



# PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500  
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

<b>PDS</b>	Document Number
	<b>#402-B</b>

# Pre-approved ADU Submittal Checklist

Permit #: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Application Submittal

Building permit applications and plans are submitted to the city through our Electronic Plan Review System. This checklist must be completed as part of the required documentation.

**Our ePlanReview system** lets you submit documents and plans electronically for review. Go to [www.cityofboise.org/pds](http://www.cityofboise.org/pds) for more information. All electronic files must meet the requirements specified in the "Electronic Plan Review Submittal Standards" document. Electronic files that do not meet these requirements will not pass pre-screen review. [www.cityofboise.org/pds/ePlanReviewStandards](http://www.cityofboise.org/pds/ePlanReviewStandards)

## Application Acceptance

- Incomplete submittals will not be accepted. Applicants with incomplete submittals must upload additional documents and work with staff to provide the correct documentation.
- Plans must be accepted as complete, and all review fees must be paid before review can begin.

## Instructions

- Checklist must be completed and uploaded with the documents (ePlanReview).
- The checklist is not complete unless all information is filled out, and all appropriate boxes are checked.

## Documents Provided

Yes

- [Application #402-B –ADU Permit](#)
- Planning Approval** – Attach any planning approval action letters (CZC or DRH case numbers)
- [Liability Release Wavier](#) Intended Appropriate Use of the plans
- ACCA Approved Design Software Analysis Output Report** - Showing compliance with the design requirements of Manual J (load calculations), Manual D (duct systems), & Manual S (equipment selection). Include fresh air ventilation design, and a duct system layout noting duct sizes, lengths, and termination points with cfm outputs.
- Site Specific Fire Flow at Hydrants Letter**- From Veolia Water or other public water provider. Include static pressure if sprinklers are to be installed.
- Building Plans**- Which Pre-Approved ADU Plans will be used?

- Goldfinch**- 280 Square Feet
- Waxwing**- 396 Square Feet
- Kingfisher**- 491 Square Feet
- Kestrel**- 695 Square Feet
- Osprey (A)**- 904 Sq. Ft (376 sq. ft. ADU over 528 sq. ft. Garage)
- Osprey (B)**- 904 Sq. Ft (376 sq. ft. ADU over 528 sq. ft. Garage)
- Sandpiper (A)**- 924 Square Feet (396 sq. ft. ADU over 528 sq. ft Garage)
- Sandpiper (B)**- 924 Square Feet (396 sq. ft. ADU over 528 sq. ft Garage)

**Note:** The Permit Desk will upload the City approved plans into the ePlanReview System at Prescreen.

## Plans Provided

### Site Plan (scaled at 1 inch = 20 feet)

Yes

- Site Plan**- Show location of the structure including balconies, decks, driveways, and walkways with dimensions and distances to the property lines. Indicate bearings, distance, and curve data in conformance with the recorded plat. Show setbacks and any easement locations. Specify below and show on site plan and elevations.  
 Front setback \_\_\_\_\_ Side setbacks \_\_\_\_\_ Rear setback \_\_\_\_\_ Max. Height \_\_\_\_\_

## Erosion & Sediment Control Permit

Yes N/A

- ADU Plans less than 500 square feet do not require an ESC permit. During the online building permit application, select "No" for Significant Soil Disturbance.
- Any new building ADU Plan over 500 square feet requires an ESC permit. The ESC permit is obtained during the online building permit application process by selecting "Yes" for Significant Soil disturbance. The contractor must list their [ESC Responsible Person](#) number prior to permit issuance, or the owner may be listed as the Homeowner Responsible Person but do not require a license number.

Contact the Erosion and Sediment Control Inspectors with any questions about best management practices (BMPs), call 208 794-8996, 208 473-8333 or online [contact card](#).

## Applicant Acknowledgement

I, the undersigned, have completed the above checklist noting all pages and supporting documents for the project.

\_\_\_\_\_  
Name of applicant

\_\_\_\_\_  
Date