

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. 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 homepage of the City of Boise Permitting and Licensing portal. At the top, there is a navigation bar with 'CITY of BOISE' and menu items: HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below this is a teal header with 'City of Boise' and 'Permitting and Licensing'. The main content area includes a search bar, a 'Register for an Account' link with a red arrow pointing to it, and a 'Login' link. A red callout box on the left says 'Link to view a step-by-step video on creating an account.' pointing to a red-bordered box containing the text 'New to the system? Create an account using our step-by-step how-to-video.' Below this is a section 'What would you like to do today?' with a red arrow pointing to the 'register for an account' link. There are four service categories: Building, Planning, Code Compliance, and Fire, each with a search icon. On the right, there is a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'New Users: Register for an Account' link with a red arrow pointing to it. At the bottom right, there are links for 'FAQs', 'How-To Videos', and 'User Guide'.



Creating a Planning Project

IMPORTANT!

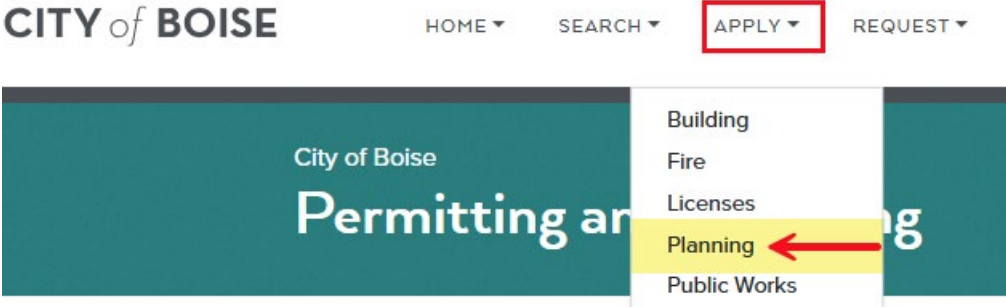
- 1. **Allow Pop-ups:** Please change your browser settings to allow pop-ups from the Permitting & Licensing site (*permits.cityofboise.org*).
- 2. **Save Your Progress:** As you move through the application process, the system may time out, depending on the length of time it takes to complete a step. 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 left corner of the screen.



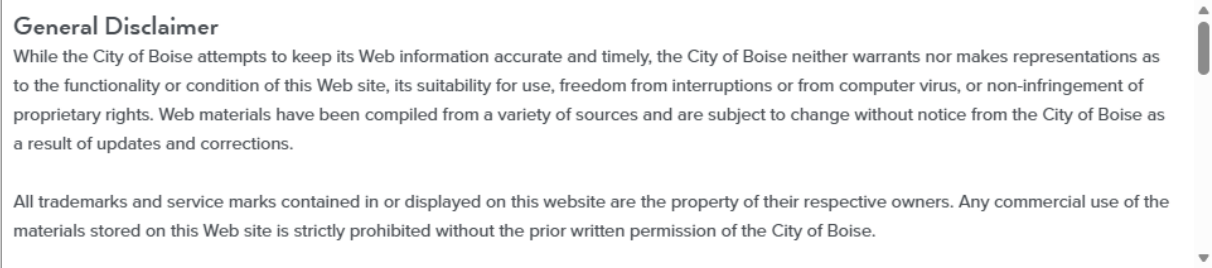
STEP ONE

- 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. **SELECT A LICENSE:** Since a licensed professional is not needed at this stage of your project, simply select “None Applicable” from the drop-down menu, and then click “Continue”.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*Licenses:

None Applicable

Select "None Applicable" from the drop-down list.

Continue »

STEP FOUR

4. **SELECT A RECORD TYPE:** Once the Select a Record Type screen appears, click on “Start Your Planning Project”, click “Planning Project”, and then click **CONTINUE**.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

Start Your Planning Project Here

Planning Project

Type 1 Applications

Continue »

STEP FIVE

5. **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](#)

- Project Description or Vision/idea for the application: Please provide as much information as possible.
- **Basic Site Plan**
Requests submitted without this 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:

[Save and resume later](#) [Continue »](#)

STEP SIX

6. **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 Address Validation Map](#) to locate a valid address before running the search again.

Street No.:	Direction:	Street Name:	Street Type:
150	N	CAPITOL	BLVD
Unit Type:	Unit No.:		
--Select--			
City:	State:		
Boise	ID		

Search **Clear**

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. Scroll down to the bottom of the screen and click “**Continue.**”

STEP SEVEN

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

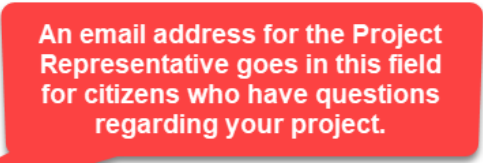
Applicant


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): 

Save and resume later  **Continue »**

STEP EIGHT

8. **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	4 Project Details	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:

Brewpub, Micro-Distillery, or a Micro-Winery

New brewpub

STEP NINE

9. **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:

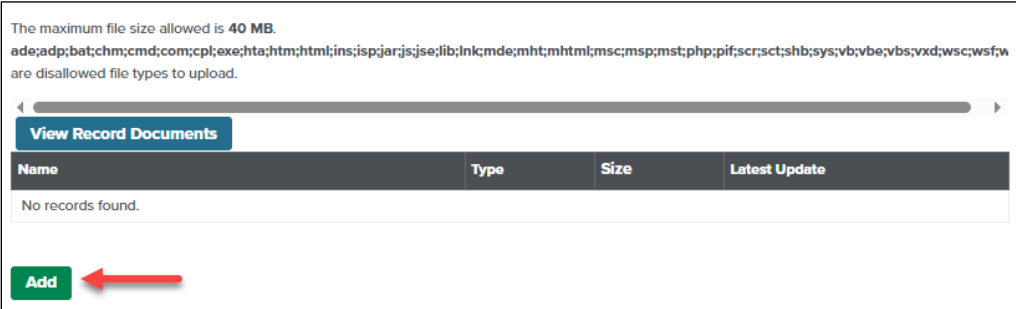
- Project Description / Vision-Idea for your project (please include as much information as possible), and
- Basic Site Plan ([sample site plan](#)).

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

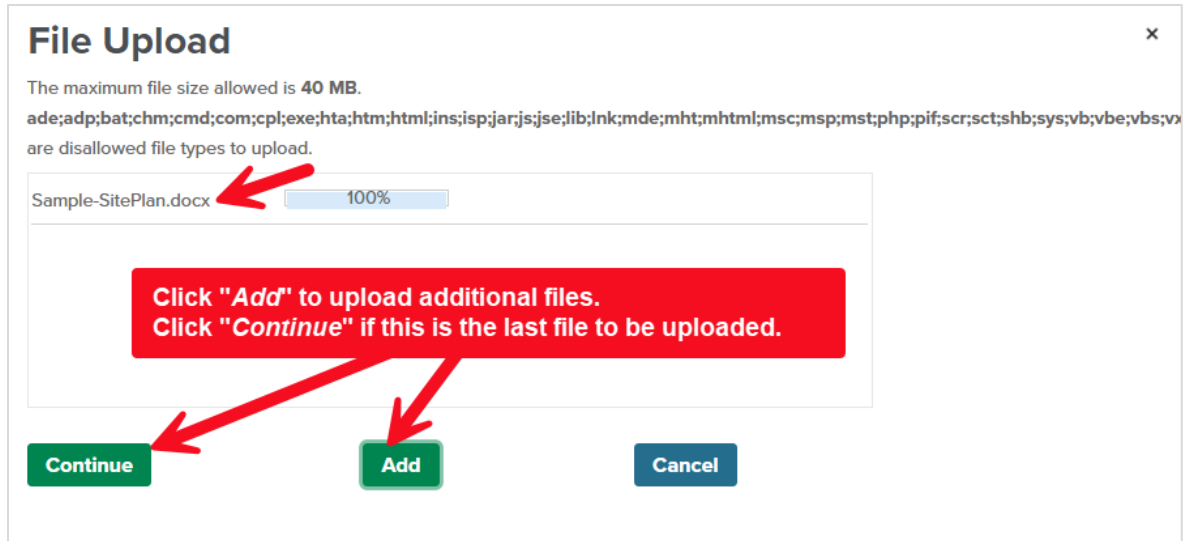
- Project Description_DATE
- Site Plan_DATE
- Landscape Plan_DATE
- Floorplans_DATE
- Elevations_DATE
- Additional Information_DATE

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"**.



File Upload ×

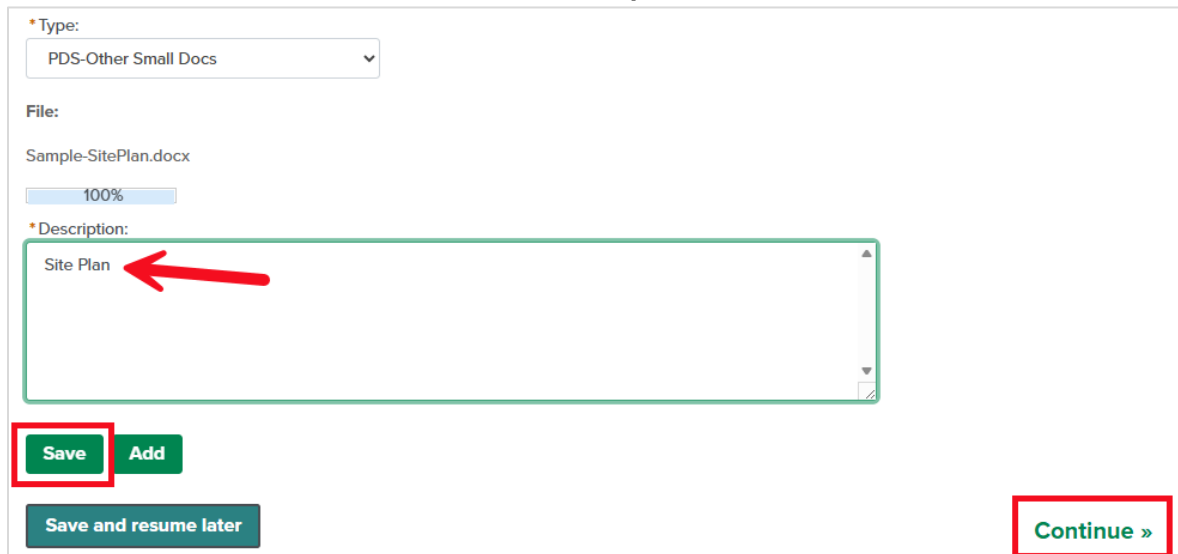
The maximum file size allowed is **40 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxl are disallowed file types to upload.

Sample-SitePlan.docx 100%

**Click "Add" to upload additional files.
Click "Continue" if this is the last file to be uploaded.**

Continue **Add** **Cancel**

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



*Type:
PDS-Other Small Docs

File:
Sample-SitePlan.docx
100%

*Description:
Site Plan

Save **Add**

Save and resume later **Continue »**

- 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 TEN

10. **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
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Step 5: Review

Save and resume later
Continue »

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.

Planning Project

Certification

Requirements → Click here to Review and Edit

I have read and understand the information above: Yes

Address

150 N CAPITOL BLVD
Boise ID → Click here to Review and Edit

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 scroll down and 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: _____

Save and resume later
Continue »

STEP ELEVEN

11. **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.

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
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Step 3: Receipt and Confirmation

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.

150 N CAPITOL BLVD, Boise ID

PLN25-
#####



[View Summary](#)