

Minor Tenant Improvement Guide



What are Minor Tenant Improvements?

Minor Tenant Improvements are interior alterations to commercial spaces. There are two types of Minor Tenant Improvement projects. Specific submittal requirements are included in the **#518 - Minor Tenant Improvement Application** packet.

Level 1: Existing Tenant Space Remodel (First review period is 5 working days or less)

- Includes offices, restaurants (with an occupant load of 49 or less), & retail sales tenants with an existing Certificate of Occupancy
- Limited scope of work
- Minor exterior work with plans previously signed and approved by PDS Planning Staff
- Not an historic building
- Minor structural work
- NO: Increase to building area; increase to tenant space; increase to occupant load; change of occupancy or use; hazardous material storage or dispensing; building upgrade agreement items

Level 2: New Tenant Space Build Out and Existing Tenant Space Remodels

(First review period is 10-14 working days or less)

Includes new finish for offices, retail sales and storage occupancies; and limited remodel to existing offices, retail sales or storage tenant spaces, change of restaurant tenants

- Minor exterior work with plans previously signed and approved by PDS Planning Staff
- Not an historic building
- Minor structural work
- NO: Increase to building area; change of occupancy or use; hazardous material storage or dispensing; building upgrade agreement items

What are Major Tenant Improvements?

Tenant improvements that are not classified as a Level 1 or 2 as outlined in this document are Major Tenant Improvements, and should use the **#520 - Major Tenant Improvement Application** packet. Staff has the discretion to determine if a project is a Minor Tenant Improvement or Major Tenant Improvement.

Preliminary Conference

The Plan Review Division offers an optional preliminary conference to architects. The meeting helps identify any major potential problems the project will have meeting code requirements, before the plans are submitted. The architect must bring any plans and analysis available regarding the project.

The meeting is not mandatory, but is recommended. The plans examiner will perform a cursory review of the plans, and help determine if other approvals are necessary prior to permit issuance. Please contact the Permit Counter at 384-3802 to schedule an appointment or for more information.

The PDS Records Center has copies of the Uniform Building Code dating back to 1927, microfilmed plan sets and other documents associated with past projects. Architects are encouraged to utilize this center before the preliminary conference.

Prior Planning Approvals

Prior Planning & Zoning Review

In some cases, such as exterior site or building modifications, pre-approval from the Planning Division is required *prior to submitting a building permit* for a commercial project. Land use can be approved by Design Review, Conditional Use, Variance or Zoning Certificate. In some cases, more than one approval may be required, depending on the project and land use zone. Contact Planning at 384-3830 for more information.

www.cityofboise.org/pds

City of Boise Planning & Development Services

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Phone: 208/384-3802 • Fax: 208/384-3867 • TTD/TTY 800/377-3529



When the building permit application is submitted, the documents and plans must detail how Planning's conditions of approval are satisfied. During the building permit review process, each department/agency reviews the final construction documents to verify compliance with their conditions of approval.

The Process

Intake Meeting Required

- An appointment with a Plan Reviewer is required prior to submitting your application. In addition to the application and plans, you must bring the completed **Minor Tenant Improvement Submittal Checklist** to your intake meeting. *If the Checklist is not completed prior to your intake meeting, the plan reviewers will cancel the meeting.*
- Intake meetings are held Monday - Friday, between 8:00 a.m. - 3:30 p.m. Check in at the Permit Counter.
- To schedule an intake meeting, call the Permit Counter at 384-3802.

Submittal Process

- Plans and applications found to be complete will be accepted into the building permit process at the close of the intake meeting.
- The Plan Review fee is due at the time of submittal. Please contact the Permit Counter at 384-3802 with a total valuation of the project for the required fee amount.

Plan Review

- The plans are routed to all divisions/departments requiring a review for approval.
- The review processing time may vary based on the architect's response time to resubmit plans.
- Plans will be assessed an additional hourly review rate on the third resubmittal.

Fees & Permit Issuance

- If the application is withdrawn after the plan review process has started, the City of Boise may keep the plan review fee for services rendered.
- Permit fees (plus any additional fees) will be calculated and collected after the plan review has been completed and approved by all appropriate agencies and departments.
- When the building permit is issued, the building permit and one copy of all approved plans and documents is given to the applicant.
- The approved plans and documents returned to the

applicant must be kept at the project job site for contractor and building inspector reference. If all approved plans and documents are not available for the building inspector's reference, an inspection will not be performed and a reinspection fee may be assessed.

Plan Review and Permit Fees

Several fees are required as part of the process of obtaining a building permit. *The building plan review fee must be paid upon application for the permit.* All other fees must be paid at the time of building permit issuance.

Structural Building Permit Fee. This fee is based on the total building project value (materials and labor) and is determined by using PDS' Structural Permit Fee Schedule. (Schedule available upon request or online at www.cityofboise.org/pds).

Building Plan Review Fee. This fee will be an amount equal to 65% of the structural building permit fee

These fees may apply, depending on project scope:

Fire Plan Review Fee. This fee will be an amount equal to 16% of the structural building permit fee.

Public Works Sewer Connection Fees. When the project is within the Boise City Sewer District, sewer connection fees will be determined and collected at the time of building permit issuance. Contact the Public Works Division at 384-3900 to determine which sewer district the proposed project will be located, and to obtain additional information on possible fees.

Erosion & Sediment Control Permit Fees. This fee applies to all commercial land disturbing activities in the Boise City Limits. See Boise City Ordinance 8-17 for permit fees or contact the Permit Counter at 384-3802 for estimated fees.

Outside Agency Approvals

Prior Central District Health Dept Review

If the proposed space will be used to produce, manufacture, concoct or store any food or beverage products for either sale at retail or wholesale, that portion of the building must be reviewed, approved and cover sheet of plans stamped and signed off by the Central District Health Department *prior to submitting a building permit.*

For the purpose of this requirement, the term foods, food products or beverages will mean and include all articles used for food, drink, confectionery or condiment, whether simple, mixed or compound, and all substances or ingredients used in the preparation thereof designed for human consumption. (Central Dist. Health: 327-7499)