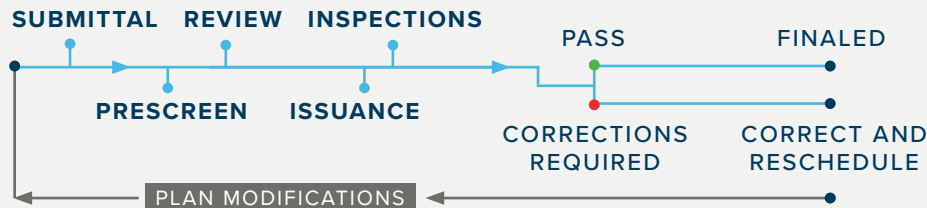


# BUILDING PROCESS



**DID YOU KNOW?**  
 Most building applications are submitted electronically. Applicants who choose to submit paper plans should schedule an appointment with a plan reviewer at [PDS Appointments](#).

- 1. SUBMITTAL:** Applicant will submit their building application on the [City of Boise Permitting and Licensing system](#). The Primary contacts on the application will be listed as the applicant, who will handle document uploads and corrections on the ePlanreview system. Additional contacts can be attached to the application at the time of submittal. Fees and Inspections are managed on the Permitting and Licensing System.
- 2. PRESCREEN:** Intake Staff will review the application and apply conditions or return task to applicant for corrections if necessary. At this stake if the application is deemed as “Over the Counter” work then continues to the single Impact Fee review.  
*Fees will be assessed and invoiced.*

- 3. REVIEWS:** Reviewers will be assigned. Review cycles on ePlan may include corrections for the applicants to make. Documents may be required.  
*Subject to additional fees.*
- 4. ISSUANCE:** Fees will be assessed, and reviews have all been completed and passed. Plans will become batch stamped. Additional documents may be required.  
*Fees will be due prior to the Building Permit being issued.*

- 5. INSPECTIONS:** Inspections will be scheduled by the applicant on the Permitting and Licensing system. Trade permits attached to the BID will have to be finalized out prior to the final BLD inspection taking place. Inspectors may require corrections.  
*Re-inspection fees may apply.*

### Corrections Required OR Plan Mod

Inspections require further corrections. Conditions may be placed. Plan Mod is received, and the process starts back at PRESCREEN.

OR

### Pass

All inspections pass and permits are finalized. Project has been approved.