Major Tenant Improvement (Level 3) Permit Process
Case Prefix: BLD
Public Version

Notes:
First Review Period:
- Approximately 20 working days.

- All required Planning approvals for use, exterior changes, or site work must be obtained first prior to submitting for a Building Permit.

- Verify if approval from Central District Health Department is needed prior to submittal (food service/food storage tenants).

- A separate Erosion & Sediment Control Permit may be required depending on project scope. Separate electrical, plumbing, or mechanical trade permits are required once the Building Permit is issued and are to be obtained by a licensed contractor.

- Separate fire sprinkler and fire alarm permits are required if applicable.

Required Submittal Documents:
- Major Tenant Improvement Application
- Major Tenant Improvement Submittal Checklist
- Plans & Documents (Refer to Submittal Checklist for requirements)

Note:
- The applicant is responsible for contacting and submitting required plans and documents to Ada County Highway District (ACHD) for review and approval if applicable. (Such as for a change in use, any additional square footage, or any encroachments into the public right of way) The Building Permit cannot be issued until verification of ACHD approval is received.

Notes:
- Divisions that could review the plans, depending on the project scope, include:
  1) Planning Land Division
  2) Public Works Addressing
  3) Public Works Sewer Rating
  4) Public Works Environmental
  5) Public Works Sewer Design
  6) Public Works Solid Waste
  7) Public Works Street Lights
  8) Public Works Drainage
  9) Public Works Flood Plain
  10) Public Works Hillside
  11) Public Works Geothermal
  12) Design Review Planning
  13) Current Planning
  14) Erosion & Sediment Control
  15) Plumbing
  16) Building Plan Review
  17) Fire Plan Review

- One set of plans and structural calculations may be routed to an outside structural engineer firm for structural review if applicable.

3/5/2009
Notes:
- Review of resubmittal documents by all applicable divisions is approximately 5-10 working days.
- Corrected plans and documents may be required multiple times until full compliance.
- Additional review fees will apply on the third resubmittal.

Building Plan Reviewer finalizes documents/plans and gives to Permit Technician Counter

Applicant is contacted to pick-up permit and is informed of remaining fees due

Applicant pays fees and permit is issued

The applicant requests inspections (208) 608-7070, and inspections are performed

Building Inspector issues a Letter of Compliance to applicant

Building Inspector determines Letter of Compliance, Temporary or Permanent Occupancy?

Temporary

Permit Technician Counter issues Temporary Certificate of Occupancy to applicant

Final inspections requested and conducted on outstanding issues under the Temporary Occupancy

Permanent

Permit Technician Counter issues Permanent Certificate of Occupancy to applicant

Notes:
- If applicable, the applicant needs to provide verification of ACHD approval to the Permit Technician Counter prior to Building Permit issuance.
- Inspections are required at various stages throughout construction.
- If there are other related trade permits, inspections for these are also required.
- The Structural/Building Final Inspection should always be the last inspection requested for final approval.

Notes:
- The applicant will need to bring in the Occupancy Request card with Inspector signatures to obtain a Temporary or Permanent Certificate of Occupancy.
- The applicant may be required to post a bond for Temporary Occupancy.
- Temporary Occupancy lasts for 90 days. Extensions past 90 days may be granted with a letter of request to the Building Division Manager.
- Permanent Certificates of Occupancy cannot be issued if any outstanding fees exceed $500.00.