

# Commercial Grading & Drainage with Utilities Guide

<b>PDS</b>	Department Application
	<b>#524-B</b>

## Project Types

The following information explains the grading and drainage with utilities (phased construction) building permit process. Specific submittal requirements are included in the **#524 - Commercial Grading & Drainage with Utilities Application** packet.

## Prior Planning Approvals

### Prior Planning & Zoning Review Required

In almost all cases, the Planning Division must pre-approve the land use *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.

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 intake meeting is required prior to submitting your application. You must bring a completed **524 - Commercial Grading & Drainage with Utilities Plan Intake Checklist** to your intake meeting. *If the Intake Checklist is not completed prior to your intake meeting, the meeting will not occur.*
- Intake meetings are held Monday - Friday, between 8:00 a.m and 4:00 p.m. Check in at the Permit Counter.

### 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 building permit and erosion & sediment control fees are 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 will vary based on the plan's accuracy and completeness, and 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- If the application is withdrawn after the plan review process has started, the City of Boise may keep the appropriate fees for services rendered.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

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Several fees are required as part of the process of obtaining a building permit. *The building permit and erosion & sediment control fees must be paid upon application for the permit.* All other fees must be paid at the time of building permit issuance. Fees may be charged for the following:

**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](http://www.cityofboise.org/pds)).

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

**Public Works Street Lighting Review Fee.** This fee applies when street lights are required as part of the project. The requirements for street lights and fees are determined by the Public Works Department.

**Public Works Drainage Review Fee.** This fee is for staff review of grading and drainage plans.

**Public Works Drainage Inspection Fee.** This fee is for site inspection of grading and drainage work.

**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.