Creating a Building Project

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Purpose:

This document explains how a building project is created in the City of Boise's Permitting & Licensing system.

When you apply for a building permit that includes multiple buildings, the system will generate a "parent" record or project (PRJ). A project (PRJ) number will be assigned (e.g. PRJ23-00025) and individual "child" permit IDs will be assigned to each building (e.g. BLD23-00366, BLD23-00367, etc.). For example:

- PRJ23-00025 (*parent record*)
    - BLD23-00366 – Bldg. 1 (*child record*)
    - BLD23-00367 – Bldg. 2 (*child record*)

The following pages illustrate the custom questions and answers that will result in the project record being created, based on answers to specific questions in the Project Details section.

402 – New Residential Construction

When completing a 402 application, the "**Type of Residence**" question found in the Project Details section of the application, will determine whether a project will be created or not. When "**Single Family with ADU**" is selected, the system will generate a single "parent" project ID (PRJ) and two individual "child" building permit IDs (BLD), one for the primary dwelling and one for the alternate dwelling unit (ADU).

After selecting "**Single Family with ADU**" you'll notice that it states "*This application will generate 2 Building Permits under 1 review*":

502 – New or Added Commercial

When completing a 502 application, the "**Does this application include more than one building**" question found in the Project Details section of the application, will determine whether a project will be created or not. When "**Yes**" is selected, the result is it will generate a "parent" project ID (PRJ) and individual "child" building permit IDs (BLD) for each building included in the project.

General Information

An electronic plan review (ePlanReview) project will begin after submittal of this application.

*Plans Submitted As: Electronic

Elevation Certificate Type: ⑦   --Select--

> Answering "Yes" indicates there is more than one building included. You then enter the total number of buildings

Account Number:

*Does this application include more than one building: ⑦   ⦿ Yes ○ No

Total Number of Buildings: 2

Preliminary Plan Review Has Been Conducted: *   ○ Yes ⦿ No

After confirming that the application includes more than one building scroll down a bit further and you'll come to the section to enter details for each building.

In the Multiple Building Projects / Commercial Building section, click on "**Add a Building**" and then complete each field for the first building in the project. Continue clicking "**Add a Building**" and completing the fields for each additional building included in the project.

Multiple Building Projects

Commercial Building

If you are submitting plans for multiple buildings with this permit application, please complete the questions in this table for each building.

Showing 1-2 of 2

▸   **Building Identification:**   Main Building

☐   Edit   Delete

▸   **Building Identification:**   Parking

☐   Edit   Delete

Add a Building ▾   Edit Selected   Delete Selected

506 – New or Added Multi-Family

When completing a 506 application, the question "**Plans for multiple buildings submitted in this application:**" question found in the Project Details section of the application, will determine whether a project/parent record will be created or not. When "**Yes**" is selected, the system will generate a single "parent" project ID (PRJ) and individual "child" building permit IDs (BLD) for each building included in the project.

After confirming that the application includes more than one building scroll down a bit further and you'll come to the section to enter details for each building.

In the Multiple Buildings / Multi-Family Buildings section, click on "**Add a Row**" and then complete each field for the first building in the project. Continue clicking "**Add a Row**" and completing the fields for each additional building included in the project.

518 – Tenant Improvement

When completing a 518 application, acknowledging "*Yes*" to "**This application is being submitted for multiple tenant space**" found in the Project Details section of the application, will determine whether a project will be created or not. When "**Yes**" is selected, the system will generate a single "parent" project ID (PRJ) and individual "child" building permit IDs (BLD) for each tenant space included in the project.

General Information

* Application Type:	518 - Minor Tenant Improvements (Level 1 & 2)

An electronic plan review (ePlanReview) project will begin after submittal of this application.

* Plans Submitted As:	Electronic
Account Number:	
* This application is being submitted for multiple tenant spaces:	○ Yes ○ No
Number of Tenant Spaces:	

After confirming that the application includes more than one tenant space, scroll down a bit further and you'll come to the section to enter details for each tenant.

In the Multiple Tenants / Tenant Improvements section, click on "**Add Another Tenant**" and then complete each field for the first tenant in the project. Continue clicking "**Add Another Tenant**" and completing the fields for each tenant included in the project.

Multiple Tenants

Tenant Improvement

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[Add Another Tentant ▼] [Edit Selected] [Delete Selected]

Sample Tenant Improvement section completed:

Tenant Improvement

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▶   **Tenant Name:**   Joe's Bar & Grill

☐ **Edit**   **Delete**

▶   **Tenant Name:**   Nailed It Nail Salon

☐ **Edit**   **Delete**

▶   **Tenant Name:**   Swirl Me Ice Cream

☐ **Edit**   **Delete**

▶   **Tenant Name:**   Ida's Insurance

☐ **Edit**   **Delete**

▶   **Tenant Name:**   Big Bear Brew Supplies

☐ **Edit**   **Delete**

Add Another Tentant ▼   **Edit Selected**   **Delete Selected**

Locating your PRJ case on the Permitting and Licensing site

You can search by the parent/project (PRJ) number or any of the child permit numbers (e.g., BLD, ELE, PLM, etc.) related to the project case number. Following are the steps to search for a project or child case:

1. Log into the City of Boise's Permitting and Licensing site.
2. Enter either the PRJ number (e.g., PRJ23-#####) or one of the permit numbers (e.g., BLD23-#####, ELE23-#####, etc.) into the Search field in the upper right corner of the P&L site, and then press "***Enter***" or click on the magnifying glass.

3. Once the record is displayed you have different options available:
   - **Record Info and Documents** – this link has several options:
     - **Record Details** – displays information such as the Project Location, Applicant name and information, Licensed Professional details (if populated), Project Description, Application Information, etc.)
     - **Processing Status** – Provides details of each process step and the status for each.
     - **Related Records** – If you entered the Project (PRJ) number for your search criteria, then this is where you would see the related child records (e.g., BLD, ELE, PLM, etc.).
     - **Documents** –
     - **Inspections** – Use this link when you are ready to schedule your inspections.
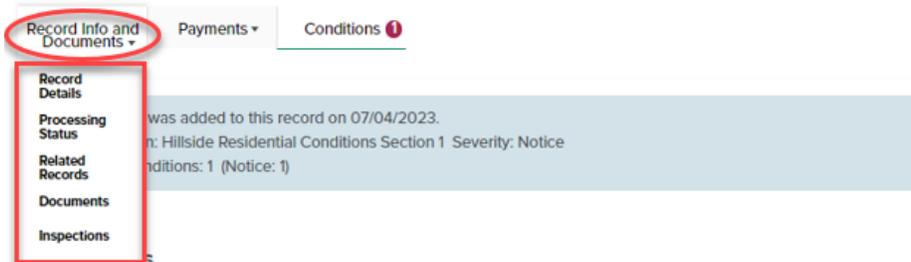
Continued on next page

- **Payments** – this is how you access the link to pay fees:
  - You will receive an email when fees are due on your permit application.
  - Once you click on the "*Fees*" link, shown in the screenshot below, it will take you to our payment processing system.