Public Works Permitting: Users Guide
Applying for Sewer Tap and Sewer Plug Permits:

Getting Started

To apply for a City of Boise Sewer Tap or Sewer Plug Permit you will need to have a valid and registered account, prior to following this Guide.

To login or register for an account you will navigate to the City of Boise Permitting and Licensing homepage.


- If you already have an account enter your login credentials and click on the green **Login** button.

- If you do NOT have an account, click on **New Users: Register for an Account**.
  - Create your new account.
  - Enter you credentials and login.
The Home Screen

Once you are logged in you will be on the home screen, this is the launch pad for the application process. You can access the Sewer Tap and Sewer Plug Permit Applications by clicking APPLY then Public Works from the dropdown.

Check the box to confirm that you have read and accepted the General Disclaimer then click on the green Continue Application button.
On the **Select a Record Type** page click on the **Public Works Permit** dropdown, select the **radio button** next to the permit type you wish to apply for then click on the green **Continue Application** button.

**Sewer Tap Permit Application:**

**NOTE:** For **Sewer Plug Permit Application**, proceed to page 10.

**Step 1: Requirements>Certification**

Check the box to confirm that you have read and understand the permit specific terms and conditions then click on the green **Continue Application** button.

**NOTE:** If at any time during the application process you are not ready to proceed, you can click the **Save and resume later** button.
Step 1: Requirements>Licensed Professional

Under **LICENSED PROFESSIONAL** you will need to complete the required fields noted by a red asterisk (*) then click on the green **Continue Application** button. *(For Sewer Tap Permits a State Public Works License is required)*

![Step 1: Requirements>Licensed Professional](image)

Step 2: Project Location>Address Information

Enter the project location **Address** information then click on the green **Search** button. The address, parcel, and owner information on record with the City of Boise will populate automatically.

![Step 2: Project Location>Address Information](image)

**NOTE:** If there are multiple addresses returned in a search, select the radio button next to the correct address.
Review and confirm the correct Address, Parcel and Owner information has populated, scroll to the bottom of the page, and click on the green Continue Application button.

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**Step 3: Project Details > Contacts**

You must enter the required Contractor information; the Onsite Contact information is optional.

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![Step 2: Project Location > Address Information](image)

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![Step 3: Project Details > Contacts](image)
There are two ways to enter contact information, by clicking on Select from Account or clicking on Add My Contact Information.

Clicking on the Select from Account button will take you to the Select Contact from Account screen where you will be able to select the radio button next to the desired contact, then click on the green Continue button.

Clicking on the Add My Contact Information button will take you to the Contact Information screen, you will need to complete the required fields noted by a red asterisk (*) and any optional fields desired, then click on the green Continue button.
Once the contact(s) you created have successfully been added to the account click on the green **Continue Application** button.

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**Step 3: Project Details>Information**

Add the **Service Line Material/Size** information then click on the green **Continue Application** button.
Step 4: Review

Finally, review all the application data for accuracy, check the digital signature agreement box at the bottom of the page then click the green **Continue Application** button to submit your Sewer Tap Permit Application.

Step 3: Receipt and Confirmation

Congratulations, your Sewer Tap Application has been successfully submitted!

NOTE: Copy this page and print and/or save receipt information for your records.
Sewer Plug Permit Application:

Step 1: Requirements>Certification

First, check the box to confirm that you have read and understand the permit specific terms and conditions then scroll down to PERMIT INFORMATION.

Add the Service Line Material/Size information.

Select the appropriate radio button to answer the Demolition/Deconstruction permit question.

If NO click on the green Continue Application button.
If **YES** populate the **Please enter Demolition permit number:** field with a valid Demolition/Deconstruction permit number, then click on the green **Continue Application** button.

![Image of the application form](image)

**NOTE:** If at any time during the application process you are not ready to proceed, you can click the **Save and resume later** button.

**Step 1: Requirements>Applicant/Vendor**

Under **LICENCESED PROFESSIONAL** you will need to complete the required fields noted by a red asterisk (*) then click on the green **Continue Application** button.

![Image of the application form](image)

**NOTE:** For Sewer Plug Permits a State Public Works and/or State Plumbing License is **NOT** required, however if you select a **License Type** above, please provide a valid **License Number**.
Step 2: Project Location > Address Information

Enter the project location **Address** information then click on the green **Search** button. The address, parcel, and owner information on record with the City of Boise will populate automatically.

NOTE: If there are multiple addresses returned in a search, select the radio button next to the correct address.

Review and confirm the correct **Address**, **Parcel** and **Owner** information has populated, scroll to the bottom of the page, and click on the green **Continue Application** button.
Step 3: Project Details>Contacts

You must enter the required Applicant information; the Onsite Contact information is optional.

There are two ways to enter contact information, by clicking on Select from Account or clicking on Add My Contact Information.

Clicking on the Select from Account button will take you to the Select Contact from Account screen where you will be able to select the radio button next to the desired contact, then click on the green Continue button.
Clicking on the **Add My Contact Information** button will take you to the **Contact Information** screen, you will need to complete the required fields noted by a red asterisk (*) and any optional fields desired, then click on the green **Continue** button.

Once the contact(s) you created have successfully been added to the account click on the green **Continue Application** button.
Step 4: Review

Finally, review all the application data for accuracy, check the digital signature agreement box and click the green **Continue Application** button to submit your Sewer Plug Permit Application.

![Review Image]

Step 3: Receipt and Confirmation

Congratulations, your Sewer Plug Application has been successfully submitted!

![Receipt Image]

NOTE: Copy this page and print and/or save receipt information for your records.