



Commercial Occupancy Evaluation Guide

Introduction

A Certificate of Occupancy is required for all tenants occupying a commercial space. The Certificate of Occupancy is required to be obtained prior to opening the doors for business. This application is utilized when the tenant is moving into a space where no code required upgrades or tenant improvements are required for occupancy.

Applications are submitted online at permits.cityofboise.org using your PDS account. You can elect to submit online using our Electronic Review System (ePlanReview) or submit your application in person at City Hall PDS Office. Upon application, you will receive instructions to either upload or make an appointment at PDS.

Plan Requirements

- Copy of the Floor Plan on 11" x 17" paper (minimum size)
- One (1) copy of the most recent City of Boise Planning and Development approved Floor Plan on 11" x 17" paper (minimum size)
- A Central District Health Department approval signature and stamp are required on submitted plans if the tenant provides food storage or a food-related service.

Reviewing Agencies

Plans will be routed through the Building Division and may be additionally routed to Public Works, Central District Health Department, Fire, and Mechanical/Plumbing Sections where scope requires.

Depending on the project's size and location, Public Works may require:

- A change or update to an existing address.
- Sewer Impact fees for additional proposed plumbing fixtures.

Fees

A permit shall be paid at the time of submittal.

- Building Permit fee of \$175 per the Building Division Building Code Fee Schedule.
- A name change fee of \$65 may only be charged based on business name change only (same tenant).

Additional fees may be charged for the following:

- Public Works Sewer Impact Fees. This fee is for additional plumbing fixtures or where a change in use is proposed.

Required Inspections

Any code deficiencies identified during the inspections must be corrected before a permanent Certificate of Occupancy can be issued. If approved by Fire and Building inspectors, a Temporary Occupancy may be issued to allow occupancy while non-life safety issues are being corrected. A Temporary Occupancy is issued for a period of 90 days. The issuance of a temporary occupancy does not relieve the owner/tenant from meeting all the occupancy requirements.

- At a minimum, the following inspections are required:
 1. Fire-Fire Life Safety Inspection
 2. Final Building Inspection

- Additionally, inspections for restaurants or other food-related services include the following:
 1. Central District Health Department Inspection
 2. Equipment Check – Mechanical Inspection
 3. Equipment Check – Plumbing Inspection

If there are other related trade permits, inspections for those permits will be required prior to Final Building Inspection.

Additional Information

The Building Plan Review team will conduct a preliminary prescreen of all submitted files to determine what application and fee assessment is needed.

Incomplete application sets will not pass prescreen.

If floor plans do not match City records or compliance with code, tenant improvement work will be required, and the applicant will be directed to #518/520 Tenant Improvements applications for submittal, review and approval.