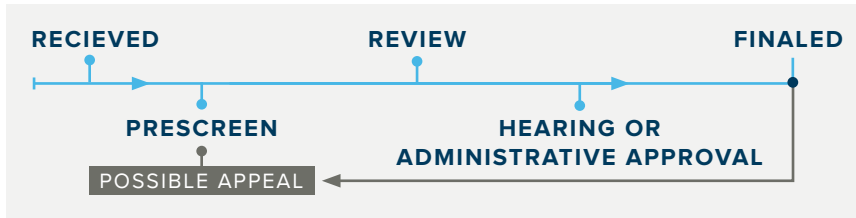


PLANNING

PLANNING AND DEVELOPMENT SERVICES

DOCUMENTS AVAILABLE BY STAGE



DID YOU KNOW?

To access documents on the City of Boise [Permitting and Licensing](#) web site, search by Address, Parcel #, or Record # in the "Search Records" field.

1. RECEIVED

Status = Applicant Upload

Planning applications are submitted by citizens on the City of Boise [Permitting and Licensing Services](#) web site. **See note¹ below.**

2. PRESCREEN

Status = Received

Intake staff will review the application and planning documents for completeness and contact the applicant for corrections, if required. **See note¹ below.**

3. REVIEW

Status = Accepted

Planning review cycles on the ePlanReview system often require corrections for the applicant to submit. Requests for corrections or additional documents from city staff will be emailed to the applicant. **See note¹ below.**

4. HEARING OR ADMINISTRATIVE APPROVAL

Status = Accepted

Once planning reviews have been completed and have passed, a hearing or staff level approval will take place.

See note¹ and note² below

5. APPEAL PERIOD

Status = Approved or Denied

The appeal period will start from the date when the Action Letter is sent out to the applicant. **See note² below.**

6. FINAL STATUS

Status = Approved or Denied

If a case is appealed due to a denied request, additional documents may need to be uploaded to the case, which will then go back to step 4. **See note² below.**

NOTES:

¹ If the documents are available on the ePlanReview system or on the [Permitting and Licensing](#) web site, then copies may be requested via [public records request](#), but are NOT considered approved at this stage.

² Approved planning documents are available on the planning case on the [Permitting and Licensing](#) web site and available for download without the need for a [public records request](#). This only applies to projects created after August 2020.

Permitting and Licensing Web Site: permits.cityofboise.org/CitizenAccess

Public Records Request Web Site: cityofboise.org/departments/planning-and-development-services/pds-records-center/

Permitting &
Licensing



Public Records
Request



CITY of BOISE