



PLANNING AND DEVELOPMENT SERVICES

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Planning & Development Services Building Division Policy

Title: Early Start Tenant Improvement Permit Process Policy

Code Name: *International Building Code (IBC)*

Code Section: 107.3.3.1 Early start approvals (as amended in Boise City Code)

Code Language: 107.3.3.1 Early start approvals. The building official may issue an early start permit for construction within an existing building before construction documents for the entire structure have been reviewed for compliance with this code. The building official may only issue an early start permit for projects where the work being performed is in existing buildings and involving nonstructural interior framing for retail, office, or warehouse uses for the storage of non-hazardous materials. The building official may issue an early start permit for other occupancies and uses when he/she deems such work to be appropriate and necessary to maintain building safety requirements while expediting construction schedules.

An early start permit authorizes the permit holder to proceed with construction within a limited scope of work as defined by the building official or his/her designee. The early start permit shall be issued in addition to the building permit which authorizes the whole remodel, alteration, or repair. Fees shall be collected for this permit based on the hourly plan review fee found within the provisions of the Boise City Building Code Fee Schedule as adopted by the City Council and pursuant to policies set by the Planning and Development Services Department.

Scope of Policy: To clarify policy procedures in processing early start tenant improvement permits as authorized in the City Building Code.

Policy: Early start permits for some tenant improvement projects can be allowed upon request from the permit applicant where delaying the start of construction may cause construction schedule issues or a financial hardship to the permit applicant. Early start permits can be issued for projects where the work being performed involves nonstructural interior framing in retail, office, or warehouse uses with the storage of non-hazardous materials.

Permits involving structural changes to a tenant space or exterior modifications to a building are not eligible for this process. The building permit application for the entire scope of work not covered in the early start permit must be submitted before the early start permit is issued. In special cases, early start permits may be issued for other

occupancies if requested in writing to the building official. The building official may approve these permits based on the building official or designee's evaluation of the complexity of project and risk of work being installed incorrectly because plans have not received final approval and the need for an early start of the project. Projects that are primarily one type of occupancy, for instance a B (office occupancy), that have a small amount of the total square footage dedicated to a conference room (assembly occupancy) may be eligible for an early start tenant improvement based on the approval of the building official.

Work under an early start tenant improvement permit shall not proceed beyond the framing inspection stage. The permit shall be issued subject to a condition which states that any construction work performed by the permit applicant that does not meet code requirements must be corrected prior to approval of the framing inspection by the City. Additional construction beyond framing is not allowed unless specifically authorized by the building inspector and applicable trade inspectors. The applicant or contractor is proceeding at their own risk. A full separate building permit for the whole scope of work will be issued when the full plan set has been reviewed and approved by City personnel and other reviewing agencies.

Early-start permits that involve work related to commercial kitchens, restaurants or any other project requiring underground work, must also be reviewed by the PDS Plumbing Section prior to permit issuance. Central District Health Department approval may also be required. For paper submittals, an extra set of plumbing plans shall be submitted with the building plans and the plan reviewer notified so that expedited routing of the plumbing plans can occur.

Electrical, plumbing, mechanical, fire alarm or fire sprinkler, and erosion and sediment control permits may be issued for the project after the early start building permit has been issued by the City. No inspections will be performed except those related to plumbing or electrical groundwork until the full building permit for the entire scope of work is issued. A condition will be placed on the case and shall remain in place until the full building permit is issued. In buildings with fire sprinklers and fire alarms, coverage by the building's shell fire protection system must be maintained.

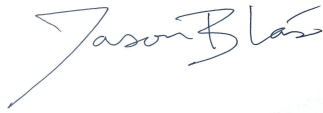
The permit applicant shall submit a complete tenant improvement application, full set of plans and documents, and a certificate of value for the entire project along with a separate application for an early start building permit which outlines the scope of work to be completed under the authority of the early start permit. No work is authorized to begin until these applications have been received by Planning and Development Services and the early start tenant improvement permit is approved and issued.

When the approval for interior demolition of the existing space is requested in addition as part of the early start permit, a fee equivalent to the fee charged for a separate interior demolition permit, based on value, will be charged in addition to the hourly rate fees (commercial review and clerical/administrative) charged for the early start permit.

Intent: Existing building tenants or new tenants must secure the appropriate permits before they commence construction on a tenant space. This naturally delays occupancy of the space or the start of construction while the plan review is occurring.

In order to decrease the delay under certain circumstances, the intent of this policy is to issue a permit which allows construction to commence and continue up to the framing inspection during the plan review process. Subsequent trade permits can then also be issued, allowing work to commence. This policy allows the City to maintain oversight for office, retail, or warehouse with non-hazardous storage even though a full permit for the entire project has not yet been issued. Other occupancies may be considered on a case-by-case basis.

This policy supersedes City of Boise Resolution 13535 issued September 12, 1995 on the subject. This policy also replaces a previous version of this policy on the subject dated 7/24/14 with some updated text changes.



Jason Blais
Building Official

12/21/21

Effective Date

Retired Date