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 Ordinance.

**Submittal Requirements**

See the #402 New Residential Submittal Checklist for required documents and drawings to be provided.

**Review Process**

Applicants must attend an intake at the Permit Counter to submit 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 timeframes 80% of the time. The proposed first review time frame goals are:

- **Level 1** - Flatland sites and duplexes: 7 to 10 working days
- **Level 2** - Sites in floodplain, townhouses, substandard lots, or plans needing review by Fire: 10 to 14 working days

For additional information on the review process, see the flowchart linked to the application on the PDS website.

**Hillside Areas**

Note: Projects within hillside areas must use the #404 - Hillside New Residential Application form and accompanying submittal requirements instead of this form.

**Flood Plain Areas**

Construction in flood plain areas must comply with the Flood Plain Ordinance. This typically requires elevation certificates to be filed with the Public Works Department to establish existing grade and after floor framing is in place, prior to further construction. Contact Public Works at 384-3900 for assistance.

**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 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 384-3802 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 384-3802 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.

Impact Fees
Verify amount of the Boise City Park, Police and Fire Impact Fees by calling 384-3720. These fees must be paid at the time the building permit is obtained.

Road Impact Fees
The Ada County Highway District (ACHD) determines if fees are required. Provide written proof of payment (or written confirmation that no fees are due) to the PDS Permit Desk. Contact Ada County Highway District (318 E. 37th Street, Garden City) at 387-6100.