



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

518-520-Tenant Improvement

518 – Minor Tenant Improvements (Level 1 & 2) 520 – Major Tenant Improvement (Level 3) 520 – Major Tenant Improvement (Solar Panels Only)

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:

Number of Tenant Spaces:

This application is being submitted for multiple tenant spaces:

Yes No

Type of Permit:

- Carport
 Commercial Photovoltaic and Solar Thermal System
 Deck Facilities Permit Fence Fire Damage
 Foundation Garage Manufactured Building
 Patio Site Work Slab Storage
 Telecommunications Towers
 Tenant Improvement (Existing)
 Tenant Improvement (New) 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 Construction:

- IA IB IFR IIA IIB IIIA IIIB
 IVHT VA VB

Third Type of Construction:

- IA IB IFR IIA IIB IIIA IIIB
 IVHT VA VB

Type of Work:

- Addition Alteration New Repair
 Tenant Improvement (1st Time)

Second Type of Construction:

- IA IB IFR IIA IIB IIIA IIIB
 IVHT VA VB

Tenant Name:

Proposed Use:

Existing Use:

Existing Building Area: - Sq.Ft.

New Building Area: - Sq.Ft.

Total Building Area: - Sq.Ft.

Total Tenant Area:

Will this project increase the square footage of this tenant space:

Yes No

Number of Stories:

Building Height: - 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

Static Pressure: - PSI

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:

High Pile Storage:

Yes No

Operational Permit:

Yes No

Explain Operational Permit:

Erosion & Sediment Control

Project will disturb 2 cubic yards of soil or more: - Any projects that disturb 2 cubic yards of soil or more will require an Erosion & Sediment Control review, permit, and associated fees.

Yes No

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
- Other

Approximate Acres Disturbed: - Acres

Responsible Person Name:

Responsible Person License Number:

Building Stories

Provide the square footage for each story and tenant.

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

Type of Development:

Office Retail Industrial

Changed Use:

Yes No

Mixed Use:

Yes No

New Assisted Living Units:

Yes No

New Residential Units:

Yes No

700 Sq. Ft. or Less:

701-1400 Sq. Ft.:

1401-2500 Sq. Ft.:

2501-3200 Sq. Ft.:

3201 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.:

Certificate of Value

Total Project Value: - 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.

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

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

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

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

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

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

Will the owner be supplying any equipment?:

Yes No

Will the owner be supplying any Electrical equipment?:

Yes No

Will the owner be supplying any Mechanical equipment?:

Yes No

Will the owner be supplying any Plumbing equipment?:

Yes No

Fire Sprinkler Work:

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

Fire Alarm Work:

- Addition
- New System
- Remodel

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.

Required Documentation and Drawings

- [Minor TI Submittal Checklist](#)
- [Major TI Submittal Checklist](#)
- [Commercial Photovoltaic and Solar Thermal Systems Submittal Checklist](#)
- Staff will perform a review for completeness prior to accepting applications

Additional Required Permits

- An erosion and sediment control permit may be required, depending on the scope of project.
- Trade permits for mechanical, plumbing, and electrical work are obtained separately, if applicable.
- Fire alarm and fire sprinkler permits are obtained separately, if applicable.

WARNING: Renovation, repair, and painting projects that disturb lead-based paint in pre-1978 homes, childcare facilities and schools must be performed by an EPA Certified Renovator and specific work practices must be implemented to prevent lead contamination. For more information please call 1-800-424-LEAD [5323] or see www.epa.gov/lead/.

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