

HOW TO

Submit an Addressing Request

Types of Addressing Requests

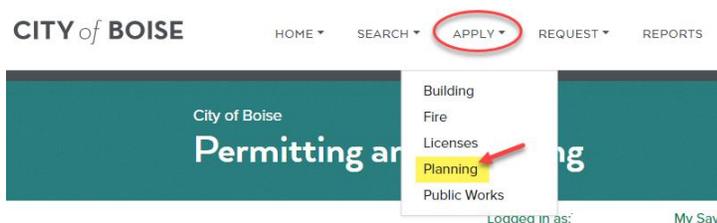
This user guide will provide instructions for submitting an addressing request for the following scenarios:

- **Change in Address Number** - Selected when an applicant has an existing address but is requesting to change the Address Number only.
- **Change in Street and Address** - Selected when an applicant has an existing address but is requesting to change the Address Number and Street Name.
- **County Addressing Area of Impact** - This option is selected when a parcel doesn't appear to be in the Boise City limits, but IS in the City's Area of Impact
- **Number Additional Address** - Used to get a new address assigned when a parcel does not yet have an address assignment.
- **Unaddressed Parcel** - This option is selected when you've been assigned a parcel from the county, but an address has not yet been assigned. An example would be a parcel that has had a Minor Land Division (MLD) and is now officially two separate parcels.
- **Variance from Address Ordinance** - any variance from the following guidelines:
All addresses within Boise City limits and the Boise area of impact are assigned by the city according to a grid system and addressing policy. When possible, all property parcels are assigned an address based on the street upon which the property fronts. Records of addresses previously assigned along with addresses of vacant property are maintained on an official address map.

Submitting a Request

To submit a new addressing request, follow the instructions below:

1. Log into the [Permitting & Licensing site](#).
2. At the top of the screen, click on "**Apply**" and then select "**Planning**".



- Review the General Disclaimer, check the box to confirm you have read and accept the terms, and then click "**Start the Project**".

Submitting the Online Planning Project

Please "Allow Pop-ups from This Site" before proceeding.

Before beginning your project, please read and agree to the City of Boise disclaimer below. Click "Start the Project" in order to move to the next page.

General Disclaimer

While the City of Boise attempts to keep its Web information accurate and timely, the City of Boise neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City of Boise as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this website are the property of their respective owners. Any commercial use of the materials stored on this Web site is strictly prohibited without the prior written permission of the City of Boise.

I have read and accepted the above terms.

Start the Project

- If the "**Select a License**" screen pops up, select "**None Applicable**" from the "Licenses" list, and then click "**Continue**". If the "**Select a License**" page does not appear, skip to Step 5.

Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

*Licenses:

--Select--

Continue »

- On the "**Select a Record Type**" screen, click to expand the "**Type 1 Applications**" list, select "**Addressing Review**", and then click "**Continue**".

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.

Search

▶ Start Your Planning Project Here

▼ **Type 1 Applications**

Addressing Review

Assured Water Supply

Temporary Use

Zoning Compliance Review

Zoning Verification Letter

Continue »

- In the **Applicant** section, click the **"Select Applicant"** button, and then select your name from the list.

Addressing Review

1 Details	2 Review	3 Pay Fees	4 Submitted
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Step 1:Details>Page 1

Please complete the fields below for your addressing request.

* indicates a required field.

Applicant

Click the "Select Applicant" button and then select your name from the list of contacts.

Select Applicant

- Complete each field in the **"Request Details"** section. For help on any of the fields on the form, click the green question mark that appears for each item.

Request Details

GENERAL

*Total # of Address Requests/Changes:

*Address Request Type:

*Requested Address:

*Existing Address:

Help text for each field to explain what is being requested.

- Next, upload a site map to your request, which shows the parcel boundary, building outline, location of the front door and any fire alarm boxes. To upload your site map, click the **"Add"** button.

Site Map

REQUIRED:

Submit a site plan showing the parcel boundary, building outline, location of the front door, and any fire alarm boxes.

The maximum file size allowed is **40 MB**.

ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w

are disallowed file types to upload. This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

PDS-Other Small Docs

View Record Documents

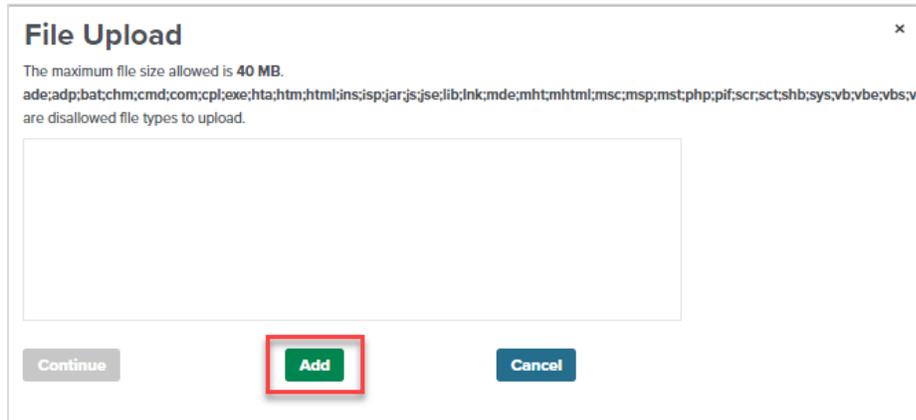
Name	Type	Size	Latest Update
No records found.			

Add

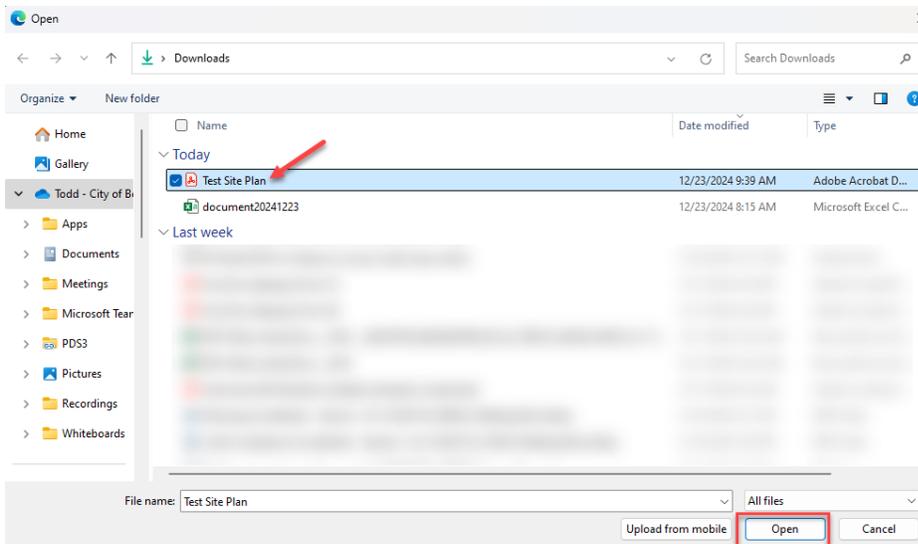
Continue >

Save and resume later

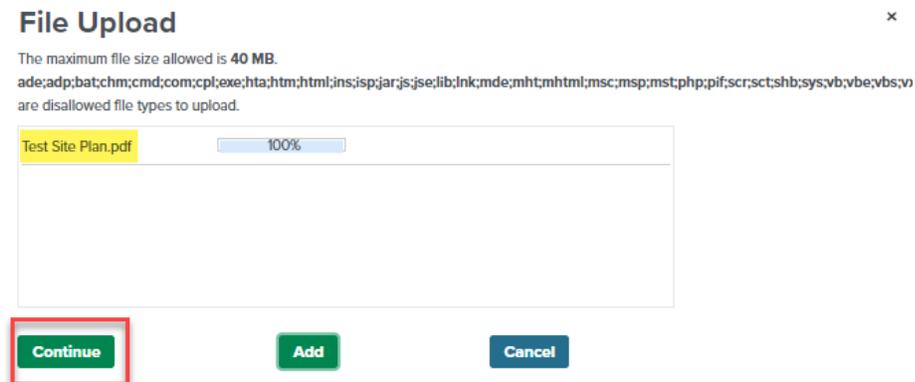
- On the File Upload screen, click **"Add"** again.



10. Locate your site plan file, click to highlight the file, and then click **“Open”**.



11. You'll see the name of the file name you selected on the *“File Upload”* screen. Click **“Continue”**.



12. On the next screen, enter a description for your file, and then click **“Save”**. Next click **“Continue”**.

*Type:

File:
 Test Site Plan.pdf
 100%

*Description:

Save **Add**

Continue > **Save and resume later**

13. You'll see that your site plan has been added to your application submittal. Click **“Continue”**.

Site Map

REQUIRED:

Submit a site plan showing the parcel boundary, building outline, location of the front door, and any fire alarm boxes.

The maximum file size allowed is **40 MB**.

ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sc;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

PDS-Other Small Docs

View Record Documents

Name	Type	Size	Latest Update
Test Site Plan.pdf	PDS-Other Small Docs	104.58 KB	12/23/2024

Add

Continue > **Save and resume later**

14. You'll be directed to the **"Review"** page to review each of your entries. To update any of the previous entries, click the green button in the *"Request Details"* section that says **"Click here to Review and Edit"** to make any updates.

Addressing Review

1 Details	2 Review	3 Pay Fees	4 Submitted
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Step 2: Review

Continue > Save and resume later

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

Record Type

BEFORE SUBMITTING THIS APPLICATION, PLEASE CLICK ON EACH GREEN BUTTON LABELED "CLICK HERE TO REVIEW AND EDIT" PRIOR TO SUBMITTING APPLICATIONS.

Addressing Review

Applicant

Todd Duncan
150 N Capitol Blvd
Boise, ID, 83701
Main Phone: 208-608-7063
Mobile Phone: 206-399-1720
Email: tduncan@cityofboise.org

Request Details

GENERAL

Click here to Review and Edit

Click here to Review and Edit

15. If everything looks good, scroll to the bottom, review the final information, then click the box to confirm you agree to the above.

If the address change is denied by Planning and Development Services, a variance request may be submitted. Please submit a \$25.00 non-refundable fee. This request will be heard by the Boise City Council. Additionally, please be aware of the following:

Boise City Code, Variances states:

"The applicant must specifically state, in writing:

1. the extraordinary hardship caused by this code, and
2. prove said variance will not cause adverse effect to the health, safety and welfare of the community."

By checking this box, I agree to the above certification. Date: 12/23/2024

Continue > Save and resume later

16. Finally, you'll be directed to the Receipt page, where you'll see the record number associated with your request. Please use this number any time you reach out to the Addressing Team to inquire about your request.

1 Select item to pay	2 Payment information	3 Receipt and Confirmation
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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.

No Address

ADR24- [REDACTED]	View Summary	Copy Record
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