Any home occupation within a dwelling unit or residential accessory structure must receive administrative approval. All home occupations are subject to the standards of Boise City Code. To confirm compliance with these standards, please provide the following:

- **Affidavit(s) of Legal Interest (see attached).** Form must be completed by the legal owner(s) of record.

- **Detailed Letter of Explanation** describing the nature of the proposed home occupation. Include information about the type of business, equipment used, number of employees, operating hours (hours per day and days per week), and average daily number of people that will be coming to your home. If applicable, specify the number of students or home beauty salon stations.

- **Site Plan:** Indicate any area to be used by the home occupation, including parking.
  - Scale (not smaller than 1" = 30' unless otherwise approved)
  - North arrow
  - Size of parcel (acres or square feet)
  - Property boundary/property lines
  - Name of applicant, plan preparer, project name and project address on title block
  - Parking areas with stalls shown and garage door widths

- **Floor Plan:** Drawn to scale. Indicate any area to be used for the home occupation.

- **Proof of neighbor notification**, adjacent property owners and occupants, including across streets and alleys confirming they have been informed of your proposal. Certified Mail is an acceptable alternative.

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**ePlanReview**

**Electronic Application**

Begin by selecting the Planning Application for **PDS Online | eApply here**. Registration is required and free. Refer to the **PDS Online FAQs**. Incomplete applications will not be reviewed.

- **Upload Files**
  In ePlanReview, upload all the required submittal documents in accordance with the **ePlanReview Submittal Standards**.

- **Submit Files**
  To submit the application sign off on the “Applicant Upload Task”. Prescreen review does not begin until the task is completed. Review the **ePlanReview User Guide** for helpful screenshots.

- **Pay Fees**
  The applicant receives an email notification to pay the application fees at **PDS Online | ePay**. Applications are not accepted until the fees are paid in full.
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Affidavit of Legal Interest

State of Idaho )
              ) ss
County of Ada )

I, _________________________________________, __________________________________________
Name        Address
___________________________________________, __________________________________________
City        State
being first duly sworn upon oath, depose and say:

(If Applicant is also Owner of Record, skip to B)

A. That I am the record owner of the property described on the attached, and I grant my
permission to ___________________________ __________________________________________
Name      Address
to submit the accompanying application pertaining to that property.

B. I agree to indemnify, defend and hold Boise City and its employees harmless from any
claim or liability resulting from any dispute as to the statements contained herein or as to
the ownership of the property which is the subject of the application.

Dated this ___________________________ day of ______________________________, 20______

__________________________________________________________________
Signature

Subscribed and sworn to before me the day and year first above written.

__________________________________________________________________
Residing at: ___________________________________________________

My commission expires: __________________________________________