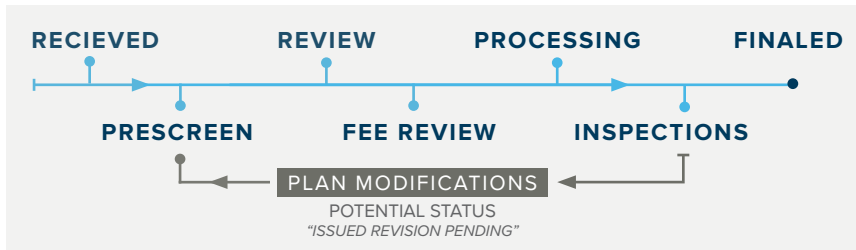


DOCUMENTS AVAILABLE BY STAGE



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*

Building applications are submitted by citizens on the City of Boise [Permitting and Licensing](#) web site. Documents and corrections are uploaded electronically by the applicant to the city's ePlanReview system or given directly to a Plan Reviewer for paper submittals. **See note¹ below.**

2. PRESCREEN

Status = "Prescreen", "Reviewed on Parent Record", "Pending Project Review", or "Received"

Intake staff reviews the application for completeness. **See note¹ below.**

3. IN REVIEW

Status = "Prescreen", "Reviewed on Parent Record", or "Received"

Building review cycles on the ePlanReview system often include 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. FEE REVIEW

Status = "Documents Required" or "Fee Review"

Fees are being calculated and documents are being gathered. **See note¹ below.**

5. PROCESSING

Status = "Ready" or "Resubmittal Received"

Once building reviews are completed/passed and all remaining fees are paid, plans then receive a stamp of approval. **See note¹ and note² below.**

6. INSPECTIONS

Status = "Issued", "Issued Revision Pending", "Temporary", or "Fees Due"

Inspections are in progress. Plan modifications may take place. **See note² below.**

6. FINALED

Status = "Pending Occupancy Review", "Pending Final Values", or "Finalized"

All inspections have been completed, and the building case has completed construction or pending final details. **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 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](#). Approved drawings released are approved for construction.

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

