

## HOW TO CREATE A PLANNING PROJECT

### Permitting & Licensing Portal

To submit a Planning project, start by visiting the City of Boise's Permitting & Licensing portal at [permits.cityofboise.org](https://permits.cityofboise.org). If you have an existing account, log in, or register for a new account. The illustration below shows the links (displayed with the arrows) to register for an account.

**NOTE:** The site also includes a how-to video for creating an account. [WATCH VIDEO](#)

The screenshot shows the City of Boise Permitting and Licensing portal. At the top, there is a navigation bar with links for HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below this is a teal header with the text "City of Boise Permitting and Licensing". In the top right corner, there are links for "Register for an Account" and "Login", with a red arrow pointing to the registration link. Below the header is a search bar labeled "Search Records...". The main content area features a welcome message and a section titled "What would you like to do today?". A red box highlights the text "New to the system? Create an account using our step-by-step how-to-video." with a red arrow pointing to it. A red callout box on the left says "Link to view a step-by-step video on creating an account." Below the main content are four service categories: Building, Planning, Code Compliance, and Fire, each with a search icon. On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", a "Login" button, and a link for "New Users: Register for an Account" with a red arrow pointing to it. At the bottom of the login form, there are links for "Having trouble creating or accessing your account?" and "To learn more about the Permitting and Licensing system, please review the:" followed by links for "FAQs", "How-To Videos", and "User Guide".



# Creating a Planning Project

## IMPORTANT!

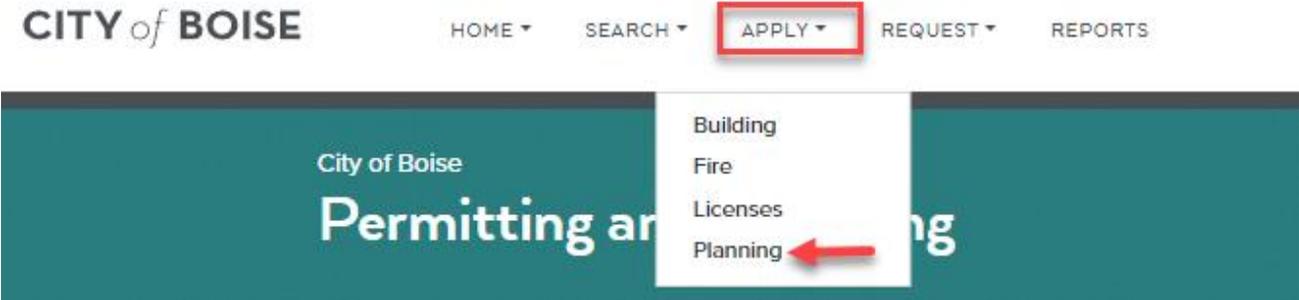
- 1. **Allow Pop-ups:** Please change your browser settings to allow pop-ups from the Permitting & Licensing site (*permits.cityofboise.org*).
- 2. **Save Your Progress:** As you move through the application process, the system may time out, depending on the length of time it takes to complete a step. If the system times out before saving your work, you will need to start the application over from the beginning.

Each screen has an option to “**Save and resume later**” in bottom right corner of the screen.



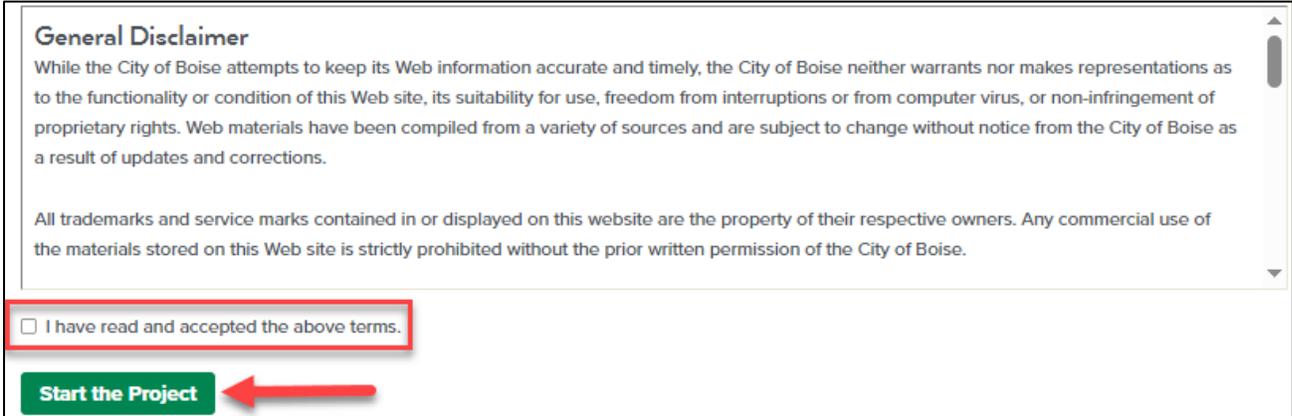
## STEP ONE

- 1. **APPLY:** Start by clicking on “**Apply**” at the top of the screen, and then select “**Planning**.”



## STEP TWO

- 2. **ACCEPT DISCLAIMER:** Read through the General Disclaimer and check the box to acknowledge your acceptance, then click “**Start the Project**.”



### STEP THREE

3. **CERTIFICATION:** The checkbox must be checked to proceed, which indicates you have read and understand the submittal requirements listed on the page. A link to additional information regarding the requirements is included, as well as a bulleted list of the items required for submittal.

Check the box to acknowledge, and then click **CONTINUE** to be directed to the next step.

**Planning Project**

1 Agreements	2 Project Location	3 Contacts	4 Project Details	5 Review	6
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**Step 1:Agreements>Page 1 of 1**

The information that is provided on this project will be reviewed by staff after submittal. Here are some submittal requirements that may assist staff in serving your project throughout the Planning Project process.

[Planning Project Submittal Requirements](#) **Link to additional information regarding the submittal requirements.**

- Project Description or Vision/idea for the application: Please provide as much information as possible.
- Basic Site Plan

Requests submitted without the above information may result in a delayed response from the Planning Division.

\* indicates a required field.

### Certification

Requirements

\* I have read and understand the information above:

**Continue >** **Save and resume later**

### STEP FOUR

- 4. **PROJECT LOCATION:** Enter the “**Street Number**” and the first few characters of the “**Street Name**” and then click **SEARCH** to search for the address.

**NOTE:** You can skip the other fields in the Address section to allow the system to easily search the address.

Planning Project

1 Agreements	2 Project Location	3 Contacts	4 Project Details	5 Review	6
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Step 2:Project Location>Page 1 of 1 \* indicates a required field.

### Address

Please enter the **address number** and the first few characters of the **street name** (excluding a direction) and click search.

If you are unable to search for your address, please visit [The Boise Map Property Viewer](#) to locate a valid address before running the search again.

Street No.:  Direction:  Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:

Once the address has been validated, the remaining fields in the Address section will be auto populated, as well as the Parcel and Owner sections. Click “**Continue.**”

### STEP FIVE

- 5. **CONTACTS:** Click "**Select from Account**" to select your name as the Applicant from your list of Contacts. Click "**Continue**"

**NOTE:** The applicant is the person who will receive all email notifications for the planning project.

**Planning Project**

1 Agreements	2 Project Location	3 <b>Contacts</b>	4 Project Details	5 Review	6
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Step 3: Contacts > Page 1 of 1 \* indicates a required field.

### Applicant

The **applicant** is the person submitting the application (not always the owner) who will be responsible for managing the record, responding to correspondence from plan reviewers, and uploading files for the record. The applicant and the project representative may be the same or different parties.

**Select Applicant** 

### Project Representative

Public Facing Representative

Please provide a contact email address for the Development Tracker (optional - see "?" for Help) :

**Continue >** **Save and resume later**

An email address for the Project Representative goes in this field for citizens who have questions regarding your project.

### STEP SIX

6. **PROJECT DETAILS:** The Zoning District will automatically populate in the Project Details. Select the appropriate use from the “**Allowed Uses**” table, which is the field directly below the Zoning District. Then explain what your intended use is in the field provided below the Allowed Uses table.

**Planning Project**

1	2 Project Location	3 Contacts	<b>4 Project Details</b>	5 Review	6 Submitted
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Step 4:Project Details>Page 1 of 1 \*indicates a required field.

## Property information and Project Details

Property Information

Zoning District:

These are the Allowed Uses for the Zone. If the proposed use is not available, please select "other" and describe the use in the text box that appears: ?

Please explain your intended use: \*

New bed & breakfast consisting of 4 guestroom, 2 shared bathrooms, dining and living areas for guests.

### STEP SEVEN

7. **Attachments:** Attachments are not required when you initially submit your Planning project. However, including documentation about your project may assist the planning staff.

Documents that will be required after submittal include:

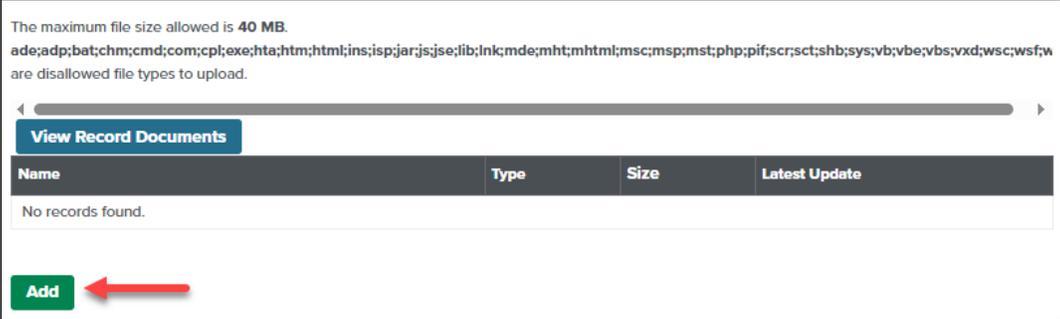
- Project Description / Vision-Idea for your project (please include as much information as possible), and
- Basic Site Plan ([sample site plan](#)).

Files uploaded need to be named using the naming convention below, so it's clear what is included in the file:

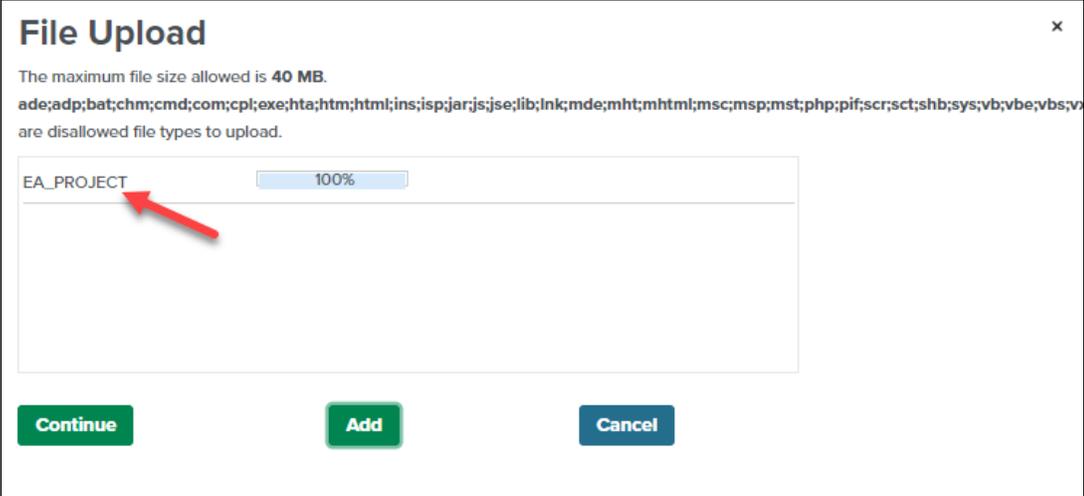
- Project Description\_DATE
- Site Plan\_DATE
- Landscape Plan\_DATE
- Floorplans\_DATE
- Elevations\_DATE
- Additional Information\_DATE

To upload documents:

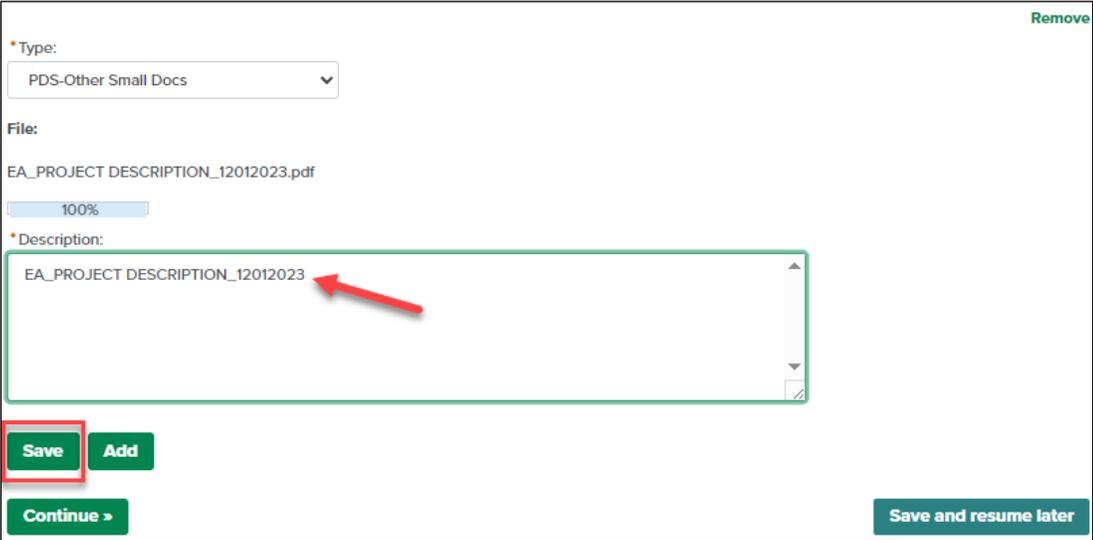
- Click the **"Add"** button.



- The **"File Upload"** window will appear. Click **"Add"**.
- Locate the file to be uploaded, and then click **"Open"**.
- Once the file name appears in the File Upload box, click **"Add"** to upload additional documents, or click **"Continue"**.



- Re-enter the document name in the “**Description**” field, and then click “**Save**”.



The screenshot shows a document upload interface. At the top right is a "Remove" link. Below it is a "Type:" dropdown menu with "PDS-Other Small Docs" selected. Under "File:", the filename "EA\_PROJECT DESCRIPTION\_12012023.pdf" is shown with a "100%" progress bar. The "Description:" field contains the text "EA\_PROJECT DESCRIPTION\_12012023", which is highlighted with a green border and a red arrow pointing to it. At the bottom, there are four buttons: "Save" (highlighted with a red box), "Add", "Continue >", and "Save and resume later".

- To upload additional documents, click the “**Add**” button and repeat the same steps listed above.
- Once all documents have been uploaded and saved, click “**Continue**”.

## STEP EIGHT

8. **REVIEW:** Next, you can review your project details before submitting to the City Planning team.

Planning Project					
1	2 Project Location	3 Contacts	4 Project Details	5 Review	6 Submitted
<i>Step 5: Review</i>					

Each of the steps completed will be displayed and allow you to review and to make any changes, if desired. To view complete information entered or to edit information, click the green button for the section desired to open the section for editing.

### Record Type

## Planning Project

### Certification

Requirements → Click here to Review and Edit

I have read and understand the information above:  Yes

### Address

1200 W MAIN ST  
Boise ID → Click here to Review and Edit

### Parcel

Parcel Number: R1013001176 → Click here to Review and Edit

Legal Description: LOTS 5 / 6 BLK 14, B C O T, #8607868

Once you have finished reviewing your submittal entries, scroll down and review the certification, check the box indicating you agree with the certification, and then click **“Continue.”**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: \_\_\_\_\_

Continue > Save and resume later

## STEP NINE

9. **CASE NUMBER:** Finally, the system will provide a receipt of your successfully submitted project and provide you with a case number. The case number begins with PLN, followed by a 2-character number to indicate the year, then a unique 5-digit number for your project submittal. This PLN number should be provided to any city staff that you reach out to, which will allow them to access your case in our system.

### Receipt

Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.

1200 W MAIN ST, Boise ID

**PLN2#-  
#####**

[View Summary](#) [Copy Record](#)