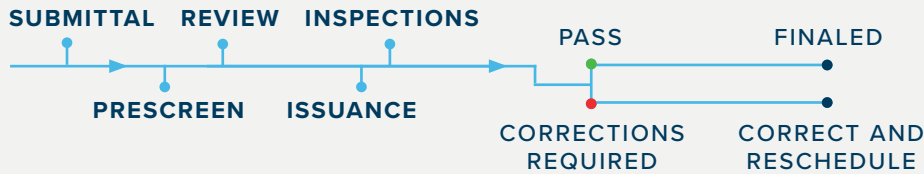


BUILDING PROCESS



DID YOU KNOW?
 Most building applications are submitted electronically. Applicants with questions about their applications should schedule an appointment with a plan reviewer at [PDS Appointments](#).

1. SUBMITTAL: Building application is submitted on the [City of Boise Permitting and Licensing system](#).

Manufactured homes on a Permanent Foundation follow the process for New Residential buildings. Block and Tie installations are issued administratively and do not require plan submittal.

2. PRESCREEN: Intake staff will review the application for completeness and contact applicant for corrections if necessary.

Fees will be assessed and invoiced.

3. REVIEW: Application is reviewed by Finance and any Impact Fees are assessed. Additional reviews and documents may be required.

Subject to additional fees.

4. ISSUANCE: Once reviews are passed and completed, all remaining fees are assessed. Applicant is emailed when the permit is ready for fee payment and issuance. Trade permits are obtained separately.

Fees for the building permit and all other related permits are due prior to issuance.

5. INSPECTIONS: Inspections are scheduled by the applicant or contractor in the [Permitting and Licensing system](#). Trade permits attached to the building permit must be finalized prior to the final building inspection taking place. Inspectors may require corrections.

Re-inspection fees may be charged for repeat trips when not ready.

Corrections Required

Inspections require further corrections. Conditions may be placed.

OR

Pass

All inspections pass and permits are finalized. Project has been approved.