

Boise Fire Operational Permit Help

First, you'll need a [City of Boise Permitting and Licensing](#) account to apply for a permit. Please note, there are specific materials and/or documents required Fire Operational Permit submissions. You can find more information at [Permits | City of Boise](#)

Once logged in, go to the **APPLY** dropdown menu bar at the top of the page and select **FIRE**



On the Select a Record Type page, you'll choose either **Fire Operational permit**, or **Mobile Food Preparation vehicle (MFP)**, then complete the following steps:

- Applicant: If the applicant is the follow up contact, click **Select From Account** and then continue. If you need to add a preferred or onsite contact, select add **Primary contact**.
- Address: Just enter the **Street No. & Street Name** then select search .The parcel and owner information will auto-populate. If you get an error, clear your search and try again.
- Permit: This is where you select the specific permit type (i.e. Tent, CO2, Hazardous Material, etc). All areas with a red asterisk need to be completed, but additional fields may be available to provide more details.
- Inspection Date & Time: Keep note your selection, as it will be added to our inspection schedule once the application is processed, but no reminders will be sent. Contact us if you need to reschedule your inspection.
- Documents: Attach requested material, such as, site plan and activity, etc. *(If you do not provide the requested permit documents, your application review will be put on hold until those documents are submitted)*
- You'll be given a chance to review your application before submitting. Your final step will be the payment section. Visa, Mastercard and American Express credit cards are accepted, as are e-check payments.

After you've submitted your application:

- We will review your application and reach out if additional information is needed. Otherwise, your inspection will be scheduled as requested and our inspector will follow up near the inspection date to confirm inspection details.
- If you were notified to submit **Additional Information**, log into your Permit account and go to the Home dropdown box at the top of the page and select **My Records** and click on the permit record and submit new documents under the attachment section.

You may contact our Fire Prevention Division if you have questions or concerns at 208-570-6501 or Firepermit@cityofboise.org