

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).

General Information

* Application Type: 402 - New Residential Construction

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

* Plans Submitted As: Electronic

* Energy Code Compliance: HERS Rating

Type of Residence: --Select--
--Select--
Single Family
Single Family with ADU
Duplex
Townhouse

Building Height:

Number of Stories: 0

1st Story Area: * Sq.Ft.

Total Building Area: * 0 Sq.Ft.

Building is Fully Sprinklered: --Select--

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

General Information

* Application Type: 402 - New Residential Construction

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

* Plans Submitted As: Electronic

* Energy Code Compliance: HERS Rating

* Type of Residence: Single Family with ADU

This application will generate 2 Building Permits under 1 review
Total Number of Buildings: 2

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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:

Elevation Certificate Type:

Account Number:

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

Total Number of Buildings:

Preliminary Plan Review Has Been Conducted: * Yes No

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

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
<input type="checkbox"/> Edit Delete	
▶ Building Identification:	Parking
<input type="checkbox"/> Edit Delete	

Add a Building Edit Selected Delete Selected

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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.

General Information

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

* Plans Submitted As:

Elevation Certificate Type:

Account Number:

* Plans for multiple buildings submitted in this application: Yes No

Total Number of Buildings:

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 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.

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.

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▶ Building Identification:	Main Building
<input type="checkbox"/> Edit Delete	
▶ Building Identification:	Parking
<input type="checkbox"/> Edit Delete	

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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:

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

* Plans Submitted As:

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

Showing 0-0 of 0

[Add Another Tenant](#) [Edit Selected](#) [Delete Selected](#)

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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 Tenant](#) ▼

[Edit Selected](#)

[Delete Selected](#)

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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.



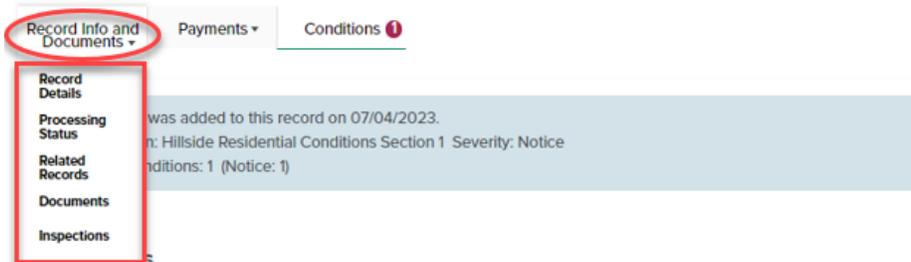
3. Once the record is displayed you have different options available:
 - **Record Info and Documents** – this link has several options:
 - **Record Details** – displays information such as the Project Location, Applicant name and information, Licensed Professional details (if populated), Project Description, 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.

Record BLD23- XXXXX:

[Add to Cart](#)
[Add to My Projects](#)

406-Residential Alterations & Additions

Record Status: Fee Review



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- **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.

Record BLD23- XXXX:

[Add to Cart](#)
[Add to My Projects](#)

406-Residential Alterations & Additions

Record Status: Fee Review

Record Info and Documents ▾ **Payments ▾** Conditions 1

Fees



 A notice was added to this record on 07/04/2023.
Condition: Hillside Residential Conditions Section 1 Severity: Notice
Total Conditions: 1 (Notice: 1) [View Condition](#)

Record BLD23-01670:

[Add to Cart](#)
[Add to My Projects](#)

406-Residential Alterations & Additions

Record Status: Fee Review

Record Info and Documents ▾ Payments ▾ **Conditions 1**



 A notice was added to this record on 07/04/2023.
Condition: Hillside Residential Conditions Section 1 Severity: Notice
 Total Conditions: 1 (Notice: 1)

Conditions

Showing 1-1 of 1

Default - 1 Applied 
PW
Hillside Residential Conditions Section 1
PW Staff has approved the above referenced project with the following conditions of approval:

*Before any footings or load bearing column pads (interior or exterior) are poured, the soils engineer shall inspect and provide a stamped and signed letter with a ***subgrade approval letter emailed to HillsideDrainage@CityofBoise.org *** that the foundation subgrade soil conditions are as indicated in the approved soils report. The Building Department will not perform a footing inspection until after the soil engineer's letter for the footing subgrade has been approved by Boise City Public Works. Additional engineering testing and observations may be required by the geotechnical engineer during construction.*

Additional Information:
Applied | Notice | 07/04/2023