

How to Submit a Preapproved ADU Permit Application

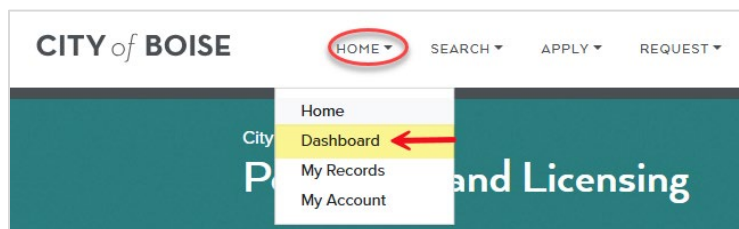
BEFORE YOU BEGIN: Each page of the on-line application includes two buttons:

- **Save and resume later** (bottom left): Saves your progress and closes the application. Use this if you cannot finish until a later time.
 - The system logs you out after 10 minutes of inactivity.
 - Unsaved work will be lost, and you'll need to start over.
 - Any applications saved remain available for 60 days.
- **Continue** (bottom right): Moves you to the next step.



If you clicked **Save and resume later** by mistake:

1. Go to **Home > Dashboard**.



2. Scroll down to **Work in Progress**.
3. Click **Resume Application** next to your 402 application.

Work in progress ?					View All Records
Record Name	Record ID	Module	Creation Date	Action	
406-Residential Alterations & Additions		Building	3/5/2026	Resume Application	
402-404-New Residential		Building	3/5/2026	Resume Application	

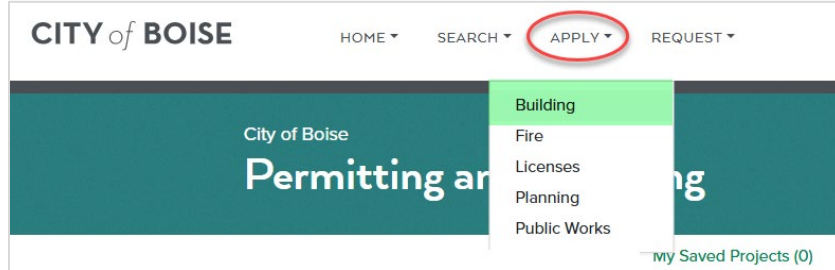


Steps to submit your pre-approved ADU building application:

1. **LOG IN:** Log in to the [Permitting & Licensing site](#).

NOTE: To register for a user account, follow the instructions found in our guide on [How to Register for a Public User Account](#).

2. **APPLY:** At the top of the screen, click on **Apply** and then **Building**.



IMPORTANT: Make sure pop-ups are allowed for the site before proceeding with the application. See the links below for instructions:

- [Google Chrome users](#).
- [Microsoft Edge users](#).

3. **GENERAL DISCLAIMER:** Check the box to acknowledge you have read and accept the terms, and then click **Continue Application**.

Online Application

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

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.

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☒ I have read and accepted the above terms.

Continue Application

4. **RECORD TYPE:** To select the Record Type, click to expand **Residential Building Permits**, select **402-404-New Residential**, 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

- ▶ Commercial Building Permits
- ▼ Residential Building Permits
 - ☒ 402-404-New Residential
 - ☐ 406-Residential Alterations & Additions
 - ☐ 410-Manufactured Home
 - ☐ 412-Application for Proprietary Inspection
 - ☐ 414-530-Demolition-Deconstruction
 - ☐ 426-Residential Pool
 - ☐ 428-534-Roof-Siding-Windows
- ▶ Electrical, Mechanical, and Plumbing Permits
- ▶ Fire Plan Review Permits
- ▶ Grading Permits
- ▶ Sign Permits

Continue »

5. **CERTIFICATION:** Read through the requirements presented, check the acknowledgement box, and then click **Continue**.

Certification

Requirements

I have read and understand the information above ☐

Save and resume later **Continue »**

6. **ADDRESS SEARCH:** Since this is a new ADU, it most likely does not have its own address yet. A unique address will be assigned during the review process. For now, when submitting your application, use the primary residence's address. To search for it, enter only the **Street Number** and **Street Name** (or part of the name). Leave all other fields blank and click Search.

Search by 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.
Note: Residential contractors may now submit multiple connected townhouses on a single application. Please enter the address for Primary building on this project. You will be prompted for the addresses and parcel numbers of the other townhouses further along.

Street No.: 150	Street Name: capitol	Street Type: --Select--
Direction: --Select--	Unit Type: --Select--	Unit No.:
City: BOISE	State: ID	

Search

Clear

You'll notice that once the address has been validated, that the parcel and owner information is now displayed when you scroll down on the screen.

Search by Parcel

If you do not know the valid Parcel Number, we recommend using the Search by Address Section above.

* Parcel Number:

R1013001176

Scroll to the bottom of the screen and click **Continue**.

7. **APPLICANT:** Next, add your name as the Applicant by clicking the **Select a Contact** button and then select your name from the list that pops up.

NOTE: The applicant is the person uploading documents & drawings and responding to reviewers (not always the property owner).

Applicant

All applications must include an Applicant. This person will be used as the contact for the ePlanReview system when they upload files for the review. An email address is required.

Select a Contact

Add New Contact

8. **CONTRACTOR DECLARATION:** This is the section where you'll identify who will be doing the work:
- Use the drop-down arrow to identify who will be performing the work, whether that will be the homeowner (or another exempt individual), a registered contractor, or if it is "To Be Determined."
 - Answer **Yes** to this question (required for a pre-approved ADU).
 - Check the box to indicate you've read and understand the information at the top of the page.
 - Once you check the box above in item C, the date will automatically populate.

Click **Continue**.

The screenshot shows a form titled "Contractor Declaration" under the heading "Agreements". It contains four fields with annotations:

- *Who is performing the work on this permit?:** A dropdown menu with "--Select--" and a red circle 'a' next to it.
- *Are you applying for a Pre-Approved ADU?:** Radio buttons for "Yes" (selected) and "No", with a red circle 'b' next to the "Yes" button.
- *By checking the box below, I agree that I have read and understand the requirements above:** An unchecked checkbox with a red circle 'c' next to it.
- *Date Signed:** A date input field with the placeholder "MM/DD/YYYY" and a red circle 'd' next to it. A green calendar icon is visible on the right side of the field.

9. **Professional Contacts List:** If you select "Registered Contractor" in step 9.a above, you will be required to add a professional contact in the Professional Contacts List before continuing to the next page. If your contractor has not yet been linked to your public user account or if the "Look Up" button fails to return any results:

- Click "**Save and resume later**", then reach out to our Permit Desk at permits@cityofboise.org or by calling (208) 608-7070 and request to have your Contractor license number linked to your public user account allowing you to select it from your account.

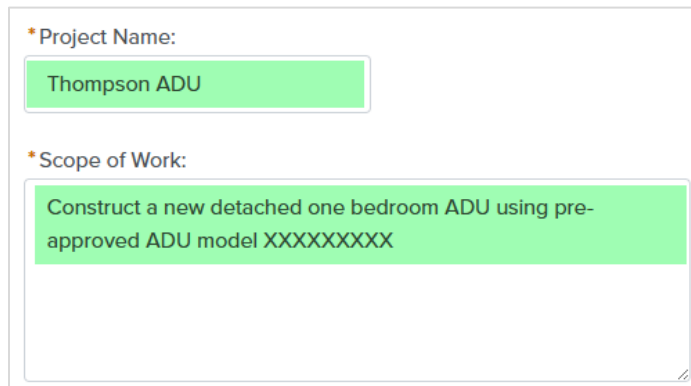
OR

- Select "**To be determined**" in step 9.a above, complete the remaining fields to submit your application. Then once you have determined the contractor, reach out to our Permit Desk at permits@cityofboise.org or by calling (208) 608-7070 and request to have your Contractor license number added to your permit application.

10. **DETAIL INFORMATION:** This is where you'll enter a name and description for your project.
In the:

- **Project Name** (e.g., "Thompson ADU").
- **Scope of Work** (e.g., "Construct a new detached one-bedroom ADU using pre-approved ADU model XXXXXXXXX").

NOTE: The name of the pre-approved ADU model would be entered in lieu of the XXXXXXXXX shown in the example above/below.)



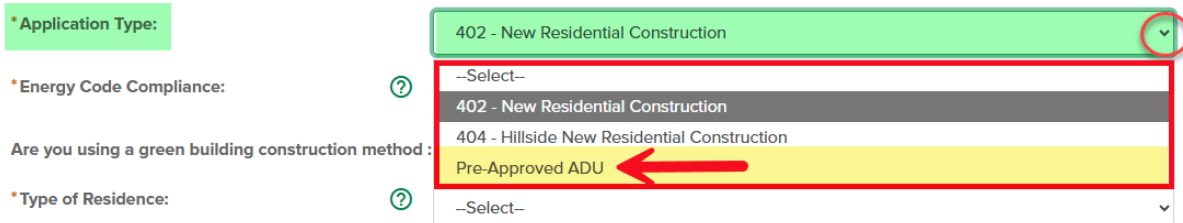
* Project Name:
Thompson ADU

* Scope of Work:
Construct a new detached one bedroom ADU using pre-approved ADU model XXXXXXXXX

11. **PROJECT DETAILS:** The Project Details section is where most of your details will be entered for your new ADU. The "Property Information" appears at the top of the Project Details section, which all fields are read-only, so cannot be changed. These details are populated from our GIS data to identify specific details for the address.

Continuing to the "General Information" section, you'll see the first field is "**Application Type**". Please use the drop-down arrow for this field to change it to **Pre-Approved ADU**, as shown below:

General Information



* Application Type: 402 - New Residential Construction

* Energy Code Compliance: ?

Are you using a green building construction method : ?

* Type of Residence: ?

402 - New Residential Construction

404 - Hillside New Residential Construction

Pre-Approved ADU

-Select-

Continued on next page

PROJECT DETAILS, continued:

You'll notice that once you change the *Application Type* field to *Pre-Approved ADU*, the application fields will be updated to only include the fields we need for your ADU. The first field appearing directly below the "Application Type" field shown above is where you will select which pre-approved ADU model you plan to build on your property. Use the drop-down arrow to select your ADU model:

General Information

* Application Type: Pre-Approved ADU

Please Select a Model

* Please select the Pre-Approved ADU Model: --Select--

--Select--

- Goldfinch - 280 square feet
- Waxwing - 396 square feet
- Kingfisher - 491 square feet
- Kestrel - 695 square feet
- Osprey A - 376 square foot ADU over 528 square foot Garage
- Osprey B (mirrored) - 376 square foot ADU over 528 square foot Garage
- Sandpiper A - 396 square foot ADU over 528 square foot Garage
- Sandpiper B (mirrored) - 396 square foot ADU over 528 square foot Garage

* Total Building Area (Excl. finished basement area):

Dwelling Units

This section deals with Dwelling Units - independent units, detached home or garage, or built as detached structures. Adding quarters, basement apartment, or other independent residence.

Please Continue:

After selecting your ADU model, you may notice two things occur:

- a new field will appear instructing you to **"Click on the Question Mark to Preview the design"** (see below). Once you click on the question mark, you'll see the name of your ADU model which is a link to open the floor plan to preview.
- the **"Total Building Area"** field will automatically update to match your selection above.

Please Select a Model

* Please select the Pre-Approved ADU Model: Goldfinch - 280 square feet

Click on the Question Mark to Preview the design ->

Help Goldfinch Design

Link to preview the design.

* Total Building Area (Excl. finished basement area): 280 Sq.Ft.

Auto-populated after selecting your ADU model.

Continued on next page

PROJECT DETAILS, *continued*:

Next, scroll past the next few sections until you get to the **Additional Information** section. You'll notice fields to enter any Planning application numbers you have related to the project, which at minimum would be a:

- PLN - Planning Project Number, and
- CZC - Zoning Certificate,

OR

- DRH - Certificate of Appropriateness.

Once the Planning applications numbers for your project have been entered, answer the compliance question and then click **Continue**.

Additional Information

Planning

Please provide a (PLN) Planning Project Number if you have one:

Design Review Number:

Historic Preservation Number:

Conditional Use Number:

Zoning Certificate:

Other Case Number:

*Is compliance with an affordability or sustainability incentive a condition of a Planning Application Approval?: ☐ Yes ☒ No

[Save and resume later](#) [Continue »](#)

12. **PROJECT VALUES**: Enter the cost of the total project including materials, labor, etc. into the field provided, and then click **Continue**.

Project Values

Certificate of Value

Total Project Value:

[Save and resume later](#) [Continue »](#)

13. **REVIEW:** You'll be directed to the **Review** page, allowing you to scroll through each of your entries for accuracy. You'll notice green "**Edit**" buttons on the Review page allowing you to click to go to a specific section if corrections are needed.

Contractor Declaration

Agreements [Edit](#)

Who is performing the work on this permit?: To Be Determined

Are you applying for a Pre-Approved ADU?: Yes

After reviewing your entries, scroll to the bottom and check the box to acknowledge the three bullets, which the Date field will automatically update once you check the box. Click **Continue**.

☒ By Checking this box:

1. The undersigned is the owner of the indicated property or acting as the owner's authorized representative.
2. The undersigned declares that the above provided information is true and accurate, and acknowledges that failure to provide true and accurate information may result in rejection of this application, possible revocation of the permit where wrongfully issued and subject the undersigned to any applicable penalties.
3. The checked box represents a digital signature for all legal purposes as allowed by Idaho Code (Chapter 50 Uniform Electronic Transactions Act).

Date: 03/10/2026

[Save and resume later](#) [Continue »](#)

14. **RECEIPT:** The Receipt and Confirmation page will appear providing you with your permit number:

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.

150 N CAPITOL BLVD, Boise ID

BLD26-XXXX

This address will most likely be your primary address, as the new ADU address may not be assigned until in review.

[View Summary](#)

15. **NEXT STEPS:** Once you've submitted your permit request:

- You'll receive an email invitation to begin uploading your files into ePlanReview. ePlanReview is the system where all drawings & documents for a permit are uploaded, and where the plan review takes place.
- Upload your documents into ePlanReview.
- You do not need to upload drawings; a City of Boise Permit Technician will upload the plan drawings for you based on the pre-approved ADU model you selected.
- For additional information on using ePlanReview, visit our [Electronic Plan Review User's Guide](#).
- If you're a new user of ePlanReview, you'll need to register for a new ePlanReview user account. For instructions on registering, see our guide on [How to log in to ePlanReview using Boise Secure](#). Instructions for registering for an account begins on **Page 6 – First Time Users to ePlanReview**.