





PLANNING AND DEVELOPMENT SERVICES

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

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

Permitting and Licensing Guide: How to Request or Schedule a PDS Inspection Online

Purpose of this Guide is to summarize the process for Registered and Logged [Permitting and Licensing](#) users to request inspections online which can be efficient and save time. Inspection Request or Scheduling can be done 24/7.

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Request Tab

The Request Tab can be found once logged into your [Permitting and Licensing account](#) at the top of the Page.

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

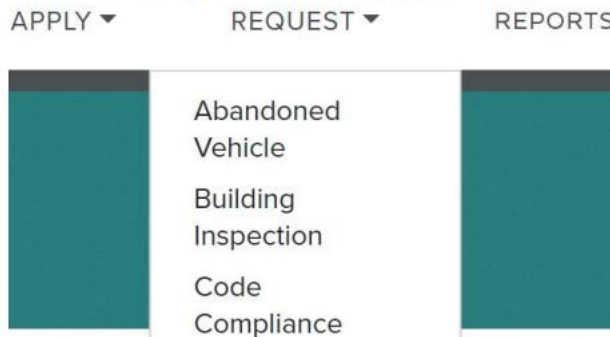


Figure 8 Request Dropdown

Navigate to the Permit by clicking on the Green Permit # Listed on the request Page. **Note:** The Record Status will need to be Issued or Issued Revision Pending.

CITY of BOISE HOME SEARCH APPLY REQUEST REPORTS

City of Boise
Permitting and Licensing

Logged in as: My Projects (2) Cart (0) Account Management Logout

Search? Records... Q

Masks are required in all City of Boise facilities. City hall remains open, but we encourage citizens to make use of our electronic systems whenever possible for their health and safety. To Learn more about how the City of Boise is addressing the pandemic, please visit the Coronavirus (COVID-19) Information Site.

Building

Showing 101-120 of 200+ | Add to My Projects | Add to cart | Copy Record

<input type="checkbox"/>	Date	Record Number	Status	Description	Project Name	Address	Expiration Date	Action
<input type="checkbox"/>	02/02/2022	ELE22-00002	Issued	02.02.2022 REQ 77 Testing	02.02.2022 REQ 77 Testing	317 N LATAH ST, Boise ID 83706, 1		



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Inspections

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

Record PLM20-00214:

420-540-Plumbing

Record Status: Issued

Record Info ▾	Payments ▾	Custom Component
Record Details		
Processing Status	S	
Related Records	permitted in areas that have not yet been appr	
Documents	will occur between 8:00 AM and 12:00 PM. A	
<u>Inspections</u>	Public Works Department inspections must b	
Valuation Calculator	ections at 208-608-7108 and Public Works at	

Figure 37 - Record Info Drop down Inspections Tab



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Schedule or Request your Inspections

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

Record PLM20-00214:

420-540-Plumbing

Record Status: Issued

Record Info ▾

Payments ▾

Custom
Component

Inspections

No inspections are permitted in areas that have not yet been approved or are being

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

Planning Approval & Public Works Department inspections must be scheduled via ph
line for Planning Inspections at 208-608-7108 and Public Works at 208-608-7150 to s

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

There are no completed inspections on this record.

Figure 38 - Record Inspection Page



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- 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.

Schedule/Request an Inspection ×

Available Inspection Types (15)

Show optional inspections

Final

Ground Work

Pressure Test/Gas Piping

Rough-in

Temporary Occupancy

Water and Sewer Service

Water Heater

Water Softener

Backflow Preventer

Boiler

< Prev 1 2 Next >

Continue **Cancel**

Figure 39 - Inspection Type Selection



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- 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 x

To continue, select an appointment date and time range by clicking a link on the calendar below:

<table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th></tr></thead><tbody><tr><td>Sa</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr></tbody></table> <p>Jul 2020</p>	Su	Mo	Tu	We	Th	Fr	Sa								1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	19	20	21	22	23	24	26	27	28	29	30	31	<table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th></tr></thead><tbody><tr><td>Sa</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></tbody></table> <p>Aug 2020</p>	Su	Mo	Tu	We	Th	Fr	Sa												2	3	4	5	6	7	9	10	11	12	13	14	16	17	18	19	20	21	23	24	25	26	27	28	30	31					<table border="1"><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th></tr></thead><tbody><tr><td>Sa</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></tbody></table> <p>Sep 2020</p>	Su	Mo	Tu	We	Th	Fr	Sa												1						6	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28	29	30		
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Available Times for Tuesday, Jul 14 2020

- Morning (8:00 AM - 12:00 PM)
- Afternoon (1:00 PM - 5:00 PM)

Continue

Back

Cancel

Figure 40 - Inspection Date and Time Selection



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- 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 x

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 41 - Inspection Location and Contact Confirmation



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Inspection 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

Cancel Policy:

Figure 42 - Inspection Final Confirmation Page



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- 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

x

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 43 - Inspections Additional Note



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- 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 44 - 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 45 - Record Details Inspection Actions Menu



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- 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 46 - Record Details Inspections Page Completed



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- 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 47 - Inspections Result Comments



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Past Inspection Summary

- 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 48 - 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 49 - Inspections Completed Pass and Final