



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.

<https://permits.cityofboise.org/CitizenAccess/Default.aspx>

- 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.

CITY of BOISE HOME ▾ SEARCH ▾ APPLY ▾ REQUEST ▾ REPORTS

City of Boise
Permitting and Licensing

Register for an Account Login

Search Records... 🔍

Welcome to City of Boise Permitting and Licensing

We are pleased to offer you access to permitting and licensing services online, powered by **Accela**™. By creating an account you will be able to view and apply for Boise City Clerk, Boise Fire Department, and Planning and Development Services permits and licenses, check the status of pending requests and activities, access payment information for permits and licenses, and more.

New to the system? Create an account using our step-by-step [how-to-video](#).

What would you like to do today?
You can view limited information without an account. To begin using the system, please log in, register for an account, or select a feature below.

Login

User Name or E-mail:

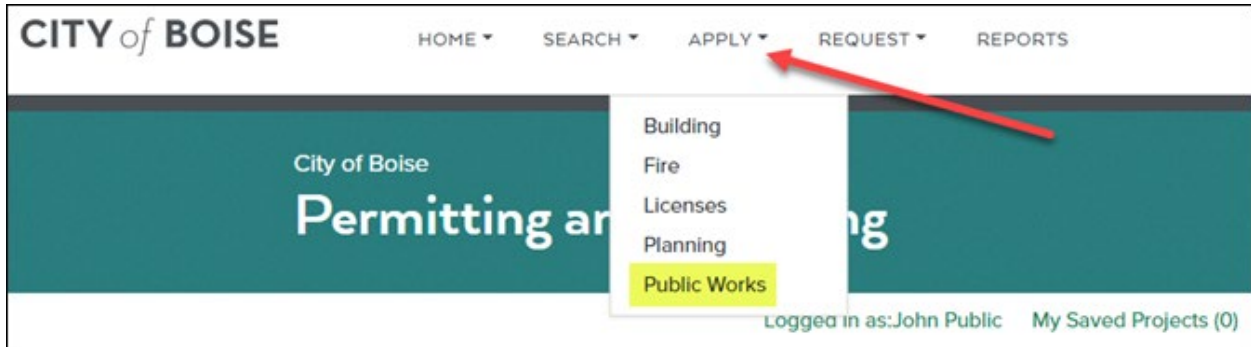
Password:

Login

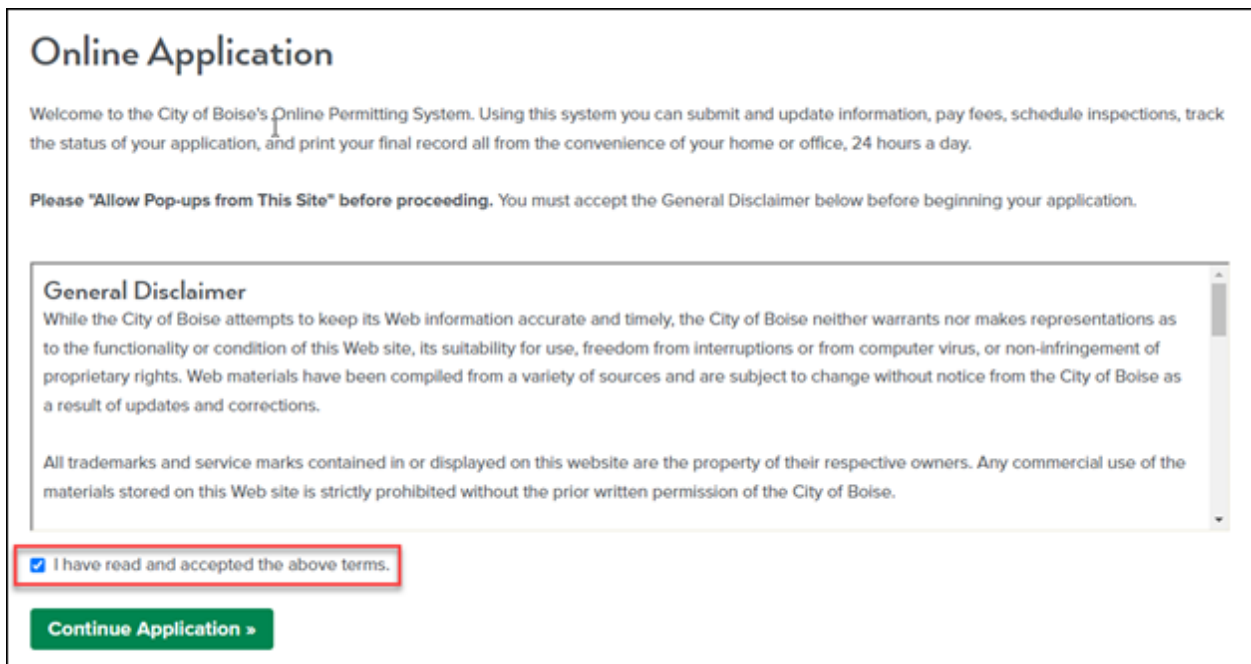
Remember me on this computer
I've forgotten my password
New Users: Register for an Account

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.

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.

▼ Public Works Permit

Sewer Plug Permit

Sewer Tap Permit

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.

Step 1: Requirements>Certification

This permit process requires the following:

Requirements Certification

CERTIFICATION

* I have read and understand the terms and conditions above:

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

* indicates a required field.

LICENSED PROFESSIONAL

* License Type: State Public Works

* License Number: ***Valid License Number is Required***

* Vendor:

* Vendor Phone Number:

Continue Application > Save and resume later

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

* indicates a required field.

Address

To add your address, enter the street number, and the first 3 digits of the street name then click on "Search". This will pull up the address, parcel and owner information on record with the City of Boise.

* Street No.: 150 * Street Name: CAP Direction: --Select-- Street Type: --Select-- Unit Type: --Select-- Unit No.:

Search Clear

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 2:Project Location>Address Information

Address

To add your address, enter the street number, and the first 3 letters of the street name then click on "Search". This will pull up the address, parcel and owner information on record with the City of Boise.

*Street No.: *Street Name: Direction: Street Type: Unit Type: Unit No.:

Parcel

*Parcel Number:

Owner

Owner Name: ?

Step 3: Project Details>Contacts

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

Step 3:Project Details>Contacts

All applications must include a Contractor. It is IMPORTANT to note that the Contractor will be used as the sole contact for all correspondence during the sewer tap process and an email address and phone number are required.

*indicates a required field.

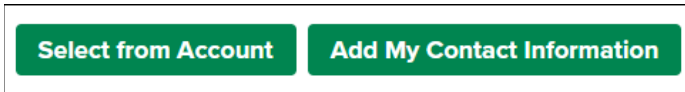
Contractor

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Onsite Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

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.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Applicant	John Q Public
<input type="radio"/> Associated Owner		CITY OF BOISE

Continue **Discard Changes**

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.

Contact Information

*First: *Last: Name of Business:

*Primary Phone: Secondary Phone:

*Address Line 1:

*City: *State: *Zip:

*Email:

Continue **Clear** **Discard Changes**

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

✓ **Contact added successfully.**

John Public
jqpublic@gmail.com
Home phone:208-555-1212
Mobile Phone:
Work Phone:
Fax:

Edit **Remove**

Continue Application »

Step 3: Project Details>Information

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

Step 3: Project Details>Information * indicates a required field.

Project Details

PERMIT INFORMATION

*Service Line Material/Size: ?

Continue Application » **Save and resume later**

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 4: Review

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

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

By checking this box: Date: 11/13/2023

1. I declare that I am the owner of the indicated property or I am acting as the owner's authorized representative; and
2. I declare that the information I provided on this form is true and accurate; and
3. I understand the requirements of Boise City Code, in particular sections B.C.C. 10-2-5-4 and 10-2-5-5, and I

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

Step 3: Receipt and Confirmation

Congratulations, your Sewer Tap Application has been successfully submitted!

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

SAR056-23-00077

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**.

Step 1:Requirements>Certification
This permit process requires the following:

Requirements/Certification

CERTIFICATION

* I have read and understand the information above:

Add the **Service Line Material/Size** information.

Information

PERMIT INFORMATION

* Service Line Material/Size:

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

* Is this application associated to either a #414 Residential Demolition/Deconstruction or #530 Commercial Demolition/Deconstruction permit?: Yes No

If **NO** click on the green **Continue Application** button.

* Is this application associated to either a #414 Residential Demolition/Deconstruction or #530 Commercial Demolition/Deconstruction permit?: Yes No

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.

* Is this application associated to either a #414 Residential Demolition/Deconstruction or #530 Commercial Demolition/Deconstruction permit?: Yes No

Valid Record
Please enter Demolition permit number:

[Continue Application >](#) [Save and resume later](#)

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

Step 1: Requirements>Applicant/Vendor * indicates a required field.

LICENSED PROFESSIONAL

* Applicant/Vendor:

* Applicant/Vendor Phone Number:

* License Type:

License Number:

[Continue Application >](#) [Save and resume later](#)

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.

Step 2:Project Location>Address Information *indicates a required field.

Address

To add your address, enter the street number, and the first 3 digits of the street name then click on "Search". This will pull up the address, parcel and owner information on record with the City of Boise.

*Street No.:	*Street Name:	Direction:	Street Type:	Unit Type:	Unit No.:
<input type="text" value="150"/>	<input type="text" value="CAP"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text"/>

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 2:Project Location>Address Information

Address

To add your address, enter the street number, and the first 3 letters of the street name then click on "Search". This will pull up the address, parcel and owner information on record with the City of Boise.

*Street No.:	*Street Name:	Direction:	Street Type:	Unit Type:	Unit No.:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parcel

*Parcel Number:

Owner

Owner Name: ?

Step 3: Project Details>Contacts

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

Step 3:Project Details>Contacts

All applications must include an Applicant. It is IMPORTANT to note that the Applicant will be used as the sole contact for all correspondence during the sewer plug process and an email address and phone number is required.

Applicant

To add Applicant, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add My Contact Information](#)

Onsite Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add My Contact Information](#)

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

[Select from Account](#) [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.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Applicant	John Q Public
<input type="radio"/> Associated Owner		CITY OF BOISE

[Continue](#) [Discard Changes](#)

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.

Contact Information

*First:	*Last:	Name of Business
<input type="text"/>	<input type="text"/>	<input type="text"/>
*Primary Phone:	Secondary Phone:	
<input type="text"/>	<input type="text"/>	
*Address Line 1:		
<input type="text"/>		
*City:	*State:	*Zip:
<input type="text"/>	--Select--	<input type="text"/>
*Email:		
<input type="text"/>		

[Continue](#) [Clear](#) [Discard Changes](#)

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

✓ **Contact added successfully.**

John Public
jqpublic@gmail.com
Home phone:208-555-1212
Mobile Phone:
Work Phone:
Fax:

[Edit](#) [Remove](#)

[Continue Application »](#)

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.

Step 4: Review

[Continue Application >](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

By checking this box: Date: 11/13/2023

1. I declare that I am the owner of the indicated property or I am acting as the owner's authorized representative; and
2. I declare that the information I provided on this form is true and accurate; and
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[Continue Application >](#) [Save and resume later](#)

Step 3: Receipt and Confirmation

Congratulations, your Sewer Plug Application has been successfully submitted!

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

SAR057-23-00041

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