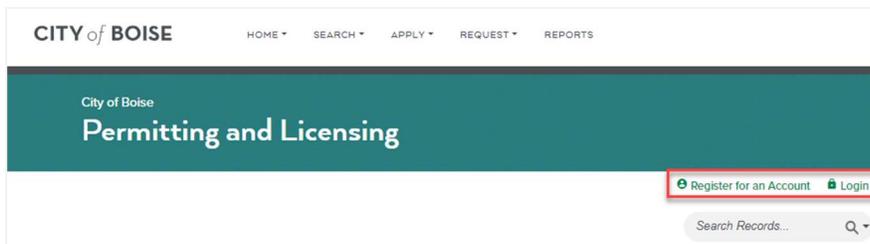


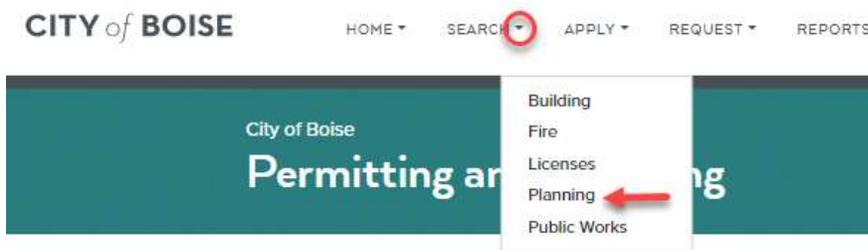
- HOW TO **Submit a Zoning Compliance Review**

This guide will provide the steps to create a Zoning Compliance Review on the Permitting & Licensing system.

1. Login or register for a public user account on the [Permitting & Licensing site](#).



2. At the top of the screen, click **“Apply”** and then select **“Planning”**.



3. Click the arrow next to **“Type 1 Applications”** to expand the list of options.

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.

▶ Start Your Planning Project Here

▼ Type 1 Applications

- Addressing Review
- Temporary Use
- Zoning Compliance Review
- Zoning Verification Letter



4. Select your desired application type and then click “**Continue**” to complete the required fields for the application:

- **Zoning Compliance Review**

A Zoning Compliance Review is required to confirm compliance with the zoning code. These are reviewed and approved administratively by the Planning Team.

There are several applications which fall into this category, including but not limited to:

- Manufactured Homes
- Home Occupations
- Schools in Mixed-Use zones
- Temporary Uses
- Minor exterior changes to commercial buildings or Multiple-Family Dwellings
- Accessory structures over 1,000 square feet in area and over 22 feet in height
- Commercial fences
- Family Home Adult or Child Daycare for 7 to 12 persons (Home Occupation: Daycare)

5. Please review the Requirements page and Click **Continue**.

In-person hours for the Planning Division have changed:

Monday - Wednesday 8 a.m. to 5 p.m, Thursday 8 a.m. to 4 p.m. and Fridays by appointment only.
 You can reach us by emailing zoninginfo@cityofboise.org or calling 208-608-7100.

Zoning Compliance Review

1 Step 1 of 1	2 Step 2	3 Step 3	4 Step 4	5 Review	6	7
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Step 1: Step 1 of 1 Requirements

Zoning Compliance Review Information

Review the Submittal Checklist prior to submitting to ensure all requirements are met. Incomplete applications will not pass review.

- [Zoning Compliance Review Application Submittal Requirements](#)
- An [Statement of Legal Interest](#) must also be included on this application submittal.

*Indicates a required field.

Requirements

Requirements

I have read and understand the information above:

Continue »

Save and resume later

6. This application will require the location of the proposed Project. We do recommend Searching with address number and the first few characters of the street name (excluding a direction) and click search. The information will populate

Address

Please enter the address number and the first few characters of the street name (excluding a direction) and click search.

If you are unable to search for your address, please visit the [Boise Address Validation Map](#) to locate a valid address before running the search again.

Street No.:	Direction:	Street Name:	Street Type:
<input type="text" value="150"/>	--Select--	<input type="text" value="cap"/>	--Select--
Unit Type:	Unit No.:		
--Select--	<input type="text"/>		
City:	State:		
<input type="text" value="BOISE"/>	ID		
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

Once the address search returns with your results, the Parcel and Owner fields will be required. Click Continue

Owner

Owner Name:	<input type="text" value="CITY OF BOISE"/>	
Address Line 1:	<input type="text" value="PO BOX 500"/>	
City:	State:	Zip:
<input type="text" value="BOISE"/>	ID	83701
Phone:	E-mail:	
<input type="text"/>	<input type="text"/>	

- 7. Please Load the contact from your Permitting and Licensing Profile by clicking “**Select Applicant**” and following the steps. This contact will receive a Invitation to upload documents after this application is submitted in step 10.

Zoning Compliance Review

1 Step 1 of 1	2 Step 2	3 Step 3	4 Step 4	5 Review	6	7
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Step 3:Step 3>Contacts

Zoning Compliance Review Information

*indicates a required field.

Applicant

All applications must include an Applicant. This person will be used as the contact for the duration of the review. An email address is required.

Select Applicant 

Continue »

Save and resume later

- 8. Please type a summary of your proposal and click “**continue**”

Zoning Compliance Review

1	2 Step 2	3 Step 3	4 Step 4	5 Review	6 Pay Fees	7
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Step 4:Step 4>Page 1

*indicates a required field.

Project Details

General

Please explain your proposed project: *

Continue »

Save and resume later

9. The Review Page is the final Step, scroll down to review the information.

Zoning Compliance Review

1	2	3 Step 3	4 Step 4	5 Review	6 Pay Fees	7 Submitted
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Step 5: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.

Zoning Compliance Review

Scroll Down to Review the information

Requirements

Requirements

[Click here to Review and Edit](#)

I have read and understand the information above: Yes

Address

[Click here to Review and Edit](#)

150 N CAPITOL BLVD
Boise ID



After Ensuring your information is correct, please check the checkbox confirming the information provided is accurate and submit the application.

Joe Bu Morrisroe
City Hall
Boise, ID, 83709
Main Phone:208-608-7114
Email:jbumorrisroe@cityofboise.org

Project Details

General

[Click here to Review and Edit](#)

Please explain your proposed project: test

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

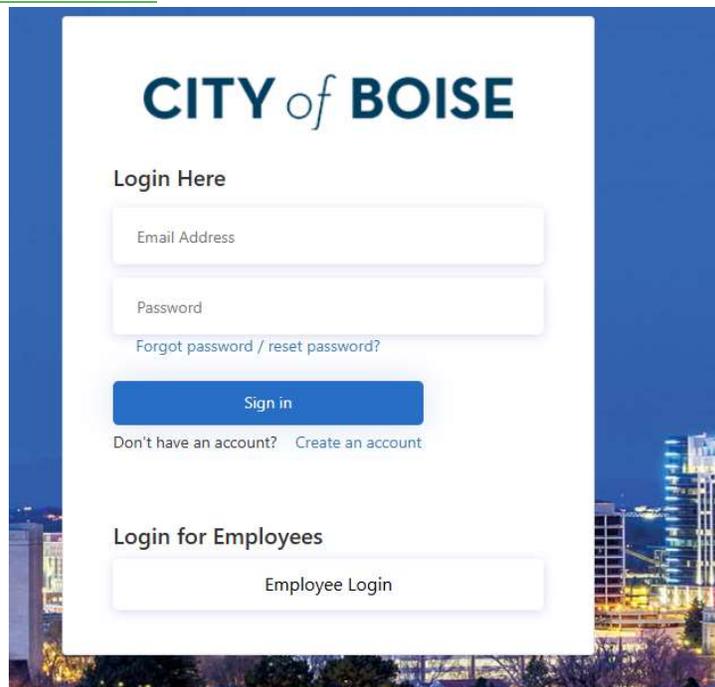
Date:

[Continue >](#)

[Save and resume later](#)

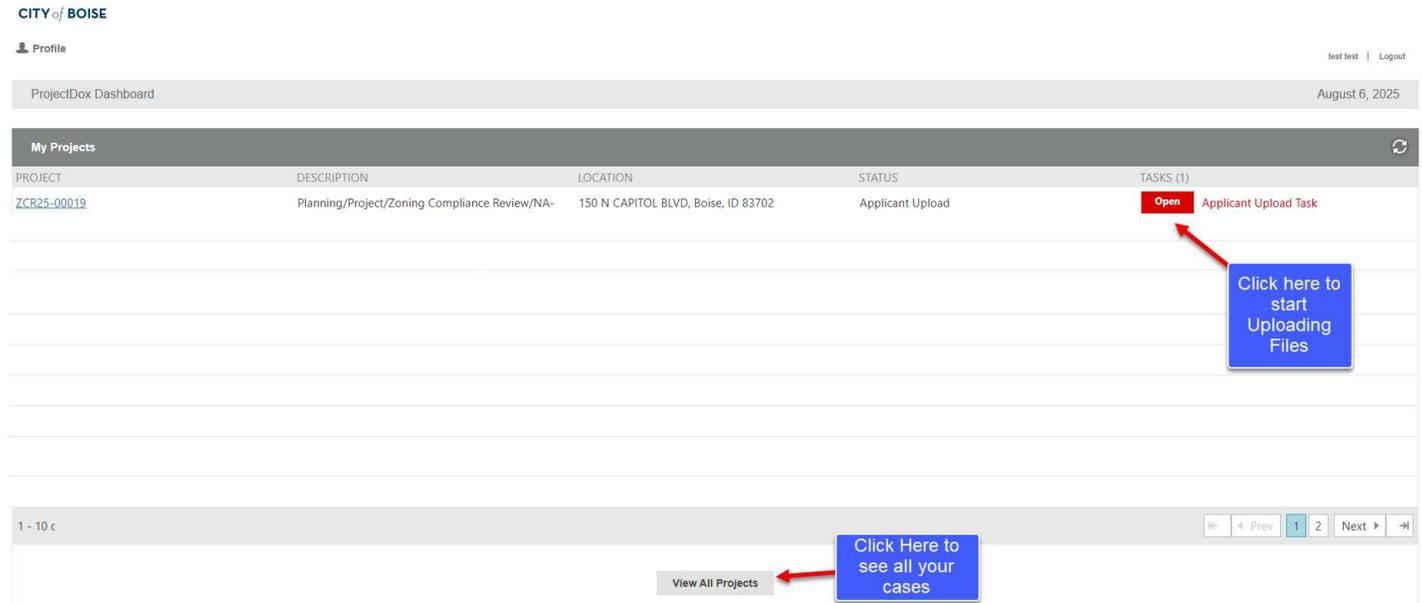
10. The next step is you will receive an email for document upload. This will be to the ePlanReview system. This is where you upload the documents required on the Zoning Compliance Review Application Submittal Requirements.

- a. If you have never had an account on ePlanReview, please follow [How to Create An ePlanReview Account](#)

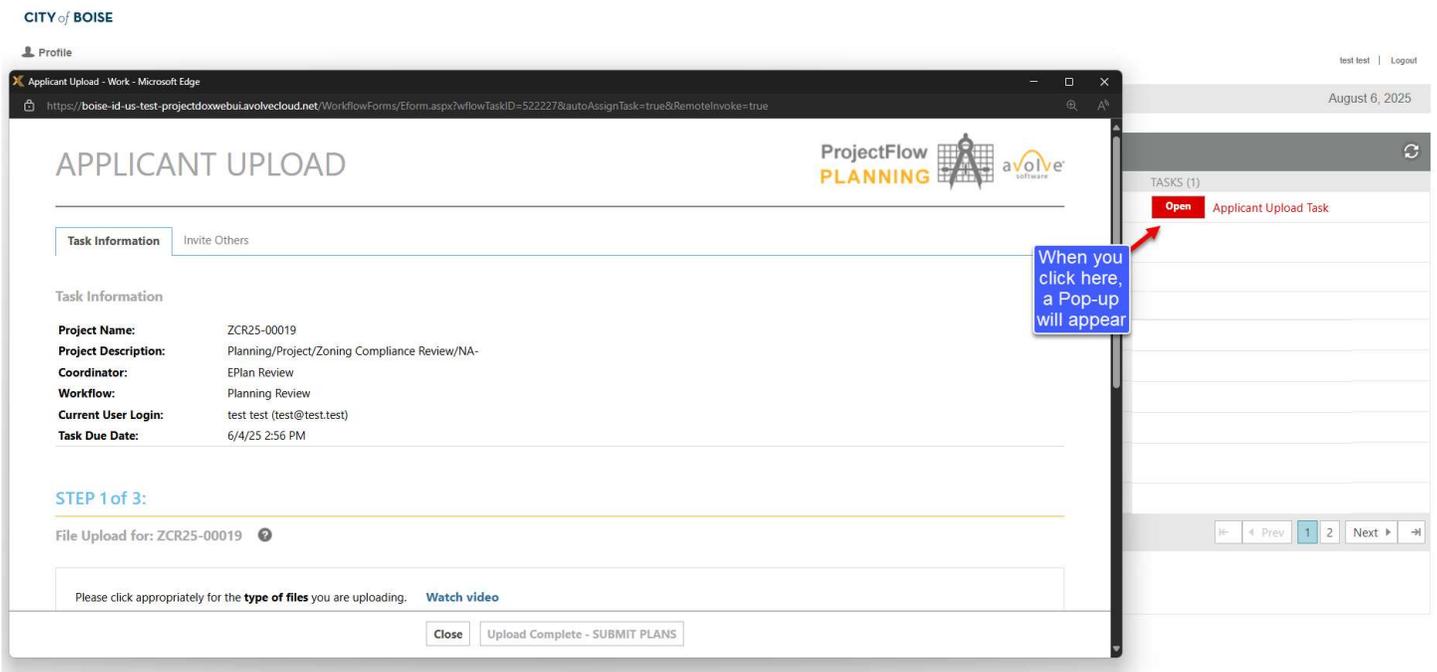


11. Once you create an account, Please ensure you have electronic copies of the required documents on this list [Zoning Compliance Review Application Submittal Requirements](#).

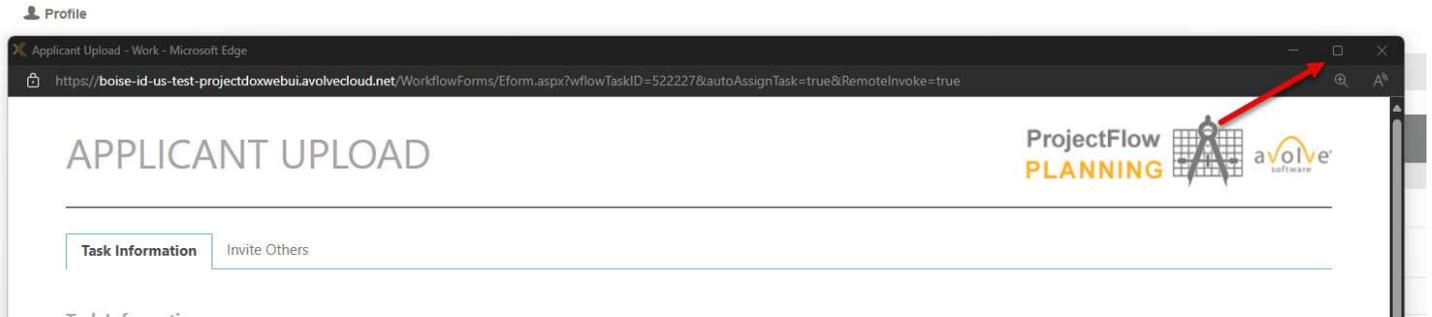
12. The initial landing page will be a dashboard so you can start uploading the files



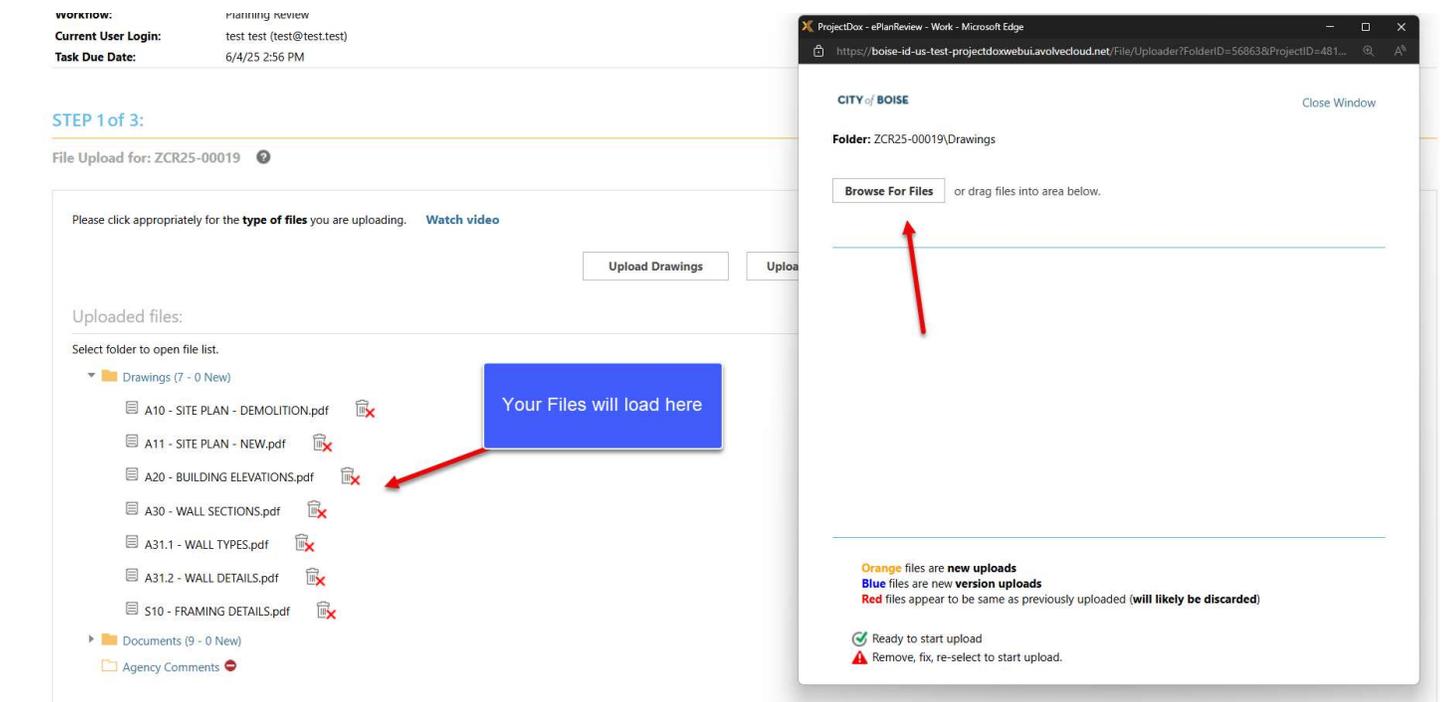
13. When you click on the tasks tab a pop-up will appear, make sure your pop-ups are not blocked on the browser.



14. To make the window larger, please click on the box to the left of "X"



15. Follow the steps in the pop-up to upload Files into the **Documents** and **Drawings** Folders. Please ensure all files are in PDF or JPEG(Photo) formats.



16. Once all files are uploaded then please scroll to the bottom of your page and click the confirmation box, then click on the "Upload Complete" button to submit the task

- a. **Important:** Staff will not be able to review your Zoning Compliance review Case Until this is done



STEP 2 of 3: Select the checkbox at the bottom

STEP 3 of 3: Click 'Upload Complete - SUBMIT PLANS' to submit your files

Confirmation ?

Selection is required.

I have uploaded all required drawings and/or documents. 



17. Please monitor your email for next steps and any updates. You can also log into the ePlanReview Dashboard to view the Status of your application.

CITY of BOISE

Profile

test test | Logout

ProjectDox Dashboard

August 6, 2025

My Projects				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
ZCR25-00019	Planning/Project/Zoning Compliance Review/NA-	150 N CAPITOL BLVD, Boise, ID 83702	Applicant Upload	Open Applicant Upload Task
ZCR25-00019	Planning/Project/Zoning Compliance Review/NA-	150 N CAPITOL BLVD, Boise, ID 83702	In Review	
ZCR25-00019	Planning/Project/Zoning Compliance Review/NA-	150 N CAPITOL BLVD, Boise, ID 83702	Prescreen Corrections	

1 - 10 of 12 records

Prev 1 2 Next

[View All Projects](#)