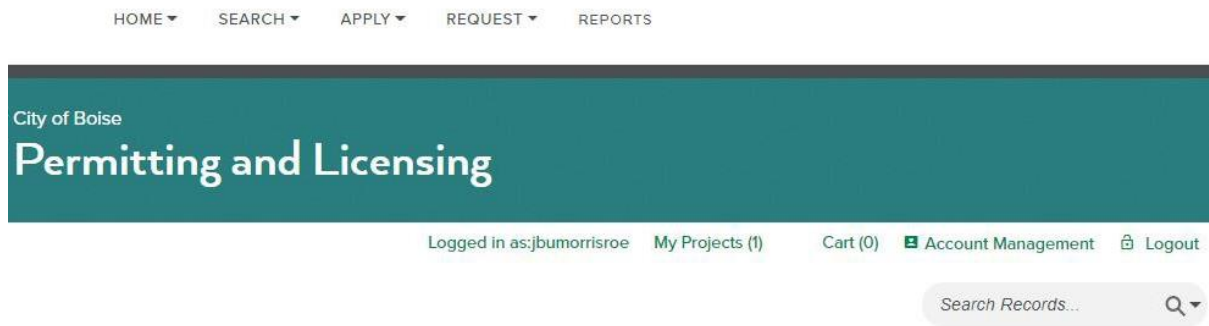


Figure 1 Cart and Project Quick Menus

- The **General Record Search** is accessible on all pages.



Online Application

Figure 2 General Record Search

- Where available, a circled question mark can be clicked to view help content.

Saved in Cart (0)

View Cart

There are no items in your shopping cart right now.

This is a list 10 records which were recently created by you. You can resume them from here. For additional record related actions, please click on View All Records.

My Projects (1)

View My Projects

1 Records

Bathroom Remodel
Last Updated 07/06/2020

Work in progress ?

View All Records

Record Name	Record ID	Module	Creation Date	Action
402-404-New Residential	20TMP01328	Building	6/18/2020	Resume Application
514-Commercial Modular Relocatable Building	20TMP01309	Building	6/11/2020	Resume Application

Figure 3 Work in Progress

The Dashboard

When you first log in to the Permitting and Licensing system, you will land on a “dashboard” from which you can access the different areas to search, apply for, and work with City of Boise permits and licenses.

- For easy navigation, the following areas can be accessed from dropdown menus at the top of the screen:

CITY of BOISE

HOME SEARCH APPLY REQUEST REPORTS

City of Boise

Permitting and Licensing

Logged in as:jbumorrisroeMy Projects (0)Cart (0)Account ManagementLogout

Search Records...Q

Hello, jbumorrisroe

Saved in Cart (0)View Cart

There are no items in your shopping cart right now.

My Projects (0)View My Projects

You do not have any projects saved right now.

Work in progress ?View All Records

Record Name	Record ID	Module	Creation Date	Action
402-404-New Residential	20TMP01328	Building	6/18/2020	Resume Application

Figure 4 Dashboard

Home

This dropdown enables you to navigate to the Dashboard, My records, and My Account Pages. It also serves as the Return to your Home.

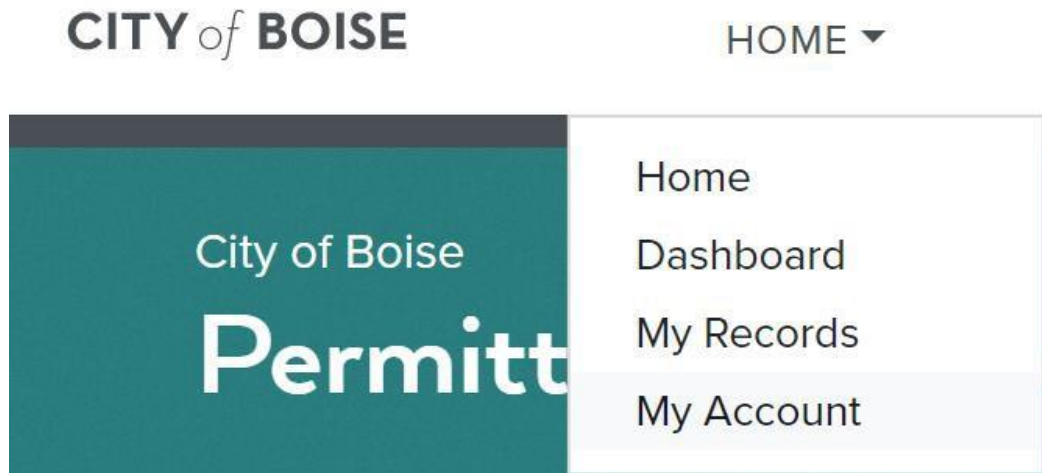


Figure 5 Home Dropdown

Search

Focused searches for Building Permits, Planning Applications, Code Compliance Applications, Fire Applications, and License Applications.

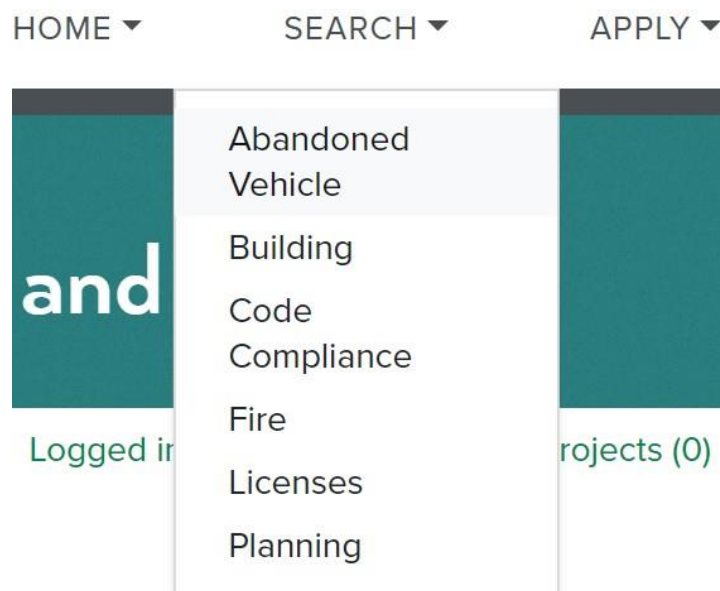


Figure 6 Search Dropdown

Apply

Access Building Permits, Planning Applications, Case Compliance Service Requests, Fire Permits, and License applications. Need to have an account or be logged in

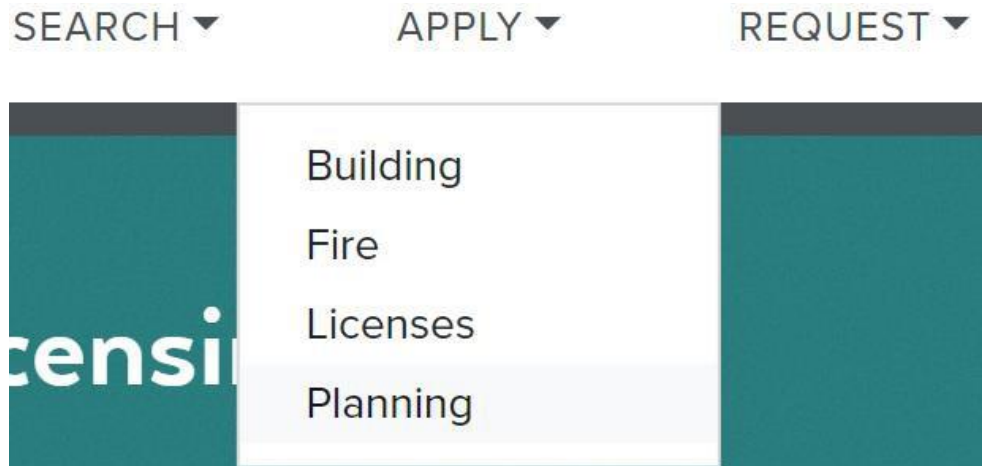


Figure 7 Apply Dropdown

Request

Access Requests for Abandoned Vehicles, Building Inspections, and Code Compliance

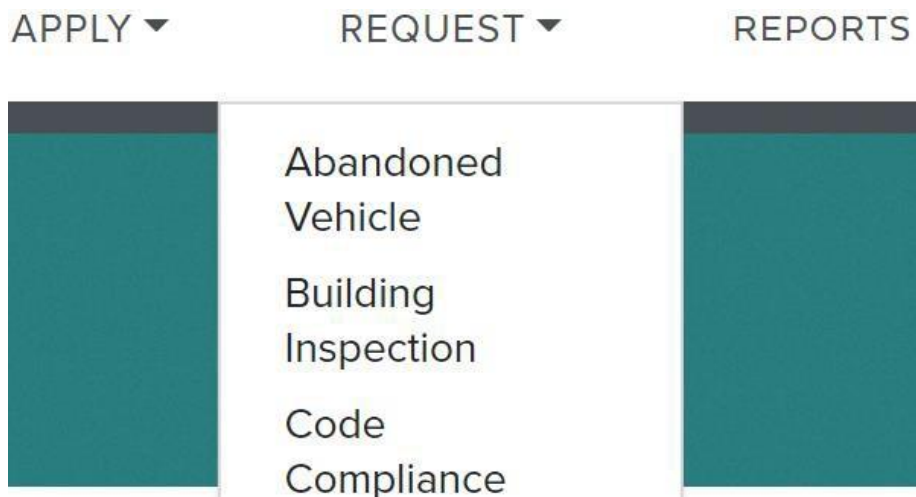
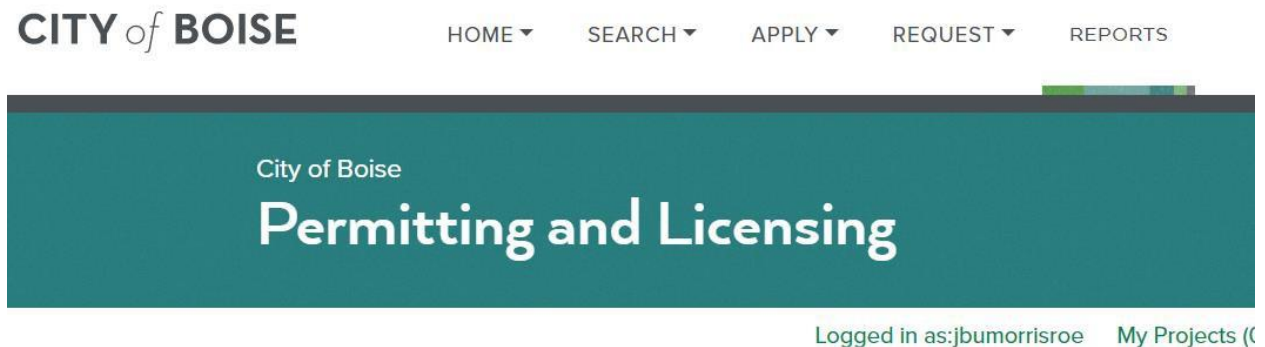


Figure 8 Request Dropdown

Reports

This Tab will take you to the Reports tab where you will be able to access various Building, and Planning Reports.



Reports

Building

- [BLD Building Permits Received](#)
- [Building Issued Group by Park Area](#)

Figure 9 Reports Page

- The mid-section of the dashboard contains “windows” where work in progress will display, as well as access to those lists.
 - a. View Cart - Click the **Cart** link to display your Cart. From here you can Add, view, and pay for City of Boise permits and licenses.

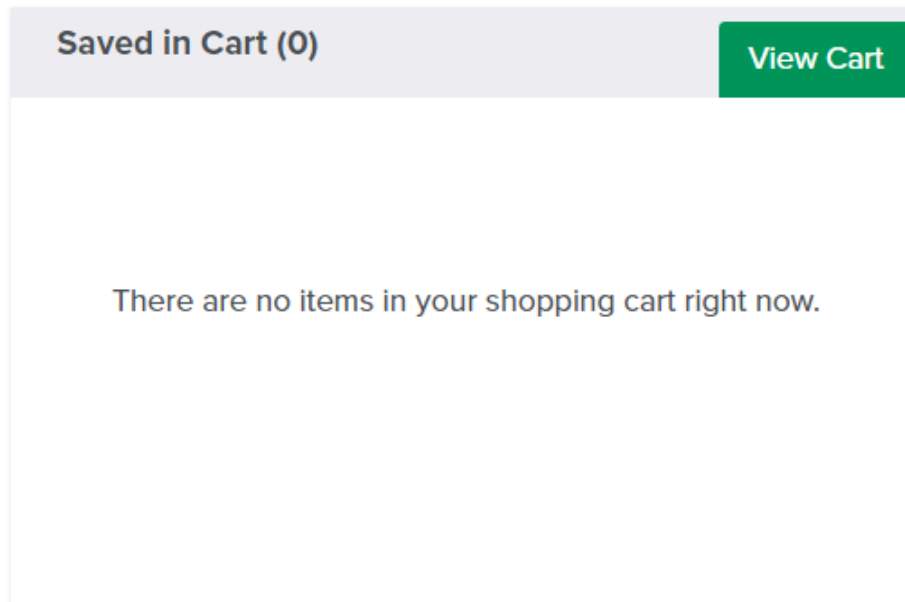


Figure 10 View Cart from Dashboard

- b. View My Projects - Click **My Projects** to access a listing of your projects.

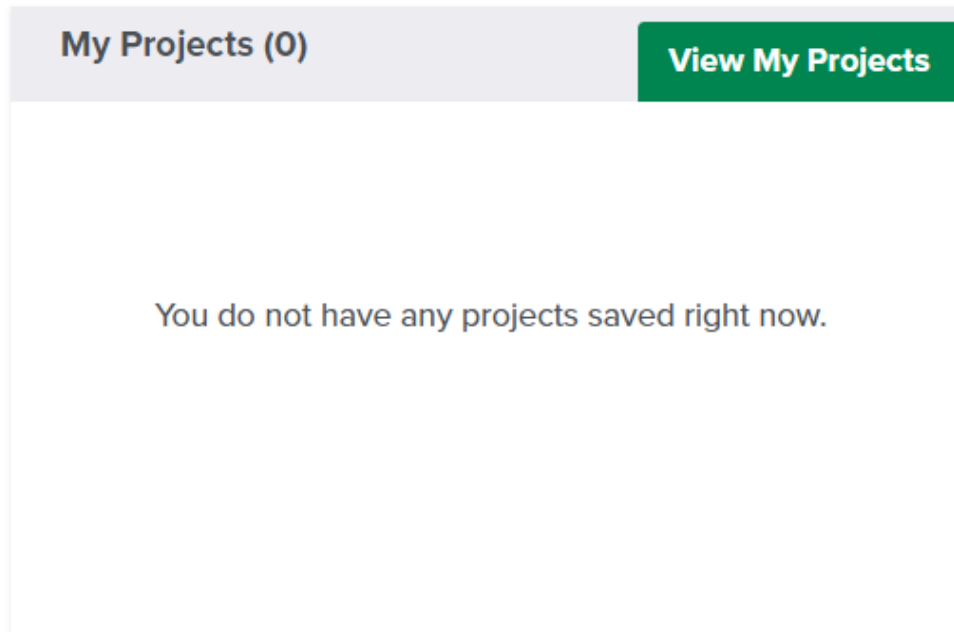


Figure 11 My Projects Quick Menu

- c. View all Records - Click **View all Records** to view a listing of all your applications.

Work in progress ?				View All Records
Record Name	Record ID	Module	Creation Date	Action
402-404-New Residential	20TMP01328	Building	6/18/2020	Resume Application
514-Commercial Modular Relocatable Building	20TMP01309	Building	6/11/2020	Resume Application
528-Commercial Occupancy Evaluation Request	20TMP01310	Building	6/11/2020	Resume Application
New Fire Operational Permit	20TMP00868	Fire	4/8/2020	Resume Application
402-404-New Residential	20TMP00606	Building	3/2/2020	Resume Application

Figure 12 View All Records Quick Menu

The Home Screen

This is the launch pad for the application process. You can access the home screen by clicking **Home**. This feature is available on all the screens, so you can always find your way back.

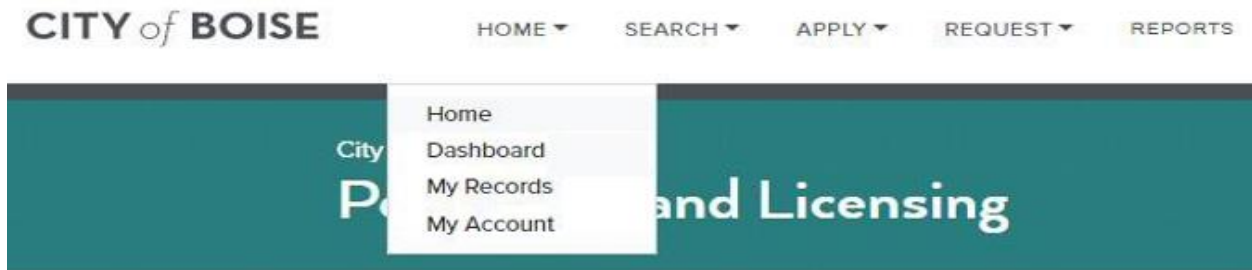


Figure 13 Home Dropdown

After Clicking on the home, the Welcome page displays. It is here that you can access links to create applications, search for existing applications, and schedule inspections. You can also access your cart from here.

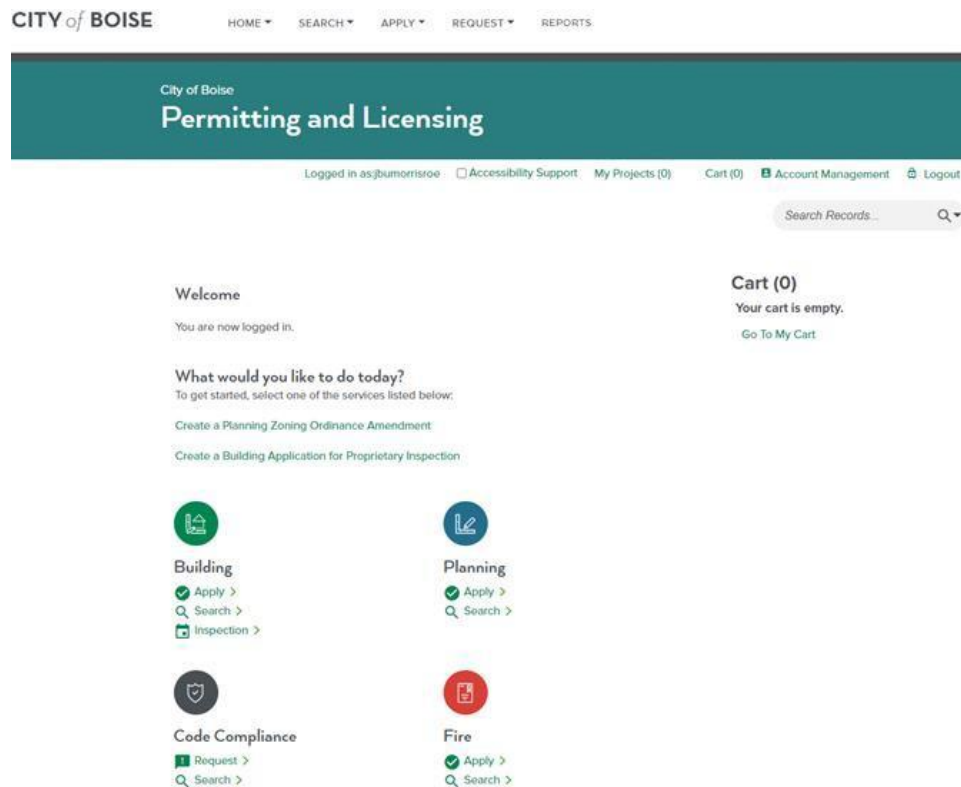


Figure 14 Home Page

My Saved Projects

Any projects you are associated with will be listed on the My Projects screen. This is where you can access applications that you have started, but not yet completed. You can also review past projects, as desired.

CITY of BOISE

HOME SEARCH APPLY REQUEST REPORTS

City of Boise

Permitting and Licensing

My Saved Projects (0)

Cart (0)

Account Management

Logout

Search Records...

Q

My Saved Projects

This is a list of your saved projects. To create a new project, select records from your [My Records](#) list and use the "Add to Project" button. To manage a saved project, click the link next to the project name.

Showing 0-0 of 0

Date Modified	Name	Description	Number of Records
No records found.			

Figure 15 My Saved Projects

Adding a Record to My Projects

To create a new project, select records from your My Records list and use the "Add to Project" button.

- a. From my Records Page select the record you wish to add to **My Projects** by checking the box to the left of the record number and then selecting the **Add to My Project** Link at the top.

Building

Showing 1-20 of 200+ | [Add to My Projects](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Status	Description	Project Name	Address
☒	07/06/2020	PLM20-00214	Issued	Changing the Existing Sink Fixture for a newer model.	Bathroom Fixture	150 N CAPITOL BLVD, Boise ID 83702, 1

Figure 16 Record Selection

- b. Create a New Project Dialog box will appear. Fill out the **Name** and **Description** fields and select the green **Add** Button.

☒ **Create a New Project**

* Name:

Description:

Switching out the Old Sink Fixture for a updated model

Figure 17 Create New Project Dialog Box

- c. A Confirmation Notification will appear.

Your selection has been added to the collection.

Figure 18 Confirmation Notification

- d. Click on **My Saved Projects** Link at the top of the page.

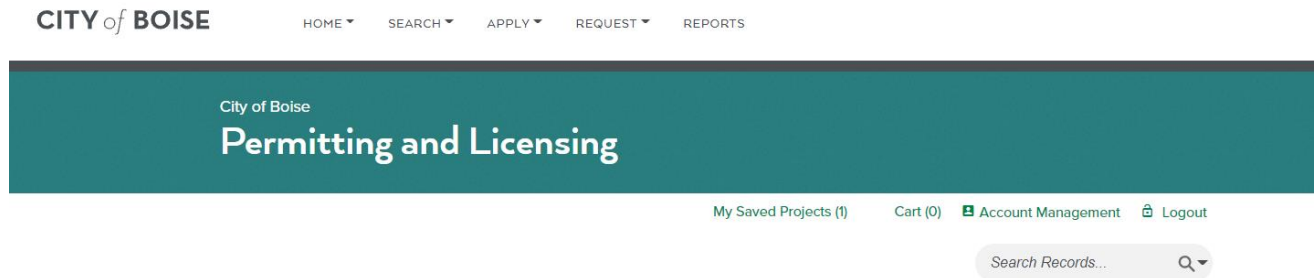


Figure 19 My Saved Project Links

- e. In the My Projects Page, you will see the newly added record. To manage a project, click the project name link.

My Saved Projects

This is a list of your saved projects. To create a new project, select records from your [My Records](#) list and use the "Add to Project" button. To manage a saved project, click the link next to the project name.

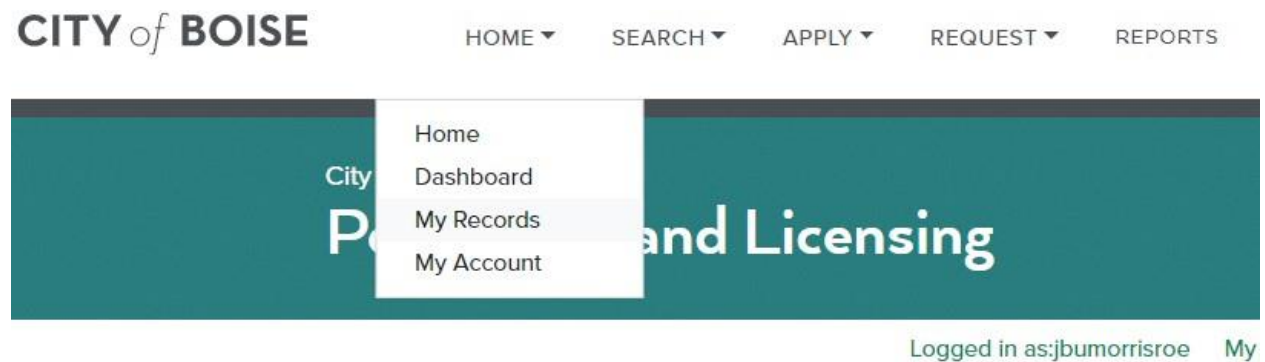
Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
08/12/2022	Formatted Complex	Added	2	Delete

Figure 20 My Saved Pages

My Records

Access the My Records page from the top Home drop down menu. On this page you will be able to review the records that you have completed as well as search for other Public Records.



Building

Showing 1-20 of 200+ | [Add to My Projects](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Status	Description
☐	06/25/2020	BLD20-01059	In Review	Testing PDox connection for all external review groups (structural and CDHD) on

Figure 21 My Records Tab

Record Search

There are several ways you can search for an existing record

- A. If you know the entire record number, enter as shown and then select the magnifying glass. Your record details page will display with Location, Payment.
- B. Use the global record search from the My Records page, you can use the first three letters of the Record Type with the last 2 digits of the year. For example, this search is for a Building Record in the year 2019.

[Cart \(0\)](#) [Account Management](#) [Logout](#)

Figure 22 Record Search

C. Once a Search has started there will be ways to search by category. The first being from the Search Results. You simply go to the right of the results page and sort out the Record Category. **Note:** Records starting with PRJ are Multi-Building Projects.

BLD19 

Search Results

Your search for 'BLD19' returned the following results.

Explore by Category: [Records\(100+\)](#)

Records

Showing 1-10 of 100+

Date	Record Number	Record Type	Module	Short Notes	Project Name	Status
05/02/2019	PRK19-00474	Park Police Fire	Building		BLD19-00677	Finaled
05/02/2019	PRK19-00476	Park Police Fire	Building		BLD19-00591	Finaled
05/02/2019	PRK19-00475	Park Police Fire	Building		BLD19-00701	Finaled
04/11/2019	PRK19-00355	Park Police Fire	Building		BLD19-00476	Finaled

All Records 

- All Records
- Building
- Code Compliance
- Fire
- Licenses
- Planning

Figure 23 Record Search Results

- D. You can use the search tab at the top to look up an existing record by Category.

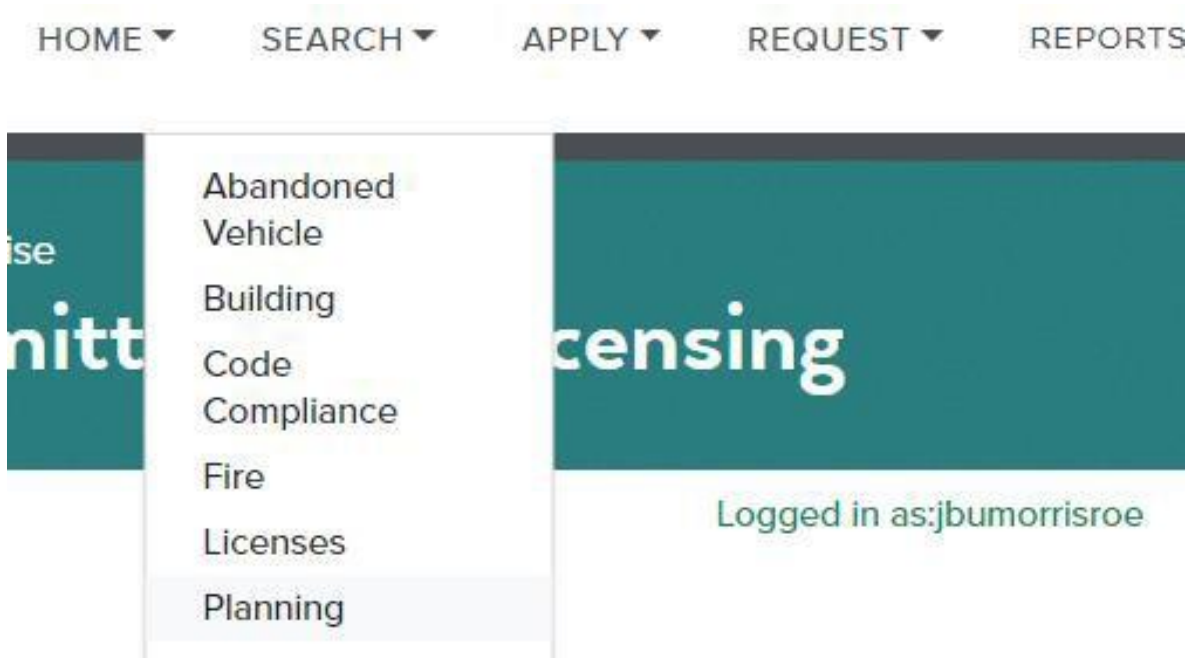


Figure 24 Planning Tab

- E. At the bottom of the Search Pages, there is a General Search that allows you to search by more specific information.

General Search

General Search

☐ Search my records on
☐ Search All Records

Record Number:

Record Type:

--Select--

Record Status:

--Select--

Project Name:

Start Date: ?

04/02/2020

End Date: ?

07/01/2020

License Type:

--Select--

State License Number:

First:

Last:

Business Name:

Organization:

Street No.:

From - To

Direction: ?

--Select--

Street Name: ?

Street Type:

--Select--

Parcel No.:

Search Additional Criteria

Search

Clear

Figure 25 General Search

- F. From My Records you can also Expand the categories by using the arrow to the left of the Name to search for a specific record.

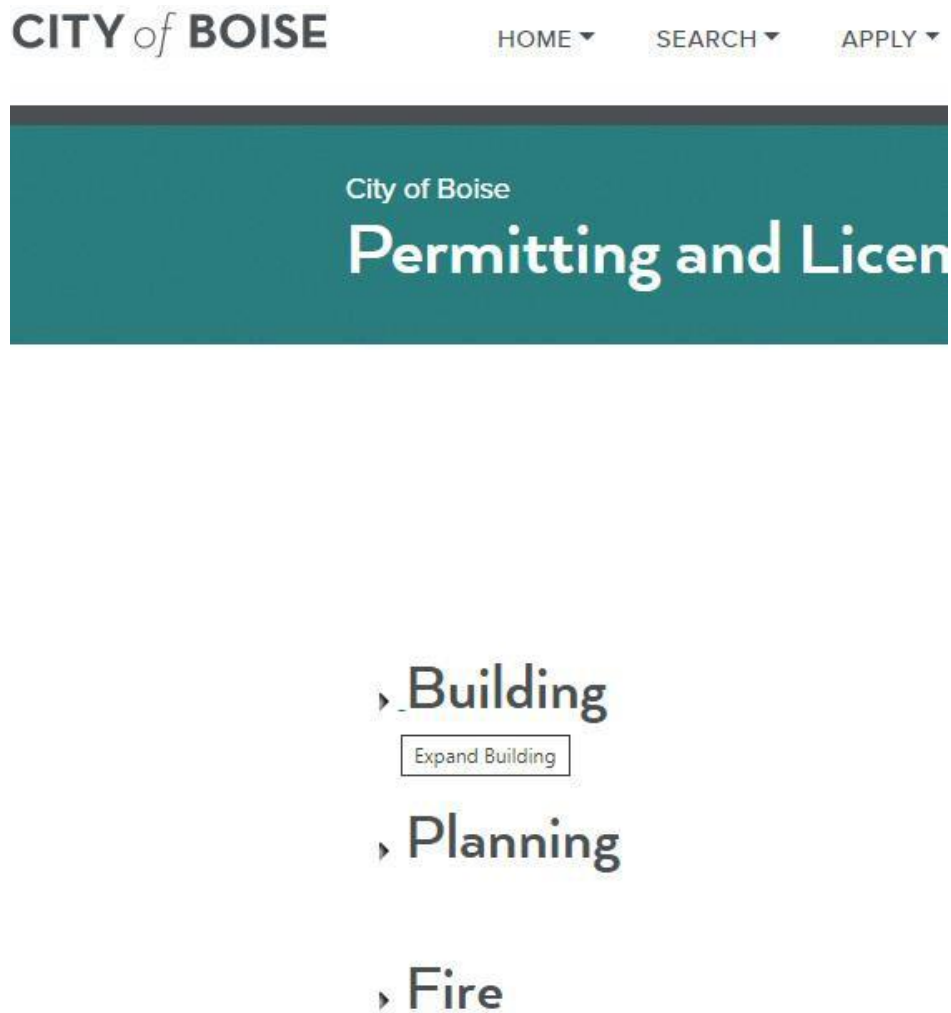


Figure 26 Search record Categories

Expanded View

BLD20



Building

Showing 1-20 of 200+ | [Add to My Projects](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Status	Description	Project Name	Address	Expiration Date	Action
☐	06/25/2020	BLD20-01059	In Review	Testing PDox connection for all external review groups (structural and CDHD) on Building Commercial workflow.	Commercial Building Test	5100 W OVERLAND RD, Boise ID 83705, 1		
☐	06/25/2020	BLD20-01060	In Review	Testing PDox connection for all external review groups on Building Residential workflow	Residential Building Test	6099 W DORIAN CT, Boise ID 83709, 1		
☐	06/25/2020	BLD20-01055	Fee Review	Owner is changing the occupancy of two spaces from B & S1 to M, and modifying one space by demo. walls.	Dennis McDowell TI	1405 W GROVE ST, Boise ID 83702, 1		

Figure 27 Building Search Results

Record Navigation

- From the My Projects Menu, click on the Project Name.

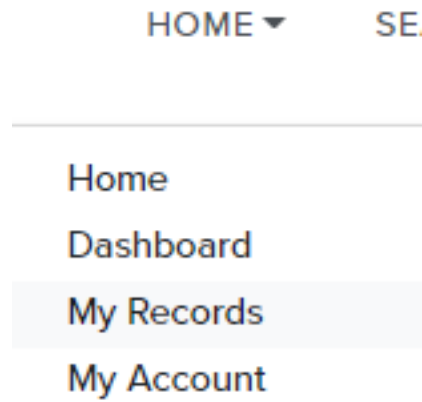


Figure 28 My Records from Home Dropdown

- Click on the Record number to open the Record Details page

Bathroom Remodel

Switching out the Old Sink Fixture for a updated model

Total Records: 1 (1 B

Inspections Summary: 0 (0 Scheduled , 0 Rescheduled , 0 Approved , 0 D

Fees Summary: \$130.00 Paid

[Rename Project](#)

Building

[Move to...](#) | [Copy to...](#) | [Remove](#)

Showing 1-1 of 1 | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Status	Description
☐	07/06/2020	PLM20-00214	Issued	Changing the Existing Sink Fixture for a newer model.

Figure 29 My Projects Details Page

Record Details

- The Record Details page has information listed for that specific record. Here you can pay fees, schedule and view inspections, input project valuation, View the Processing Status, View related the records, and access Documents.

Record BLD22-01646:

[Add to Cart](#)

[Add to My Projects](#)

406-Residential Alterations & Additions

Record Status: In Review

Record Info and Documents ▾

Payments ▾

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Project Location

150 N CAPITOL BLVD

Boise ID

Record Details

Applicant:

Joe Bu Morrisroe

City Hall

Boise, ID, 83709

Main Phone:

208-608-7114

jbumorrisroe@cityofboise.org

Licensed Professional:

City of Boise

TEST ACCOUNT

150 N Capitol

BOISE, ID, 83702

United States

Main Phone:208-608-7114

Select RCE-0000

Project Description:

Owner:

Figure 30 Building Record Page

Processing Status

- There will be a Record Info Drop down Menu where there are options for you to view the Processing Status. By Clicking on **Processing Status**, you will view the status of the record.

Record BLD22-01646:

406-Residential Alterations & Additions

Record Status: In Review

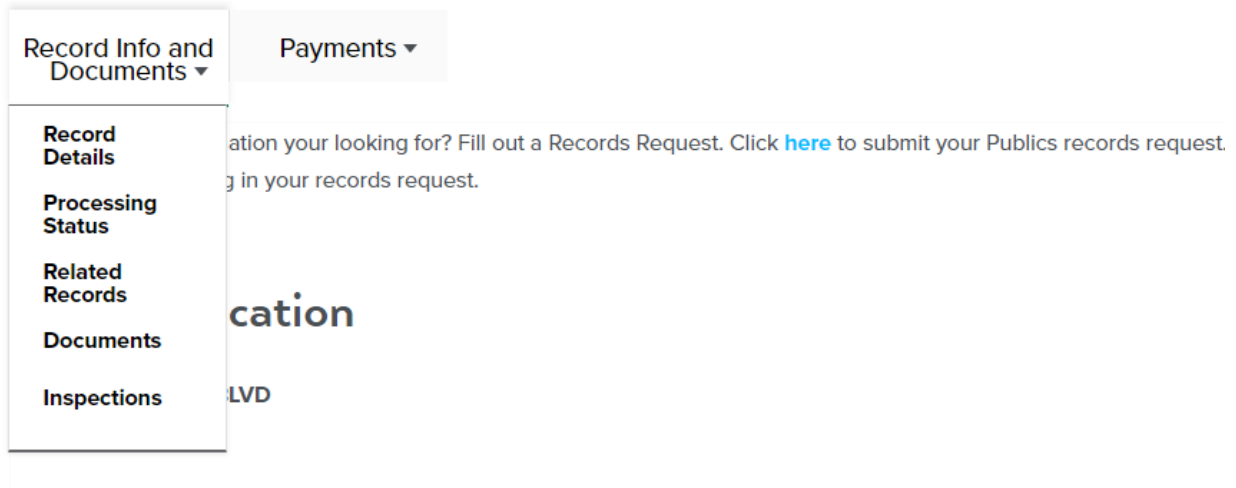


Figure 31 Record Info Drop Down Processing Status

- The processing status Page will have status symbols to indicate current State. The Hourglass icon is the symbol for the current “In progress” Task. The gold star icon is the symbol for a passed stage in the record status.

Processing Status

✓ ▶	Application Submittal
	Prep for Issuance
	QA Fee Review
	Permit Fee Payment
	Issuance
	Prescreen Review
	Plan Review Fee Payment
✓ ▼	Walk-in Routing
	Due on 08/12/2022 , assigned to Permit Technician Marked as Routed to Building on 08/12/2022 by
	Walk-in Zoning Review
* ▼	Walk-in Review
	Due on 08/12/2022 , assigned to Front Desk Plan Reviewer Marked as Full Review Required on 08/12/2022 by

Figure 32 Processing Status Start

Related Records

- Related Records can be found on the Record Info Dropdown Menu.

Record Status: In Review

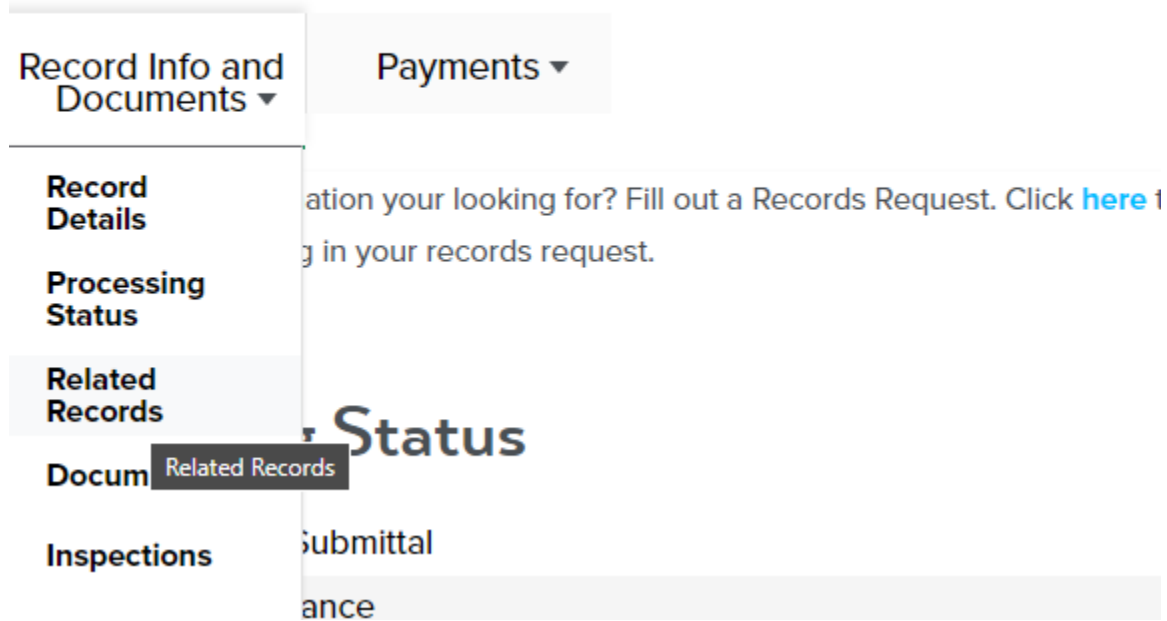


Figure 33 Record Info Drop Down Related Records

- Related Records will display the Associated Records that are tied to the record.
A Trade permit in many cases will have a Building Record Associated with it.

Record BLD22-01616:

[Add to Cart](#)

[Add to My Projects](#)

502-New or Added Commercial

Record Status: In Review

Record Info and Documents ▾

Payments ▾

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	<u>Date</u>	View
 BLD22-01616	502-New or Added Commercial	Global Index test 07.11.2022	<u>07/11/2022</u>	
 PRK22-00484	Park Police Fire	Park Police Fire	<u>08/05/2022</u>	View
 ESC22-00592	701-Erosion and Sediment	Global Index test 07.11.2022	<u>08/05/2022</u>	View
 SWR22-00390	Sewer	Global Index test 07.11.2022	<u>08/05/2022</u>	View

Figure 34 Related Records Start

Documents

- The Documents page can be found on the Record Info Dropdown Menu.

Record BLD22-01616:

502-New or Added Commercial

Record Status: In Review

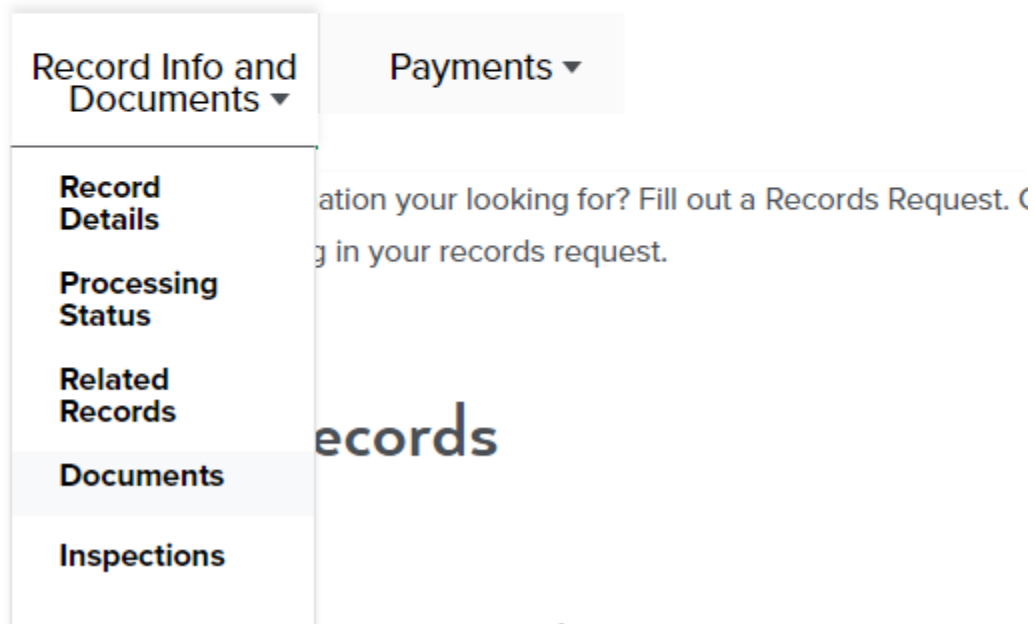


Figure 35 Record Info Drop Down Documents Tab

- The Documents Page is where additional Documents may be uploaded or viewed. **Note:** ePlan will still be in use and used as the primary Document Service. You may also submit a Public Record Request from the link under the heading.

Record BLD22-01616:

[Add to Cart](#)
[Add to My Projects](#)

502-New or Added Commercial

Record Status: In Review

Record Info and Documents ▾

Payments ▾

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Documents

Not finding the information your looking for? Click [here](#) to submit your public records request. Please reference your record number in the request.

The maximum file size allowed is **1000 MB**.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

View Record Documents						
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
PDS-Permit Application	BLD22-01616	502-New or Added Commercial	Record	PDS-Permit Application	225.00 KB	07/11/2022

Figure 36 Record Details Documents Tab

- The Following Image has the Documents Attached within a Commercial Permit that had been filed and issued. The Applicant will be able to download a copy of the permits and other information regarding to the completed record.

Record BLD21-03426:

[Add to Cart](#)

[Add to My Projects](#)

502-New or Added Commercial

Record Status: Finaled

Record Info and Documents ▾

Payments ▾

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Documents

Not finding the information your looking for? Click [here](#) to submit your public records request. Please reference your record number in the request.

The maximum file size allowed is **1000 MB**.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

[View Record Documents](#)

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
PDS-Permit Application	BLD21-03426	502-New or Added Commercial	Record	PDS-Permit Application	189.22 KB	08/24/2021
PDS-Certificate of Value - CERTIFICATE OF VALUE 11-1-21	BLD21-03426	502-New or Added Commercial	Record	PDS-Certificate of Value	2.49 MB	11/01/2021
PDS-Registered Professional - CONTRACTOR DECLARATION	BLD21-03426	502-New or Added Commercial	Record	PDS-Registered Professional	198.59 KB	11/01/2021
PDS-Permit -	BLD21-03426	502-New or Added Commercial	Record	PDS-Permit	139.08 KB	11/02/2021

Figure 37 Documents Page End

Inspections

- The Inspections page can be found on the Record Info Dropdown Menu

Record PLM22-02047:

420-540-Plumbing

Record Status: Issued

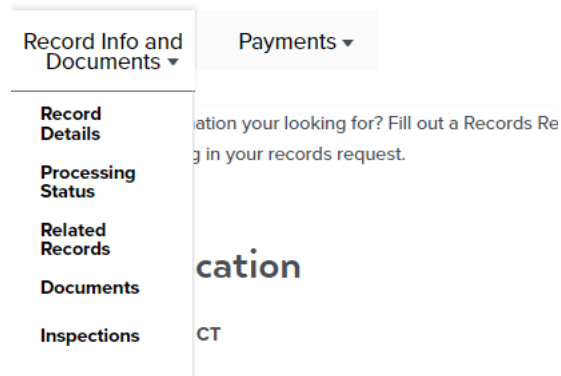


Figure 38 Record Info Drop down Inspections Tab

- The Inspections Page will display and from this page there are several options for Inspections.

Community Members can schedule **virtual appointments**.

Inspections will only be conducted when and where safety protocols aimed at preventing the spread of COVID-19 are followed. Inspectors have the right to reschedule an inspection if they feel a site is not following proper preventative procedures. Similarly, we ask that you reschedule your inspection if you or anyone on your project is experiencing symptoms of COVID-19.

Please contact the Zoning Inspection line for Planning Inspections at 208-608-7108 and Public Works at 208-608-7150 to schedule your Inspections.

Contact information for your inspector can be found on the Record Details screen.

Inspection Update

Starting **Wednesday, February 2, 2022** Contractors, subcontractors, and their teams can now schedule inspections without being listed as contacts on the record.

If you are a contractor and have not already contacted PDS to connect your license or registration to your Permitting and Licensing system account, please do so. This will help ensure your ability to request inspections for all of the projects you are associated with in the City of Boise.

Upcoming

Schedule or Request an Inspection

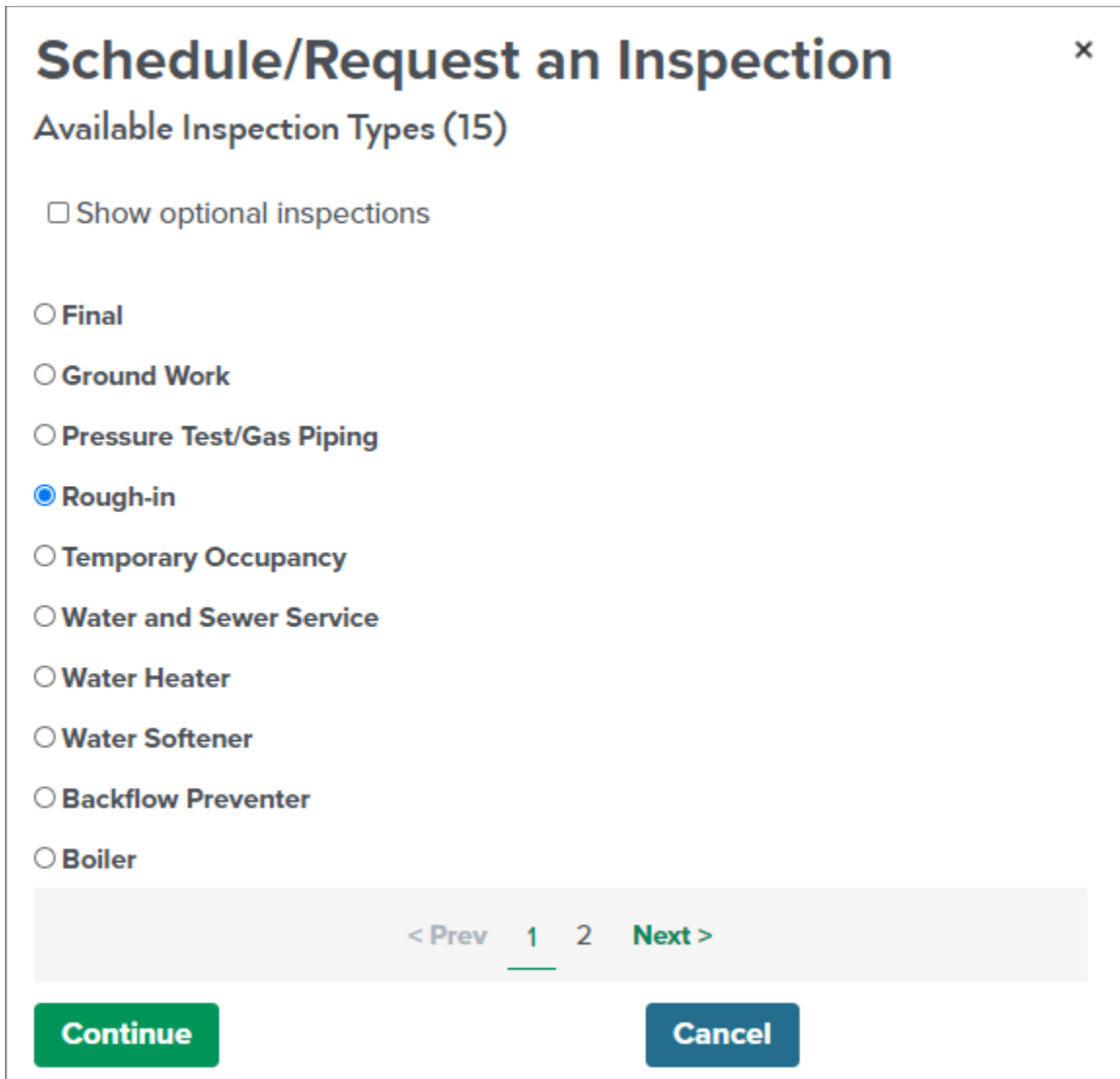
You have not added any inspections.

Click the link above to schedule or request one.

Figure 39 Record Inspection Page

- To schedule an inspection, click on the blue **Schedule or Request an Inspection**

- The inspection screen will display where you will first select the type of inspection. Having the "Optional Inspections" box checked will enable more to be displayed. Once Selected, click on the Green **Continue** box at the bottom of the page.



The screenshot shows a web form titled "Schedule/Request an Inspection" with a close button (X) in the top right corner. Below the title is the heading "Available Inspection Types (15)". There is a checkbox labeled "Show optional inspections" which is currently unchecked. Below this is a list of radio button options for inspection types: "Final", "Ground Work", "Pressure Test/Gas Piping", "Rough-in" (which is selected with a blue dot), "Temporary Occupancy", "Water and Sewer Service", "Water Heater", "Water Softener", "Backflow Preventer", and "Boiler". At the bottom of the list is a pagination bar with "< Prev", "1" (underlined), "2", and "Next >". Below the pagination bar are two buttons: a green "Continue" button and a blue "Cancel" button.

Figure 40 Inspection Type Selection

- Select the next Available Working Date. Once selected, there will be an additional window displaying the available times for the selected date. and click on the Green **Continue** box at the bottom of the page.

Schedule/Request an Inspection

Fr Sa

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

Aug 2022

Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

Sep 2022

Fr Sa

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Oct 2022

« Prev
Next »

Available Times for Wednesday, Aug 24 2022

☒ Morning (08:00 AM - 12:00 PM)
 ☐ Afternoon (01:00 PM - 05:00 PM)

Continue

Back

Cancel

Figure 41 Inspection Date and Time Selection

- Confirm Details on the Location and Contact page and click on the Green **Continue** box at the bottom of the page.

Schedule/Request an Inspection ×

Inspection type: Rough-in

Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

Location
150 N CAPITOL BLVD
Boise ID

Contact
John Doe
2086087100

Change Contact ▼

Continue **Back** **Cancel**

Figure 42 Inspection Location and Contact Confirmation

- The confirmation page is where you will be able to finalize details over the inspection. You may include a Note to the Inspector by clicking on the **Include Additional Notes** button.

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: Rough-in
Date and Time: 07/14/2020 Afternoon
Location: **150 N CAPITOL BLVD**
Boise ID
Contact: John Doe 2086087100

Include Additional Notes
Cancellat Policy:

Figure 43 Inspection Final Confirmation Page

- These notes are not available to the public and are for the inspector. Garage and Gate Codes, and equipment locations are a few examples.

Schedule/Request an Inspection

×

Date and Time: 07/14/2020 Afternoon
Location: 150 N CAPITOL BLVD
Boise ID
Contact: John Doe 2086087100

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Gate Code: 1234

This field is only visible to PDS Employees, so can be used for garage codes, phone numbers, etc.

Cancellation and Reschedule Policy:

Reschedule must be made 1 hour(s) prior to the inspection date/time.

Cancellations must be made 1 hour(s) prior to the inspection date/time.

Finish

Back

Cancel

Figure 44 Inspections Additional Note

- When ready to submit the scheduled inspection, click on the Green **Finish** Button at the bottom of the page. Users will be redirected to the Record Inspection page with the scheduled Inspection listed.

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

07/14/2020 in the Afternoon

Type: Rough-in

Status: Scheduled

Inspector: *unassigned*

Actions ▾

Figure 45 Record Page Upcoming Inspections

- The Actions menu on the right-hand side of the scheduled inspection will enable a User to Reschedule or Cancel an Inspection.

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

07/14/2020 in the Afternoon

Type: Rough-in

Status: Scheduled

Inspector: *unassigned*

Actions ▾

View Details

Reschedule

Cancel

Figure 46 Record Details Inspection Actions Menu

- When an Inspection is completed, it will show with the result in the Completed section under the Record Inspection Page.

Record Info ▾

Payments ▾

Custom Component

Inspections

No inspections are permitted in areas that have not yet been approved or are being reviewed under a **Plan Modification**.

Morning inspections will occur between 8:00 AM and 12:00 PM. Afternoon inspections occur between 1:00 PM and 5:00 PM.

Planning Approval & Public Works Department inspections must be scheduled via phone. Please contact the Zoning Inspection line for Planning Inspections at 208-608-7108 and Public Works at 208-608-7150 to schedule your Inspections.

Contact information for your inspector can be found with the Record Details screen.

Upcoming

Schedule or Request an Inspection

You have not added any inspections.
Click the link above to schedule or request one.

Completed (1)

Corrections Required - 1

Corrections Required Rough-in
Result by: Joseph Bu Morrisroe on 07/08/2020 at 08:06 AM

View Details

Figure 47 Record Details Inspections Page Completed

- Clicking on the blue **View Details** button will expand the comments that the inspector has left. In this example, the Inspector found that the Applicant needs to revisit the “Cold Water Supply”

7/8/2020 8:08 AM

View Status History

View Result Comments

Result Comments

Showing 1-1 of 1

Joseph Bu Morrisroe (7/8/2020 8:08 AM)

Need to revisit fitting, seems to be leaking on the cold water supply.

Figure 48 Inspections Result Comments

- To Schedule another Inspection to correct the comment found in the previous rough inspection, simply schedule a new inspection. Another Inspection will take place and will address the correction made.

Upcoming (1)

[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

07/09/2020 in the Afternoon

Type: Rough-in

Status: Scheduled

Inspector: *unassigned*

Actions ▾

Completed (1)

Corrections Required - 1

Corrections Required Rough-in

Result by: Joseph Bu Morrisroe on 07/08/2020 at 08:06 AM

[View Details](#)

Figure 49 Inspections 2nd Inspection

- The new Inspection result will be listed under Completed, the Inspection result is listed as "Passed and was Final"

Completed (2)

Corrections Required - 1; Pass and Final - 1

Corrections Required Rough-in

Result by: Joseph Bu Morrisroe on 07/08/2020 at 08:06 AM

[View Details](#)

Pass and Final Rough-in

Result by: Joseph Bu Morrisroe on 07/08/2020 at 08:31 AM

[View Details](#)

Figure 50 Inspections Completed Pass and Final

- If you return to the processing status page, you will see that the inspections task has now changed to "Pass" With a gold asterisk to mark as the state passed.

Record PLM22-02047:

[Add to Cart](#)

[Add to My Projects](#)

420-540-Plumbing

Record Status: Finaled

Record Info and Documents ▼ Payments ▼

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Processing Status

✱ ▶ Issuance

✱ ▼ Inspections

Due on **07/22/2022**, assigned to **TBD**

Marked as **Pass** on **08/16/2022** by **Joseph Bu Morrisroe**

✓ ▼ Final Value Review

Due on **08/16/2022**, assigned to **TBD**

Marked as **Not Required** on **08/16/2022** by **Joseph Bu Morrisroe**

Figure 51 Record Processing Status Completed

Final Values

- For Records that have final values submittal. There will be adjustments made in the Valuation Calculator Tab. These changes would have been submitted to the City of Boise: Permitting and Licensing Staff. This is an example of a Commercial Grading Permit. Please email permits@cityofboise.org to submit a copy of your Final Values
- After the Permit has been Applicant the User of this Commercial Grading Permit will notice on the Record Details Page that the Record Status will display **Pending Final Values**. Located at the Bottom of the Page, Select the green **Submit Final Values** button.

Record BLD21-01174:

[Add to Cart](#)

502-New or Added Commercial

[Add to My Projects](#)

Record Status: Pending Final Values

Record Info and Documents ▾

Payments ▾

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Project Location

Record Details

Applicant:

Licensed Professional:

Project Description:

Owner:

More Details

[Print/View Summary](#)

[Copy Record](#)

[Submit Final Values](#)

Figure 52 Record Detail Status Pending Final Values

- Final Certificate of Value page will display the 4 steps required for the Final Values Process.

1. Enter in the Final Values of the Project, click on the green **Continue** Button once the Value has been inputted.

Final Certificate of Value

1 Step 1	2 Review	3 Pay Fees	4 Submitted
----------	----------	------------	-------------

Step 1:Step 1>Page 1

Enter the total final value of the project below.

*indica

Project Details

Final Value

*Final Project Value:

115000

Continue »

Save a

Figure 53 Final Certificate of Value Start

2. Review the Final Certificate Value information. Read and agree to the Certification of the values. Check the box to agree and click on the green **Continue** button to proceed.

Final Certificate of Value

1 Step 1	2 Review	3 Pay Fees
----------	----------	------------

Step 2: Review

Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to proceed.

Record Type

Final Certificate of Value

Project Details

Final Value

Final Project Value: 115000

I certify that I have read and understand the instructions that accompany this application and that the information provided is true, complete, and correct and that no material information has been omitted. By checking this box, I agree to the above certification.

☒ By checking this box, I agree to the above certification.

Continue »

Figure 54 Certificate of Value Confirmation

3. Application has been submitted and the Applicant has successfully filed the Final Certificate of Value for the grading Permit. The New FNL record number will be used for the remainder of the Application Process.

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
----------------------	-----------------------	----------------------------

Step 3:Receipt and Confirmation

Receipt

Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.

[Print/View Summary](#)

No Address

FNL20-
00057

[View Summary](#)

[Print/View Summary](#)

Figure 55 Certificate of Value Creation

- To Access the original Grading Record, The Applicant can go back through the Related Records Tab to access the Permit by clicking on the green **View** link to the right of the record.

Record FNL22-00098:

[Add to Cart](#)

[Add to My Projects](#)

Final Certificate of Value

Record Status: Active

Record Info and Documents ▾

Payments ▾

Not finding the information your looking for? Fill out a Records Request. Click [here](#) to submit your Publics records request. Please reference your record number when sending in your records request.

Related Records

[View Entire Tree >](#)

Record Number	Record Type	Project Name	Date	View
 BLD21-01174	502-New or Added Commercial	**FOUNDATION ONLY** Mr. Gas Store #21	03/30/2021	View
 ESC21-00467	701-Erosion and Sediment	**FOUNDATION ONLY** Mr. Gas Store #21	03/30/2021	View
 PRK21-00331	Park Police Fire	Park Police Fire	03/30/2021	View
 ELE21-01390	424-544-Electrical	Mr. Gas	04/06/2021	View
 PLM21-02170	420-540-Plumbing	Mr. Gas #21	05/05/2021	View
 FNL22-00098	Final Certificate of Value		08/16/2022	

Figure 56 Related Records end

ePay

As you select permit and/or license items that you wish to apply for, they will be added to your cart.

1. You can access your cart from the dashboard by clicking either **My Cart** or **Cart** (both will take you to the same place), or from the main screen (see step 3, below).

City of Boise

Permitting and Licensing

Logged in as:jbumorrisroe My Projects (0) Cart (0) Account Management Logout

Search Records... 🔍

Cart

1 Select item to pay

2 Payment information

3 Receipt and Confirmation

Step 1:Select item to pay

Click on the arrow in front of a row to display additional information. Items can be removed from the cart by using the Edit Cart option.

PAY NOW

No Record

Total amount to be paid: \$0.00

Note: Once the application has been reviewed by staff, there may be additional fees applied.

Checkout

Edit Cart

Continue Shopping

Figure 57 Cart Step

- You will land on the “Select item to pay” tab. Review and select the item(s) you wish to pay and click **Checkout**. Or, click **Continue Shopping** to add items to the cart.

PAY NOW

No Record

Total amount to be paid: \$0.00

Note: Once the application has been reviewed by staff, there may be additional fees applied.



Figure 58 Select an Item Cart

- If you clicked **Continue Shopping** (above) you will be redirected to the Home screen. Scroll down to the Page and you will arrive at the **ePay Tool**. Use this tool to search and add records to your cart. Enter a Record Number in the Search Field and click on the Search Button.

ePay

Search

Reset

☒ Record ID

Add To Cart

RecordID	Street Address	Due	Project Name
fee here			

Add to Cart

(Fee Total selected: 0)

Note: Only permits with amount due greater than \$0 will be shown.

Figure 59 ePay

- The Search results will display all fees associated with the record. Select the records you wish to add to your cart by checking the box to the left of the Record ID and clicking the Green Add to Cart button at the top of the Page.

ePay

Search

Reset

☒ Record ID

Add To Cart

RecordID	Street Address	Due	Project Name
☒ BLD20-02318	1702 W RIDENBAUGH ST BOISE, ID 83702	1374.89	JBM Custom Component Test
☒ PLM20-02757	1702 W RIDENBAUGH ST BOISE, ID 83702	55.00	JBM Custom Component Test
☒ ELE20-02299	1702 W RIDENBAUGH ST BOISE, ID 83702	55.00	JBM Custom Component Test

Add to Cart

(Fee Total selected: 0)

Note: Only permits with amount due greater than \$0 will be shown.

Figure 60 Selection of Items to add to Cart

5. A confirmation will display. You will see the Cart Icon at the top of the page update with the number of Items selected. Clicking on the **Go To My Cart** link will access your cart which can also be activated by clicking on the Cart link at the top.

permitssup.cityofboise.org says
Records successfully added to Cart.
[OK](#)

[Account Management](#) [Logout](#)

Search Records... 

Cart (3)

BLD20-02318	\$1,374.89
PLM20-02757	\$55.00
ELE20-02299	\$55.00

[Go To My Cart](#)

Figure 61 ePay Confirmation Page

- The Cart view will allow you to review the current items There is an option to remove items by selecting the **Edit Cart** Button.

Cart

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
----------------------	-----------------------	----------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be removed from the Cart option.

PAY NOW

1702 W RIDENBAUGH ST, Boise ID

3 Application(s) | \$1,484.89

› 406-Residential Alterations & Additions BLD20-02318	Total due: \$1,374.89
› 420-540-Plumbing PLM20-02757	Total due: \$55.00
› 424-544-Electrical ELE20-02299	Total due: \$55.00

Total amount to be paid: \$1,484.89

Note: Once the application has been reviewed by staff, there may be additional fees applied.

Checkout

Edit Cart

Continue Shopping

Figure 62 Edit Cart Option

To the right of the Record ID use the **Remove** button to remove any item.

By clicking on the Edit link, you can modify existing information. You can remove an item from the cart completely by clicking the Remove link. A removed item will still be available in your dashboard to be paid for at a later time.

EDIT CART

1702 W RIDENBAUGH ST, Boise ID

3 Application(s) | \$1,484.89

▼

406-Residential Alterations & Additions
BLD20-02318

Total due: \$1,374.89

Edit

Remove

Remove

Fee	Qty.	Amount
Building Permit Fee	145000	\$1,145.74
Residential Plancheck Fee	145000	\$229.15
Permit Fee for CO	1	\$175.00

▶

420-540-Plumbing
PLM20-02757

Total due: \$55.00

Edit

Remove

▶

424-544-Electrical
ELE20-02299

Total due: \$55.00

Edit

Remove

Total amount to be paid: **\$1,484.89**

Note: The amount shown is an estimate.

Figure 63 Remove from Cart Function

7. Once the cart has been edited, click on the green **Save and Close** Button at the bottom to resume the checkout process.

Step 1: Select item to pay

By clicking on the Edit link, you can modify existing information. You can re-clicking the Remove link. A removed item will still be available in your dash

EDIT CART

1702 W RIDENBAUGH ST, Boise ID

2 Application(s) | \$110.00

▸ 420-540-Plumbing
PLM20-02757

Total due: \$55.00

▸ 424-544-Electrical
ELE20-02299

Total due: \$55.00

Total amount to be paid: \$110.00

Note: The amount shown is an estimate.

Save and Close

Figure 64 Save and Close Cart Function

8. Once the cart has been reviewed. Click on the green **Checkout** Button.

Cart

1 Select item to pay	2 Payment information
----------------------	-----------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. It Cart option.

PAY NOW

1702 W RIDENBAUGH ST, Boise ID

2 Application(s) | \$110.00

▸ 420-540-Plumbing PLM20-02757	Total due: \$55.00
▸ 424-544-Electrical ELE20-02299	Total due: \$55.00

Total amount to be paid: \$110.00

Note: Once the application has been reviewed by staff, there may be a

Checkout

Edit Cart

Continue Shopping

Figure 65 Checkout Confirmation

9. The Payment Information page will display conditions and fees that will be related to Planning and Billing applications. Select from the "Payment Options" and click the green **Submit Payment** Button when ready to proceed to the Secure Third-Party Payment Processor.

1 Select item to pay	2 <u>Payment information</u>	3 Receipt and Confirmation
----------------------	------------------------------	----------------------------

Step 2:Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account

Select your payment type below. You will be redirected to our secure payment processor, **Paystation**© to complete your payment.

Planning and Building Applicants: All fees collected through Planning and Development Services (PDS) are subject to a convenience fee. Bank account payments are charged a flat rate fee of \$0.85. Credit card payments will be charged a 2.28% fee.

* indicates a required field.

Payment Options

Amount to be charged: \$110.00

- ☐ Pay with Credit Card
- ☒ Pay with Bank Account

Submit Payment

Figure 66 Checkout Payment Options

You will be directed to the Secure Third Party Pay station site. Input all the payment information.

Alright, we've got your payment amount as below. If that looks right, please enter your payment information. If not, [click here to exit this process.](#)

Payment Amount: \$110.00

Full Name (As it appears on your card or bank account)

JBUM

Street Address

150 Capitol

City

Boise

State

Idaho

Zip

83702

Please select your Payment method.



- ☒ Checking ☐ Savings
☒ Consumer ☐ Business

JBUM		DATE: 7/30/2020	
150 Capitol			
Boise, ID, 83702			
PAY			
TO THE			
ORDER OF <u>The City of Boise</u>		\$ 110	
<u>One hundred Ten Dollars and Zero Cents</u>		DOLLARS	
Routing Number		Account Number	
⌘ Routing is required		⌘ Account is required	
⌘ 123456789		⌘ 1234567890123	

Figure 67 Pay Station Information Input

10. At the Bottom of the Page, after agreeing with Terms and Conditions and Convenience fees, click on the green **Confirm Payment** button.

Please confirm your Total Amount and our Terms of Service.

A non-refundable convenience fee will be applied to this payment. The convenience fee is assessed for online Credit Card and eCheck processing. This charge is collected directly by the payment processing company. Bank Account (eCheck) payments are charged a flat fee of \$0.85. Credit Card payments will be charged 2.8% of the total fee amount.

Payment Amount

\$1,412.86

Convenience Fee

\$0.85

Total Charge Amount

\$1,413.71

By checking the box below you confirm your acceptance of the payment total and non-refundable convenience fee and agree to pay the total amount indicated in accordance with this website's terms and conditions. If you do not accept the fee or the transaction total, [click here](#) to exit this process.

☒ I accept and understand that this transaction includes a non-refundable convenience fee.

☒ I accept the [terms and conditions](#).

Process Payment

Figure 68 Pay Station Terms and Conditions Acceptance

11. The Confirmation Page will display the following note: "Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records."

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
----------------------	-----------------------	----------------------------

Step 3:Receipt and Confirmation

Receipt

Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.

[Print/View Receipt](#)

[Print/View Summary](#)

1702 W RIDENBAUGH ST, Boise ID

PLM20-
02757

[View Receipt](#)

[View Summary](#)

[Copy Record](#)

ELE20-
02299

[View Receipt](#)

[View Summary](#)

[Copy Record](#)

[Print/View Receipt](#)

[Print/View Summary](#)

Figure 69 Payment Confirmation Page

Applying for Permits and Licenses

To apply for a permit or license, complete the following steps.

1. Log in to the City of Boise's Permit and License system.
2. At the top of the screen, click **Home**.

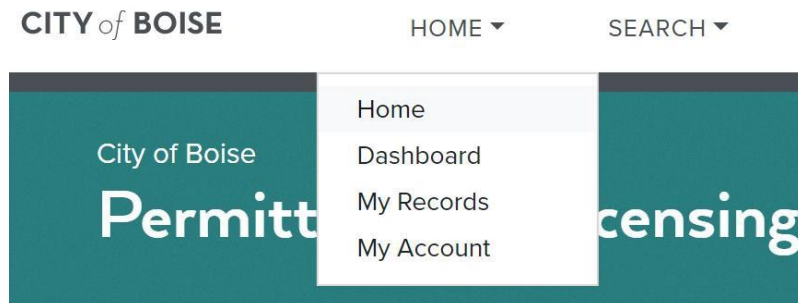


Figure 70 Home Tab

3. Locate and click **Create Application** for the permit or license that you wish to obtain.

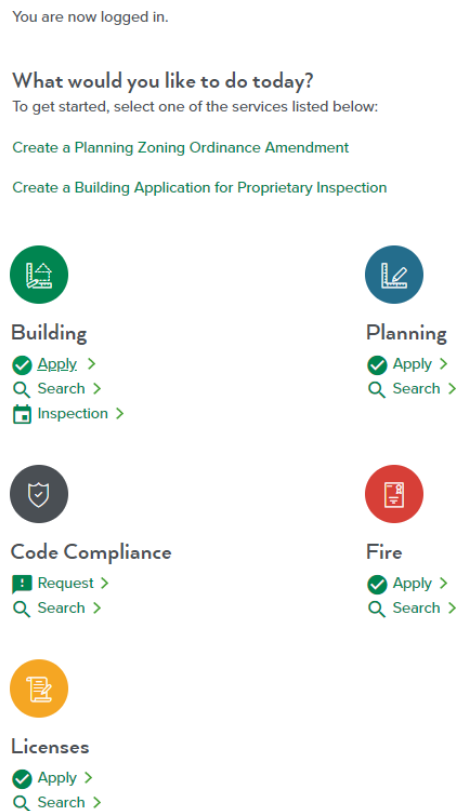


Figure 71 Home Page Quick Menus

Read and Accept the General Disclaimer and click **Continue Application**.

Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer

While the City of Boise attempts to keep its Web information accurate and timely, the City of Boise neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Boise as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited without the prior written permission of the City of Boise.

☒ I have read and accepted the above terms.

Continue Application

Figure 72 Online Application General Disclaimer

4. Select the Record Type you wish to apply for:
 - a. Click the arrow next to the desired category to expand the list.
 - b. Click the circle next to the desired application type to select it.
 - c. Click **Continue**.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

▶ Commercial Building Permits

▶ Residential Building Permits

▼ Electrical, Mechanical, and Plumbing Permits

☐ 420-540-Plumbing

☐ 422-542-Mechanical

☐ 424-544-Electrical

▶ Fire Plan Review Permits

▶ Grading Permits

Continue »

Figure 73 Record Type Filters

Application Form

You will be redirected to the "Agreement" tab. For this example, a plumbing permit was requested (see above). The information displayed in the cart reflects this.

Agreement Tab

Under "Agreements" click to select who is doing the work and click **Continue** to proceed. (NOTE: If not ready to proceed, you can click **Save and resume later**.) For our purposes, click **Continue**.

420-540-Plumbing

1 Agreement	2 Project Location	3 Contacts	4 Project Details	5 Review	6	7
-------------	--------------------	------------	-------------------	----------	---	---

Step 1:Agreement>Page 1 of 1

Attention Homeowner:

Per State of Idaho Statute, a license is not required for a homeowner performing plumbing work on their own residence. If you **hire a contractor** to perform any work, they will need to obtain their own permit for the work they are performing.

For more information on the State statute visit the following link: <https://dbs.idaho.gov/rules/current.html>

* indicates a required field.

Project Details

Agreements

*Who is doing the work on this permit?:

Homeowner

By checking the box below, I agree that I have read and understand the requirements above. I am the property owner and will be performing all work related to this permit.: *



Name: *

John Doe

Date Signed: *

07/02/2020



[Continue »](#)

[Save and resume later](#)

Figure 74 Project Details Page 1

Project Location Tab

Enter the project "Address" and click **Search**. If available, the address and all related information will populate the rest of the fields. If not available, you will need to enter it manually. Click **Continue**.

420-540-Plumbing

1 Agreement	2 Project Location	3 Contacts	4 Project Details	5 Review	6	7
-------------	--------------------	------------	-------------------	----------	---	---

Step 2:Project Location>Page 1 of 1

* indicates a required field.

Address

*Street No.:	*Street Name:	Street Type:
150	CAPITOL	BLVD
Direction:	Unit Type:	Unit No.:
N	--Select--	
*City:	*State:	
Boise	ID	

Parcel

*Parcel Number:

Legal Description:

Figure 75 Project Location Page 2

Owner Section

Scroll down to the **Owner Section**, enter any required information, and then click on

Owner

Please enter the phone number and/or email address of the Primary Owner prior to continuing to the next step.

Owner Name:



CITY OF BOISE

Address Line 1:

PO BOX 500

City:

BOISE

State:

ID

Zip:

83701

Phone:

E-mail:

[Continue »](#)

[Save and resume later](#)

Figure 76 Owner Section

Contacts Tab

In the Contact List Page, **Select the Contact** will select a Contact loaded within your account. **Add New Contact** will add a new contact to the Permit.

420-540-Plumbing

1 Agreement	2 Project Location	3 Contacts	4 Project Details	5 Review	6	7
-------------	--------------------	-------------------	-------------------	----------	---	---

Step 3: Contacts > Page 1 of 1

*Indicates a required field.

Contact List

Contact Information

Please specify the Applicant. If there are additional Authorized Representatives or contacts related to this case, please specify them here.

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type Minimum
 ⚠ Applicant 1

Select a Contact

Add New Contact

Showing 0-0 of 0

Full Name	Organization Name	Contact Type	Work Phone	Fax	E-mail	Action
-----------	-------------------	--------------	------------	-----	--------	--------

No records found.

Figure 77 Contact List Page 1 of 2

Contact Selection

Click the **Select a Contact** to enter a contact that is on your account.

Select Contact from Account

×

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

	Category	Type	Name
☐	Associated Contact	Applicant	Jane Doe
☐	Associated Contact	Authorized Representative	John Doe
☐	Associated Owner		CITY OF BOISE

Continue

Discard Changes

Figure 78 Select a Contact from Account

Select Contact from Account

Enter your "Contact Information" and click **Continue**.

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

	Category	Type	Name
☐	Associated Contact	Applicant	Jane Doe
☐	Associated Contact	Authorized Representative	John Doe
☐	Associated Owner		CITY OF BOISE

ContinueDiscard Changes

Figure 79 Account Contact

Once you select a preloaded Contact by checking the Radio Button to the left, you can select the green **Continue** button at the bottom.

☒

Associated
Owner

CITY OF BOISE

Continue

Discard Changes

Figure 80 Contact Changes

Type of Contact

You will have to select the type of Contact from the drop down and then click on the **Continue** button once again.

Figure 81 Contact Type Dropdown

Contact Information Page

Contact Information Page will display confirming the contact information. Click **Continue** at the bottom, **note:** All required Fields need are listed with a red Asterisk.

Figure 82 Contact Information Input

Contact Added

Your Contact information now displays on the "Contacts" page.

Required Contact Type

Minimum

✓ Applicant

1

Select a Contact

Add New Contact

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Organization Name	Contact Type	Work Phone	Fax	E-mail	Action
CITY OF BOISE	CITY OF BOISE	Applicant			permits@cityofboise.org	Edit Delete

Figure 83 Contact added to Application

Professional Contacts Section

If you have a professional Contact to add, Click **Look Up** to search for "Professional Contact" information.

Professional Contacts List

Attention Homeowners:

If you are a homeowner completing your own work, please skip this section. If you have hired a licensed contractor to complete this work, they must apply for their own plumbing permit.

To add a professional contact you are associated with, click the Select from Account button. To edit details on a professional contact, click the Edit link. To find a professional contact, click the Look Up button.

Look Up

Look Up

Showing 0-0 of 0

	Professional Number	Professional Type	Contact Name	Business Name	Home Phone	Action
No records found.						

Continue »

Save and resume later

Figure 84 Professional Contact Section

Professional Contact Look Up

Fill out the Information to look up a Professional Contact. To conduct a General search, enter the City and State fields. Enter known information to search for the professional contact to narrow down your search.

Look Up License

×

Professional Type:	State License Number:		
-Select-			
First:	Middle:	Last:	Main Phone:
Name of Business:	Business License #:		Mobile Phone:
Address Line 1:			
City:	State:	Zip:	Email
Boise	ID		
Look Up	Clear	Discard Changes	

Figure 85 Professional Contact Search

Professional Look Up Results

Click on the Green **Look Up** Button to run the search and a list of Search Results will Appear. Select the correct Contractor and Then click on the Green **Select** button at the bottom.

Your Professional Contact information now displays on the "Contacts" page.

Look Up License

Notice:

Only the permitted License Types in this application are displayed below.

Revise Search

Search results:

Showing 1-10 of 99

☐	License Number	License Type	Business Name
☒	AR-1037	ARCHITECT	
☐	AR-1040	ARCHITECT	
☐	AR-1043	ARCHITECT	
☐	AR-1113	ARCHITECT	
☐	AR-1114	ARCHITECT	
☐	AR-1118	ARCHITECT	

Figure 86 License Number Search

A. Click on the green **Continue** button

Look Up License

☐	AR-1040	ARCHITECT
☐	AR-1043	ARCHITECT
☐	AR-1113	ARCHITECT
☐	AR-1114	ARCHITECT
☐	AR-1118	ARCHITECT
☐	AR-11708	ARCHITECT
☐	AR-1179	ARCHITECT
☐	AR-1181	ARCHITECT
☐	AR-1237	ARCHITECT

< Prev 1 2 3 4 5 6 7 8 9 10 Next >

Continue Discard Changes

Figure 87 License Lookup Search Submit

Professional Contact Added

Your professional Contact at has been added, to remove, simply click delete. You may also select edit to change a detail. When ready click **Continue** at the bottom to advance to the next page.

Professional Contacts List

Attention Homeowners:

If you are a homeowner completing your own work, please skip this section. If you have hired a licensed contractor to complete this work, they must apply for their own plumbing permit.

To add a professional contact you are associated with, click the Select from Account button. To edit details on a professional contact, click the Edit link. To find a professional contact, click the Look Up button.

Look Up

✓ Professional contact added successfully.

Showing 1-1 of 1

Professional Number	Professional Type	Contact Name	Business Name	Home Phone	Action
AR-1037	ARCHITECT	PAT WALSH		2083458872	Edit Delete

Continue » **Save and resume later**

Figure 88 Professional Contact Added

Project Details: Associated Records

Enter "Project Details" and click **Continue**.

420-540-Plumbing

1	2 Project Location	3 Contacts	4 Project Details	5 Review	6 Pay Fees	7
---	--------------------	------------	-------------------	----------	------------	---

Step 4:Project Details>Page 1 of 2

If this permit application is associated with an active permit but you do not know the Permit Number (BLD00-00000 or GRD00-00000), please use our [Search page](#) to look up active permits by address or parcel.

The associated permit must be issued before this permit application can be submitted. If you receive a message stating that the other permit has not yet been issued, you can save this application and submit at a later date.

* indicates a required field.

Project Details

Associated Records

 ☐ Yes ☒ No

Is there an active permit associated with this plumbing permit?:

[Continue »](#) [Save and resume later](#)

Figure 89 Enter Project Details Fields

Project Details: Detail Information

Enter additional information in Detail Information Page 2 of 2. Start with the Project Name and Scope of Work Fields.

420-540-Plumbing

1	2 Project Location	3 Contacts	4 Project Details	5 Review	6 Pay Fees	7
---	--------------------	------------	-------------------	----------	------------	---

Step 4:Project Details>Page 2 of 2

* indicates a required field.

Detail Information

Please provide details such as location (suite, floor, wing, etc.) and description of work being done.

*Project Name:

Bathroom Fixture

*Scope of Work:

Fixture Change

Figure 90 Project Details Scope of Work

Project Details: General Information

Further down the project details, Type of work fields will need to be filled out as required by the red asterisks.

Project Details

General Information

*Type of Work:

* ☐ Yes ☒ No

Permit Only for Water, Sewer, and/or Backflow Preventer (Sprinkler System):

* ☐ Yes ☒ No

This project will disturb more than 10 cubic yards of soil:

Certificate of Value

*Initial Value:

Figure 91 Project Details Type of Work

- Once the General Information Radio Buttons have been filled out. Click on the Continue Button at the Bottom.

NFPA 13D Fire Sprinkler service with a backflow assembly: ☐ Yes ☐ No

Residential Lawn Sprinkler Supply through the Backflow: ☐ Yes ☐ No

Sewer Service Only: ☐ Yes ☐ No

Steam Shower System including the required backflow: ☐ Yes ☐ No

Thermal Solar Heating System: ☐ Yes ☐ No

Water Service Only: ☐ Yes ☐ No

Water and Sewer Service Combination: ☐ Yes ☐ No

Continue »

Save and resume later

Figure 92 Project Details: Questions Y/N

Review Page

Review the information you have entered. Each “tab” of the cart is now a section on this page. Carefully review the details in each section.

- a. Click **Edit** next to a section to make changes, if needed.

420-540-Plumbing

1	2	3	Contacts	4	Project Details	5	Review	6	Pay Fees	7	Submitted
---	---	---	----------	---	-----------------	---	--------	---	----------	---	-----------

Step 5:Review

Continue »

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

420-540-Plumbing

Project Details

Agreements

Edit

Who is doing the work on this permit?:

Homeowner

Figure 93 Review Page

- b. After reading the state Statute, check the “by checking this box” checkbox to accept responsibility.

c. Click **Continue**

Per State of Idaho Statute:

A license is not required for a homeowner performing Plumbing work on their primary or secondary residence. If you hire a contractor to perform any work, they will need to obtain their own permit for the work they are performing.

A preliminary conference inspection is recommended for homeowners performing their own work.

☒ By checking this box:

Date: 07/06/2020

1. The undersigned is the owner of the indicated property or acting as the owner's authorized representative.
2. The undersigned declares that the above provided information is true and accurate, and acknowledges that failure to provide true and accurate information may result in rejection of this application, possible revocation of the permit where wrongfully issued and subject the undersigned to any applicable penalties.
3. The checked box represents a digital signature for all legal purposes as allowed by **Idaho Code (Uniform Electronic Transactions Act)**.

Continue »

Save and resume later

Figure 94 State Statute

Permit Fee Payment

- The "Pay Fees" tab will now display. Note that once the application is reviewed, there may be additional fees. Click **Check Out**.

of Boise

Permitting and Licensing

Logged in as:jbumorrisroe My Projects (0) Cart (0) Account Management Logout

Search Records...

420-540-Plumbing

1

2

3 Contacts

4 Project Details

5 Review

6 Pay Fees

7 Submitted

Step 6:Pay Fees

Listed below are preliminary fees based upon the information you've entered. Once the application has been reviewed by staff, there may be additional fees applied.

Application Fees

Fees	Qty.	Amount
PLM Permit Fee - New Res Under 1500	1	\$130.00

TOTAL FEES: \$130.00

Note: Once the application has been reviewed by staff, there may be additional fees applied.

Check Out »

Figure 95 Record Fee Page

6. If there were multiple items on this list, you would now select the item(s) to pay. Click **Check Out** again.

Cart

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
----------------------	-----------------------	----------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be removed from the cart by using the Edit Cart option.

PAY NOW

150 N CAPITOL BLVD, Boise ID

1 Application(s) | \$130.00

▸ 420-540-Plumbing
20TMP01421

Total due: \$130.00

Total amount to be paid: \$130.00

Note: Once the application has been reviewed by staff, there may be additional fees applied.

Checkout

Edit Cart

Continue Shopping

Figure 96 Shopping Cart Confirmation

7. Select “Payment Options” and click **Submit Payment**. You will be prompted to enter credit card or bank account information.

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
----------------------	-----------------------	----------------------------

Step 2:Payment information

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card
- Bank Account

Select your payment type below. You will be redirected to our secure payment processor, **Paystation**© to complete your payment.

Planning and Building Applicants: All fees collected through Planning and Development Services (PDS) are subject to a convenience fee. Bank account payments are charged a flat rate fee of \$0.85. Credit card payments will be charged a 2.28% fee.

* Indicates a required field.

Payment Options

Amount to be charged: \$130.00

- ☐ Pay with Credit Card
- ☒ Pay with Bank Account

Submit Payment

Figure 97 Payment Information Page

- You will be directed to the Third Party Pay station site. Input all the payment information.



Process Payment

Alright, we've got your payment amount as below. If that looks right, please enter your payment information. If not, [click here to exit this process.](#)

Payment Amount: \$130.00

Full Name (As it appears on your card or bank account)

John Doe

Street Address

150 N Capitol Blvd

City

BOISE

State

Idaho

Zip

83709

Please select your Payment method.



- ☒ Checking ☐ Savings
☒ Consumer ☐ Business

John Doe 150 N Capitol Blvd BOISE, ID, 83709		DATE: 7/6/2020
PAY TO THE ORDER OF <u>The City of Boise</u>		
		\$ 130
<u>One hundred Thirty Dollars and Zero Cents</u>		DOLLARS
Routing Number	Account Number	

Figure 98 PayStation Page

- At the Bottom of the Page, after agreeing with Terms and Conditions and Convenience fees, click on the green **Confirm Payment** button.

10. The Confirmation Page will display the following note: "Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records."

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
----------------------	-----------------------	----------------------------

Step 3:Receipt and Confirmation

Receipt

Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.

Print/View Receipt

Print/View Summary

150 N CAPITOL BLVD, Boise ID

PLM20-
00214

View Receipt

View Summary

Copy Record

Print/View Receipt

Print/View Summary

Figure 99 Payment Confirmation Page

Manage Your Account

To manage your account information, click **Account Management**.

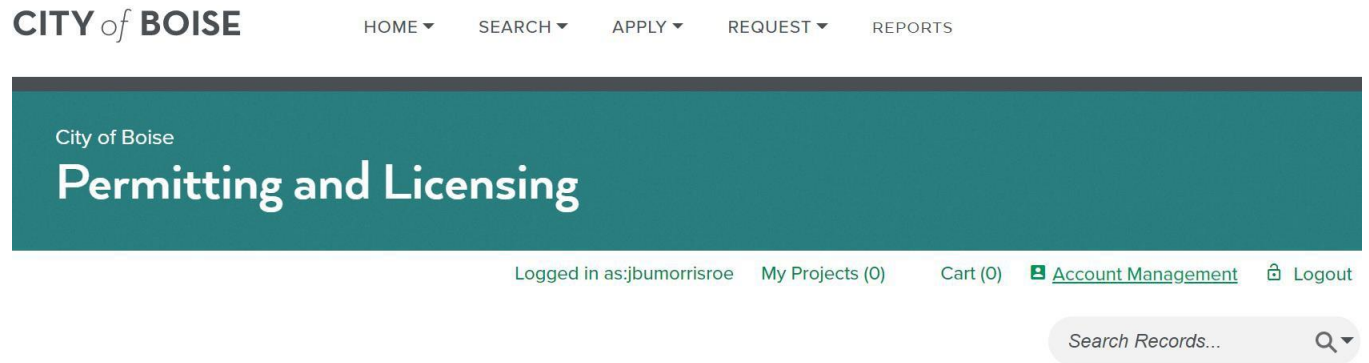


Figure 100 Manage Account Link

The “Manage your Account” screen displays. From here you can:

Edit your Login information

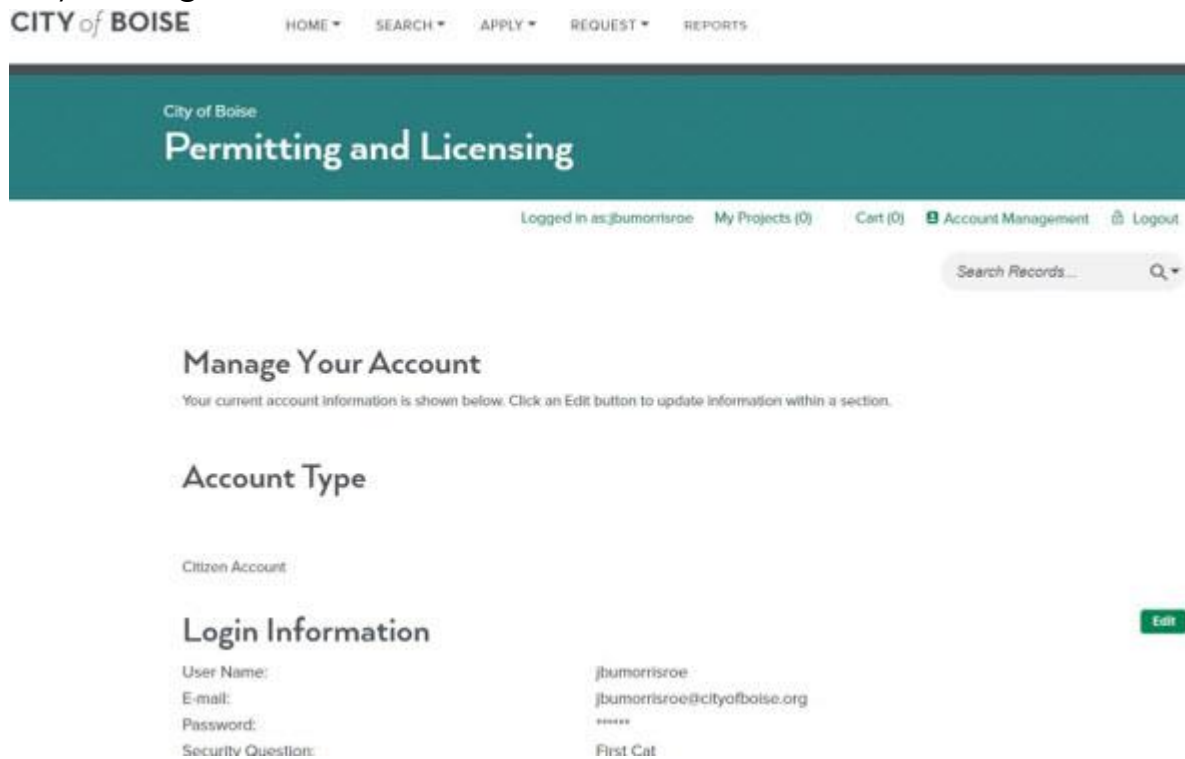


Figure 101 Account Page

Add or Edit License information

License Information

[Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action
No records found.					

Figure 102 License Information section

Add or Edit Contact information

Contact Information

Showing 1-2 of 2

First Name	Middle Name	Last Name	Business Name	Contact Type	Address Line 1	City	State	ZIP Code	Action
Christina		Prado		Applicant	150 N Capitol Blvd	Boise	ID	83702	Actions
Joe		Bu Morrisroe		Authorized Representative	City Hall	Boise	ID	83709	Actions

Figure 103 Contact Information Section

Add or remove Attachments

Attachments

The maximum file size allowed is **1000 MB**.

html;htm;mht;mhtml are disallowed file types to upload.

View People Attachments

View Record Attachments

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
No records found.										

[Add](#)

Figure 104 Attachments Section

Assign Delegates

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account	Action
No records found.						

Delegates

[Add a Delegate](#)

People who can access my account

None

People whose account I can access

None

Figure 105 Delegates Section

License Information

License Information

[Add a License](#)

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action
No records found.					

Figure 106 License Information Account Section

By clicking on the green **Add a License** button you may enter a License type and a Valid State License Number that will be associated to your Account. This will enable the License to be used towards future permit and record applications.

Updating Your Account: Adding a License:

By adding a professional license you may gain access to additional features in the City of Boise's Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to be added to your citizen account. If your license does not display, contact the City of Boise.

In certain circumstances, such as license-right by proxy through an employer, even after identifying your license(s), an Agency employee must perform additional validation. In these cases, **your access to certain features of the City of Boise's Citizen Portal may be limited pending approval.**

* indicates a required field.

License Information

*License Type:	*State License Number:
--Select--	
Find License	

Figure 107 Add a License Page

Contact Information

In the contact section you may choose to enable or edit an existing contact. Using the Actions drop down, there are various options. To add a contact, when starting a new permit refer to the "add a contact" Instructions

Contact Information

Showing 1-2 of 2

First Name	Middle Name	Last Name	Business Name	Contact Type	Address Line 1	City	State	ZIP Code	Action
Christina		Prado		Applicant	150 N Capitol Blvd	Boise	ID	83702	Actions ▾ View Remove Set as Account Owner
Joe		Bu Morrisroe		Authorized Representative	City Hall	Boise	ID	83	

Figure 108 Contact Section Options

Delegate Access to your Account

If desired, you can give someone else access to your City of Boise account. They will then be able to access **all** the areas you select when you set up the access. It is important to note that this individual will be able to do anything you can do, so keep this in mind when selecting the areas, they can use.

To add a delegate, complete the following steps.

1. On the main screen, click **Account Management**.



Figure 109 Delegate Access Section

2. Scroll down to the “Delegates” section and click **Add a Delegate**.

Delegates

Add a Delegate

People who can access my account

None

People whose account I can access

None

Figure 110 Add a Delegate button

3. Enter the "Name" and "E-mail Address" of the person you wish to delegate access to.

Add a Delegate

Enter the name and email address of the person to whom you would like to grant delegate access to your account.

* Name

* E-mail Address

Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories (**Change**)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

☐ Create Applications in all categories

Change

☐ Renew Records in all categories

Change

☐ Amend Records in all categories

Change

☐ Manage Inspections in all categories

Change

☐ Manage Documents in all categories

Change

☐ Make Payments in all categories

Change

Add Personal Note

Remove Personal Note

☐ I'm not a robot

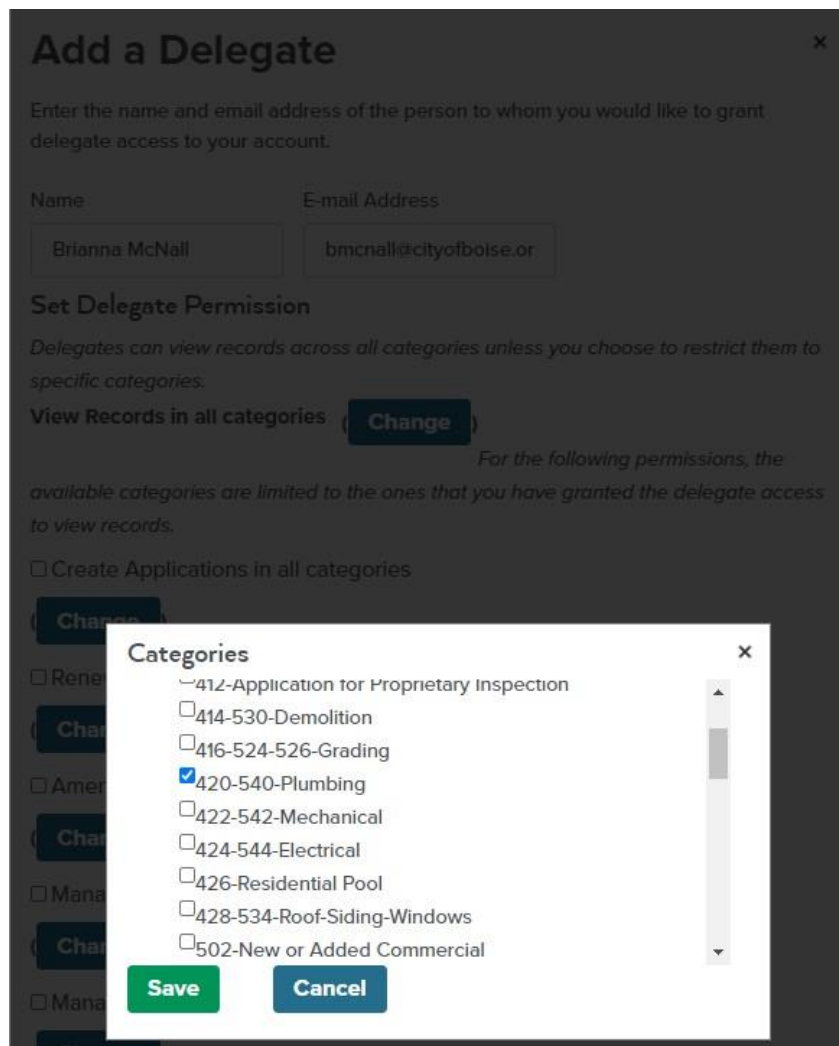

reCAPTCHA
Privacy - Terms

Invite a Delegate

Cancel

Figure 111 Add a delegate option

4. Read the “Set Delegate Permission” description to understand that delegates can view records across all categories, unless you choose to restrict them to specific categories by unselecting the categories that you don’t want them to access.
5. The default setting is to grant permission to view records in all categories. If you don’t want to grant this level of permission,
 - a. Click **(Change)**.
 - b. Unselect any items that you don’t want to grant access to.
 - c. Click **Save**.



Add a Delegate [X]

Enter the name and email address of the person to whom you would like to grant delegate access to your account.

Name: Brianna McNall E-mail Address: bmcnall@cityofboise.or

Set Delegate Permission

Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories (**Change**)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

☐ Create Applications in all categories (**Change**)

☐ Renew (**Change**)

☐ Amer (**Change**)

☐ Mana (**Change**)

☐ Mana

Categories [X]

- ☐ 412-Application for Proprietary Inspection
- ☐ 414-530-Demolition
- ☐ 416-524-526-Grading
- ☒ 420-540-Plumbing
- ☐ 422-542-Mechanical
- ☐ 424-544-Electrical
- ☐ 426-Residential Pool
- ☐ 428-534-Roof-Siding-Windows
- ☐ 502-New or Added Commercial

Save **Cancel**

Figure 112 Delegate Categories

6. Carefully review each of the items listed here and click **(Change)** if you wish to change the default access.

☐ Create Applications in Building
(**Change**)

☐ Renew Records in Building
(**Change**)

☒ Amend Records in Building
(**Change**)

☐ Manage Inspections in Building
(**Change**)

☒ Manage Documents in Building
(**Change**)

☐ Make Payments in Building
(**Change**)

Add Personal Note **Remove Personal Note**

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Invite a Delegate **Cancel**

Figure 113 Delegate Permissions

7. Add a personal note, if desired.

Add Personal Note **Remove Personal Note**

Add Personal Note

☐ I'm not a robot 
reCAPTCHA
Privacy - Terms

Invite a Delegate **Cancel**

Figure 114 Delegate Notes

8. Complete the CAPTCHA process, and then click **Invite a Delegate**.

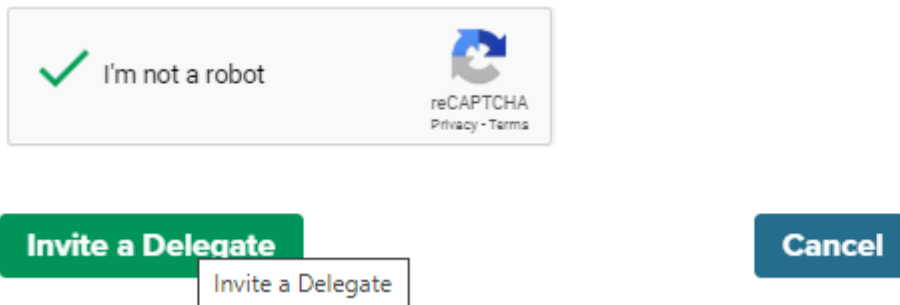


Figure 115 Delegate Invitation Confirmation

9. The invitation will display in the "Delegates" section of your "Account Management" screen. This message indicates that an email has been sent to the person you have invited.

Delegates

People who can access my account

Jim Doe (bmcnall@cityofboise.org)

Invitation sent on 07/06/2020

[Add a Delegate](#)

People whose account I can access

None

[Add a Delegate](#)

[View Invitation](#)

Figure 116 Delegate Invitation List

Adjusting a Pending Delegate Invitation

To adjust a pending invitation, complete the following steps.

1. In the Delegates section of the “Manage your Account” screen, click **View Invitation**.

Delegates

Add a Delegate

People who can access my account

Jim Doe (bmcnall@cityofboise.org)

Invitation sent on 07/06/2020

Add a Delegate

View Invitation

View Invitation

People whose account I can access

None

Figure 117 Adjusting a Pending Delegate Invitation

2. The Manage Delegates window opens. Click **(Change)** next to the item you wish to change.

Manage Delegates

Jim Doe (bmcnall@cityofboise.org)

Invitation sent on 07/06/2020

Allow this delegate access to the following

View Records in Building (**Change**)

☐ Create Applications in Building

(**Change**)

☐ Renew Records in Building

(**Change**)

☒ Amend Records in Building

(**Change**)

☐ Manage Inspections in Building

(**Change**)

☐ Manage Documents in Building

(**Change**)

☐ Make Payments in Building

(**Change**)

Save Changes **Cancel**

Figure 118 Manage Delegate Roles

3. Unselect the checkboxes and click **Save**.

TIP: If the highest-level checkbox is selected, it selects all the checkboxes within that category.

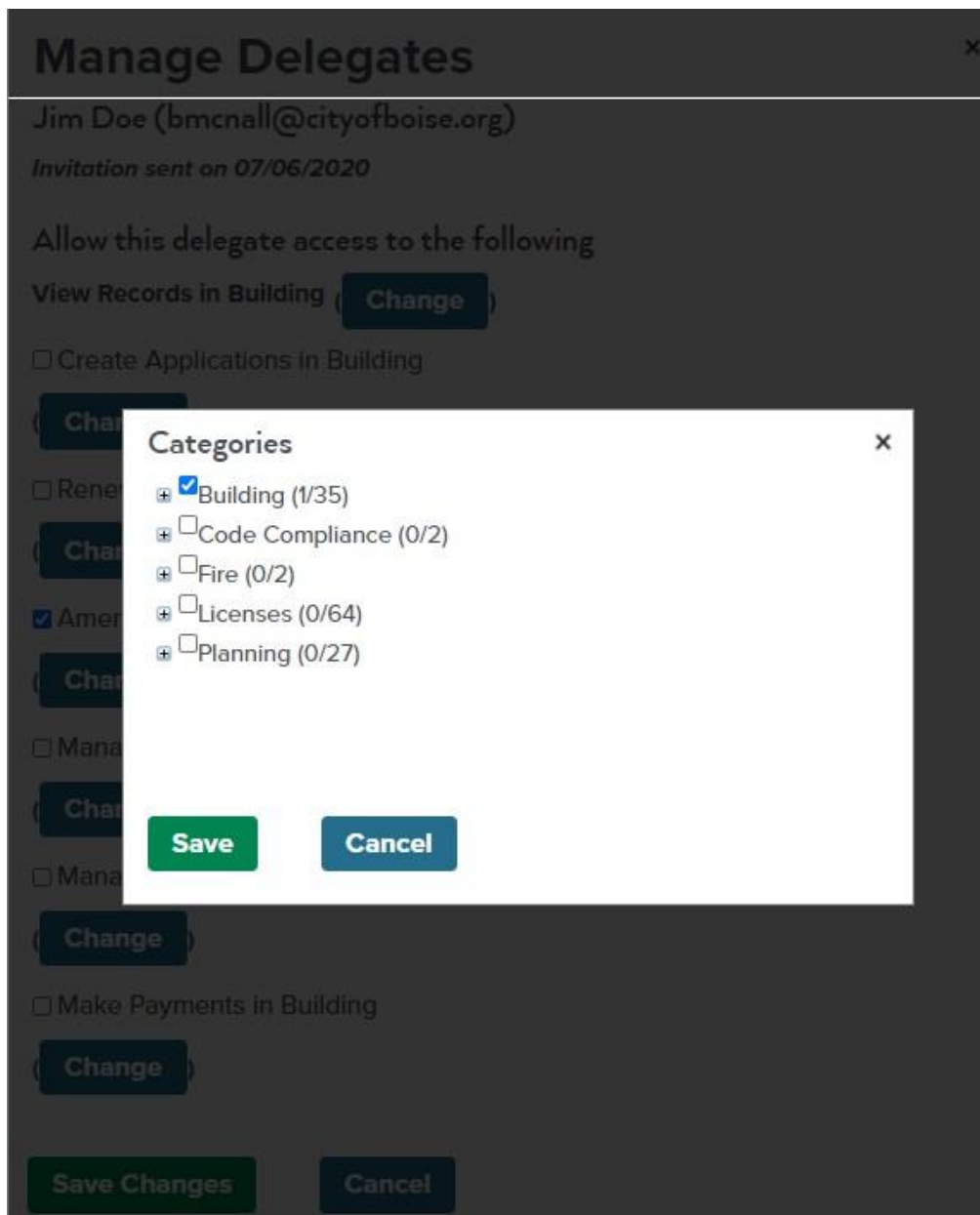


Figure 121 - Manage Delegate Categories

Removing Delegate Access to your Account

To remove a delegate, return to your Account management and under actions, there will be an option to remove the Delegate.

Delegates

Add a Delegate

People who can access my account

Justin (jvanderbilt@cityofboise.org)
Invitation sent on 03/11/2020

Add a Delegate

View Invitation

People whose account I can access

jbumorrisroe (jbumorrisroe@cityofboise.org)
Last accessed account on 07/07/2020

Actions ▾

View Permissions

Remove

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