

HOW TO

Submit a Planning Application

After the Planning team enables your access, you may submit your Planning application. These steps will guide you through finishing the application submittal and receiving your ePlanReview upload invitation.

1. Login to the Permitting & Licensing site [here](https://permits.cityofboise.org). (permits.cityofboise.org)

The screenshot shows the 'Permitting and Licensing' page of the City of Boise website. At the top, there is a navigation bar with the 'CITY of BOISE' logo and links for HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below this is a teal header with 'City of Boise' and 'Permitting and Licensing'. On the right side of the header, there are links for 'Register for an Account' and 'Login'. The main content area is divided into two columns. The left column has a 'Please Login' section with a paragraph explaining that many online services require login for security. Below this is a 'New Users' section with a paragraph explaining that new users can register for a free account to access various services. A green 'Register Now' button is located at the bottom of this section. The right column features a 'Login' form with a dark header. The form includes input fields for 'User Name or E-mail' and 'Password', a green 'Login' button, a checkbox for 'Remember me on this computer', and links for 'I've forgotten my password' and 'New Users: Register for an Account'.

CITY of BOISE

HOME SEARCH APPLY REQUEST REPORTS

City of Boise

Permitting and Licensing

Register for an Account Login

Please Login

Many online services offered by the City of Boise require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free City of Boise Permitting and Licensing account. It only takes a few steps and you'll have the added benefits of seeing a complete history of your applications and requests, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now](#)

Login

User Name or E-mail:

Password:

[Login](#)

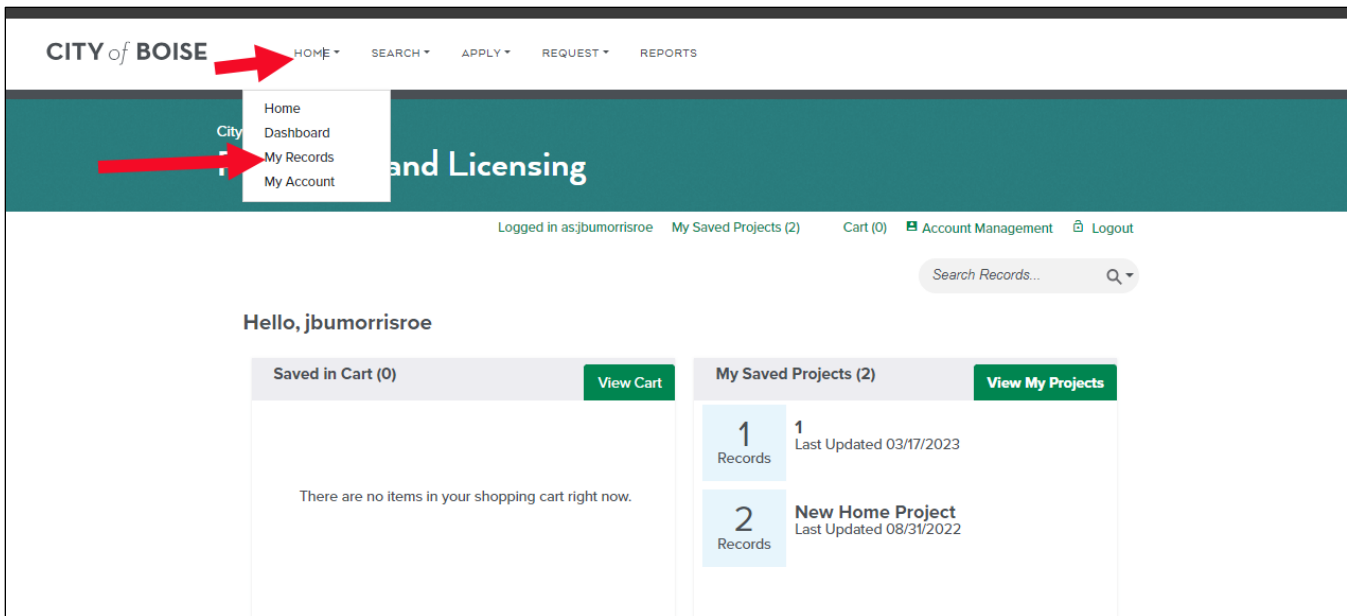
☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)

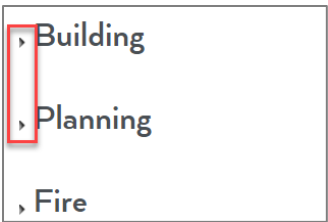


2. Locate the "**Home**" drop-down at the top left of your screen.
3. Click on "**My Records**" from the drop-down menu.



4. Scroll down on the page. Under the Planning Category, review your application and then click **"Complete this form."**

NOTE: When your "My Records" page first opens, it may display **"Building"** records, if you have submitted any in the past. Collapse the displayed Building records by clicking the triangle next to **"Building"** and then click the arrow next to **"Planning"** to expand the Planning section.



CITY of BOISE

HOME SEARCH APPLY REQUEST REPORTS

City of Boise

Permitting and Licensing

Logged in as jbumorrisroeMy Saved Projects (2)Cart (0)Account ManagementLogout

Search Records...

Building

Planning

Showing 1-10 of 100+ | Add to My Projects | Add to cart | Copy Record

	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	12/08/2023	PLN23-00271	Planning Project				Pending Application Submittal		
<input type="checkbox"/>	12/08/2023	DRH23-00326	Design Review				Received	Complete this Form	
<input type="checkbox"/>	12/07/2023	ZCR23-00001	Zoning Compliance	test 1	test 1		Received		



5. Review each section of the application. To update the details of your form, click on the "**Click here to review and Edit.**"

NOTE: This step is very important. Please verify all required fields (marked with a red asterisk) are populated and provide any additional information that is applicable to your project.

Detail Information

Project Details

Property Information

Click here to Review and Edit

Zoning District:
MX-1

Property in Historic District:

Property in Design Review Zone:

Property in Hillside:

Property in Floodplain:

Flood Zone:

Property in Wildland Urban Interface (WUI):

WUI Name:

Size of Property:

Airport Influence:

Irrigation Ditches or Canals on/adjacent to Property:

Overhead Powerlines or Utility Lines on/adjacent to the Property:

6. Submit your application. If your application requires a plan review, expect an ePlanReview email invitation sent to your email for additional document uploads. [Full Guide Planning User's Guide to ePlanReview](#). Please contact pdsdevelopmentservices@cityofboise.org if you do not receive your invitation.

Enclosures

Click here to Review and Edit

No Custom Lists data for the sub group above.

Trash and Recycling Containers

Click here to Review and Edit

No Custom Lists data for the sub group above.

Each application includes a Submittal Checklist that lists additional documents that are required with the submittal of this application. Please download and complete the appropriate submittal checklist below:

- Design Review Submittal Checklist

☒ By Checking this box:

1. The undersigned is the owner of the indicated property or acting as the owner's authorized representative.
2. The undersigned declares that the above provided information is true and accurate, and acknowledges that failure to provide true and accurate information may result in rejection of this application, possible revocation of the permit where wrongfully issued and subject the undersigned to any applicable penalties.
3. The checked box represents a digital signature for all legal purposes as allowed by Idaho Code (Chapter 50 Uniform Electronic Transactions Act).

Date: 12/08/2023

Submit Updated Information