



PLANNING AND DEVELOPMENT SERVICES

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

CITYOFBOISE.ORG/PDS | P: 208-608-7070 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Record No.:

For Office Use Only

502-New or Added Commercial

Address

Street No.: Direction: Street Name: Street Type: Unit Type: Unit No.:

City: State: Zip Code: Zoning District:

Parcel Number: Additional Parcel Numbers:

Applicant Information Primary Contact

First Name: Last Name: Company:

Address: City: State: Zip Code:

Email: Main Phone: Cell Phone:

Representative Information Primary Contact Same as Applicant?

First Name: Last Name: Company:

Address: City: State: Zip Code:

Email: Main Phone: Cell Phone:

Owner Information Primary Contact Same as Applicant?

First Name: Last Name: Company:

Address: City: State: Zip Code:

Email: Main Phone: Cell Phone:

Project Information

Project Name (if applicable):

Scope of Work:

Project Details

Associated Records

Is there an existing permit associated with this project?: - This could be a Shell and Core Building permit, a Grading permit, or another associated permit for earlier work.

Yes No

Associated Permit Number: - Providing an associated permit number will link the two permits together for ease of tracking, fee payment, and project management. If you do not know the Permit Number, please search for the number prior to submitting. Please enter only 1 (one). Additional numbers can be added into the Scope of Work.

Property Information

Property in Historic District:

Yes No

Property In Hillside:

Yes No

Property In Wildland Urban Interface (WUI):

Yes No

Property In Design Review Zone:

Yes No

Property In Floodplain:

Yes No

General Information

Account Number:

Does this application include more than one building: -

Multiple commercial buildings being constructed on a single parcel as part of the same project can be submitted together on a single 502 application. Individual permits will be generated for each building, and Fees, Inspections, Permits, and Certificates of Occupancy will be attached to each separate building.

Yes No

Total Number of Buildings:

Type of Permit:

Carport Deck Facilities Permit Fence
 Fire Damage Foundation Garage
 Manufactured Building New Structure Patio
 Shell Framing Only Shell Only Site Work Slab
 Solar Panel Storage Telecommunications Towers
 Other

Type of Use:

Commercial Daycare Education Hotel
 Medical Office/Hospital Motel
 Multiple Family Dwelling Office
 Public/Government Religious Carport
 Garage Industrial Storage

Type of Work:

Alteration New Repair Addition

Type of Construction:

IA IB IFR IIA IIB IIIA IIIB
 IVHT VA VB IVA IVB IVC

Second Type of Construction:

IA IB IFR IIA IIB IIIA IIIB
 IVHT VA VB IVA IVB IVC

Third Type of Construction:

- IA IB IFR IIA IIB IIIA IIIB
- IVHT VA VB IVA IVB IVC

Number of Stories:

Building Height: - Ft.

Existing Building Area: - Sq.Ft.

New Building Area: - Sq.Ft.

Total Building Area: - Sq.Ft.

Preliminary Plan Review Has Been Conducted:

- Yes No

Plans Examiner Name:

Fire Alarm System Present:

- Yes No

Building is Fully Sprinklered:

- Full No Partial

Location of Sprinklers:

Fire Flow: - GPM

Residual Pressure: - PSI - Please review the Fire Flow Document provided by the water supplier for the Pressure rating. For SUEZ area Customers, you can visit the Request for Fire Flow Page.

Sprinklers are used for Allowable Area Increase:

- Yes No

Sprinklers are used for Story Increase:

- Yes No

Sprinklers are used for Fire-Resistive Substitution:

- Yes No

Other Sprinkler Use:

Project includes High Pile Storage:

- Yes No

Project Requires Operational Permit(s):

- Yes No

Explain Operational Permit(s):

Erosion & Sediment Control

Erosion and Sediment Control Project Type:

- Single Family Home/Duplex Multifamily/Apartment
- New Commercial Building
- Subdivision Site Development (Grading w/ Utilities)
- Demolition Staging/Stockpiling
- Major Tenant Improvement (>1000 Sq. Ft.)
- Minor Tenant Improvement (200–1000 Sq. Ft.)
- Parking Lot/Pathway/Site Work Utility Trenching
- Grading Residential Addition Other

Approximate Acres Disturbed: - Acres

Responsible Person Name:

Responsible Person License Number:

Building Stories

Provide the square footage and occupancy information for each story of each building.

Story	Basement	Existing Square Footage	New Square Footage	Total Square Footage
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Building Occupancy

List each occupancy classification for the building and indicate which floors the occupancy applies to.

Occupancy Group	Occupant Load	Floor Load	Applicable Building Stories

Planning

Please list any Planning approvals associated with this project.

Design Review Number:

Historic Preservation Number:

Conditional Use Number:

Zoning Certificate Number:

Other Case Number:

Impact Fees

Impact Fee unit ranges have been updated as of May 6, 2022. If you experience any errors due to these changes, please contact Brianna McNall at (208)608-7063 or Joe Bu Morrisroe at (208)608-7114.

Type of Development:

Office Retail Industrial

Mixed Use:

Yes No

Changed Use:

Yes No

New Assisted Living Units:

Yes No

New Residential Units:

Yes No

Number of Residential Units 700 Sq. Ft. or Less:

Number of Residential Units 701-1400 Sq. Ft.:

Number of Residential Units 1401-2100 Sq. Ft.:

Number of Residential Units 2101-2800 Sq. Ft.:

Number of Residential Units 2801 Sq. Ft. or More:

Impact Fee Exemptions

Filing a Request for the City Impact Fee Exemption: - Would you like to file a request for the City Impact Fee exemption? If yes, complete the section below and include any supporting documents. If no, city impact fees will be applied.

Yes No

Remodeling or repairing a structure which does not increase the number of square footage or residential units.:

Placing a temporary construction trailer or office on a lot.:

Adding uses that are typically accessory to residential uses, such as tennis courts or clubhouses, unless it can be clearly demonstrated that the use creates a significant impact on the infrastructure capacity of the Parks and Recreation, Fire, and Police Departments.:

Rebuilding the same amount of floor space of a structure destroyed by fire or other catastrophe, provided the structure is rebuilt and ready for occupancy within two (2) years of destruction.:

Replacing a residential unit, including a manufactured home, with another residential unit on the same lot, provided the number of residential units does not increase:

Constructing an addition on a residential structure which does not increase the number of residential units.:

To Learn more about Solid Waste requirements, please visit the [Quick Guide](#).

Solid Waste

How will trash and recycling containers be stored:

Alley Service (If Available) Individual Cart
 (s) Stored in Garage Internal Solid Waste Room(s)
 Standard Enclosure

Certificate of Value

Initial Value: - Dollars - Used to calculate fees for the Structural permit. Project Value is the total value of all construction work for which the permit is issued (including overhead and profit), as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment.

Will the owner be supplying any equipment?:

Yes No

Electrical Value: - Total value of all work performed (including overhead and profit) on the job, including the electrical contract and change orders.

Will the owner be supplying any Electrical equipment?:

Yes No

Mechanical Value: - Total value of all work performed (including overhead and profit) on the job, including the mechanical contract and change orders.

Will the owner be supplying any Mechanical equipment?:

Yes No

Plumbing Value: - Total value of all work performed (including overhead and profit) on the job, including the plumbing contract and change orders.

Will the owner be supplying any Plumbing equipment?:

Yes No

Fire Sprinkler Value: - This is the total value of any fire sprinkler system installations on this project.

Fire Sprinkler Work:

- Modification to existing system
- New system in existing building
- New system in new building

Fire Alarm System Value: - This is the total value of any alarm system installations on this project.

Fire Alarm Work:

- Addition
- New System
- Remodel

I certify that the Values and Scope of Work given is the most accurate available at this time:

Energy Efficiency Incentive Programs

Your project may qualify for an energy efficiency incentive program from Idaho Power. For more information visit their website: IdahoPower.com/EnergyEfficiency. To find a customer service rep for your area, call their Customer Service Center at 208-388-2860.

Verification of Legal Lot or Parcel Status

Acceptance of this application does not validate the legal status of any lot or parcel. Prior to submitting for a Building Permit you must have a Verification of Legal Parcel Status form signed by the Boise City Subdivision division. It is the applicant's responsibility to provide deeds and/or other documentation to the Subdivision division. See Verification of Legal Lot or Parcel Worksheet for submittal requirements.

Required Documentation and Drawings

See [New Commercial/Commercial Additions Plan Intake Submittal Checklist](#) for requirements. Staff will perform a review for completeness prior to accepting New Commercial/Commercial Addition applications.

By signing below:

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.

Print Authorized Representative or Owner's Name

Authorized Representative or Owner's Signature

Date