PLANNING AND DEVELOPMENT SERVICES

BUILDING PROCESS

SUBMITTAL   REVIEW   INSPECTIONS

PRESCREEN   ISSUANCE

PASS   FINALED
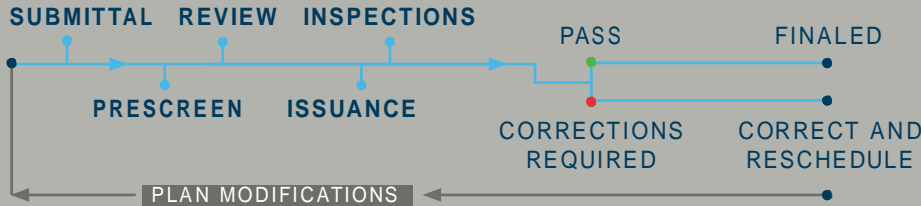
CORRECTIONS REQUIRED   CORRECT AND RESCHEDULE

PLAN MODIFICATIONS

DID YOU KNOW?
All building applications are submitted electronically. Applicants can schedule an appointment with a plan reviewer at PDS Appointments.

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1. **SUBMITTAL:** Building application is submitted on the City of Boise Permitting and Licensing system. The applicant uploads documents and corrections in the ePlanReview system. Additional contacts can be attached to the application at the time of submittal.

2. **PRESCREEN:** Intake staff will review the application and plans for completeness and contact applicant for corrections if necessary. Public Works will review all hillside applications.

   The plancheck fee is now due.

3. **REVIEW:** Once the fee is paid, the building review begins. Building review cycles on ePlanReview often include corrections for the applicant to make. Requests for corrections or additional documents from city staff will be emailed to the applicant

4. **ISSUANCE**: Once building reviews are passed and completed, all remaining fees are assessed, and plans receive an Approved stamp. Applicant is emailed when the permit is ready for fee payment and issuance. Trade permits are obtained separately.

   Fees for the building permit and all other related permits are due prior to issuance.

5. **INSPECTIONS:** Inspections are scheduled by the applicant or contractor in the Permitting and Licensing system. Trade permits attached to the building permit must be finaled prior to the final building inspection taking place. Inspectors may require corrections.

   Re-inspection fees may be charged for repeat trips when not ready.

Corrections Required
Inspections require corrections and re-inspection.

OR

Plan Modifications
Significant design changes require a plan modification, and the process starts back at Submittal. Additional fees may apply.

OR

Pass
All inspections pass and permits are finaled. Project has been approved.

CITY *of* **BOISE**