



# New Residential Submittal Guide

## New Single Family/Duplex/Townhouse

All new residential construction requires a building permit and plan review approval.

### Prior Planning Approvals

All Planning & Zoning Division approvals must be completed prior to submitting for a building permit. Approvals could include, but not be limited to; approval of a development or site located in a hillside or floodplain, Design Review approval for sites on substandard lots or located in a historic district, approval through a Planned Unit Development or Conditional Use Permit, or approval and completion of a lot line adjustment or subdivision. Building permit applications cannot be accepted for sites on land undergoing a subdivision per the City Subdivision Standards in the Development Code.

### Submittal Requirements

#### New Residential & New Residential Hillside

See the **#402/404 New Residential Submittal Checklist** for required documents, drawings and accompanying submittal requirements.

#### New Residential Floodplain

Construction in floodplain areas must comply with the Flood Hazard Regulations of the Development Code. This can require a LOMR or typically requires elevation certificates to be filed with the Public Works Department to establish existing grade and grade after floor framing is in place, prior to further construction, and at final. Contact Public Works at 208-608-7499 for assistance.

### Review Process

Applicants must submit all required plans and documents. Incomplete submittals will not be accepted. Accepted plans will be processed and routed to the appropriate disciplines for review.

Our goal is to meet established review time frames 80% of the time. The proposed first review time-frame goals are:

- **Level 1** - Flatland sites and duplexes: 10 working days or less.
- **Level 2** - Sites in hillside or floodplains: townhouses, sub-standard lots, or plans needing review by Fire: 14 working days or less.

### Erosion & Sediment Control Permit

All construction sites within Boise City limits must have an Erosion & Sediment Control (ESC) Permit in place during construction and through final landscaping. Measures must be implemented by, and be under the direct supervision of, an individual who successfully completed a City approved Responsible Person construction site erosion and sediment control training program.

- **Single Family Housing**

The City requires a separate ESC permit. The permit will list conditions of approval. In most cases, the applicant will not have to provide a plan for the city's review, but must furnish the Responsible Person's name, contact information and Boise City

Certification number on the application form. No building permit will be issued without an ESC permit.

- **Environmentally Sensitive Area**

If construction is on a hillside lot, next to the Boise River, Logger's Creek, or in an environmentally sensitive area, an Erosion & Sediment Control Plan must be included in the building permit plan set submitted to the City for review and approval.

Contact an Erosion Control Inspector at 208-794-8996 or 208-473-8333 for further information.

## **Fees**

### **Building Division Fees**

A plan review fee is due at time of submittal. Building permit fees and Erosion & Sediment Control fees will be collected when permit is issued. Contact the Permit Counter at 208-608-7070 for specific fee information.

### **Sewer Connection**

If the new site is within the Boise Sewer District, a sewer connection fee will be collected at the time the building permit is issued. If located within another sewer district, then fees are paid directly to that district.

### **Road Impact Fees**

The Ada County Highway District (ACHD) determines if fees are required. Provide written proof of payment or a written fees due document from ACHD to the PDS Permit counter. Contact Ada County Highway District (318 E. 37th Street, Garden City) at 208-387-6100.

### **Impact Development Fees**

Impact fees are charges assessed for the impact that new development makes on the City of Boise's regional parks, local parks, fire response system and policing system. See <https://www.cityofboise.org/departments/finance-and-administration/impact-fees/> for more information.