



# PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE, ID 83701-0500

CITYOFBOISE.ORG/PDS | P: 208-608-7070 | F: 208-384-3753 | TTY/TTD: 800-377-3529

Record No.:

For Office Use Only

## 528-Commercial Occupancy Evaluation Request

### Address

Street No.:  Direction:  Street Name:  Street Type:  Unit Type:  Unit No.:

City:  State:  Zip Code:  Zoning District:

Parcel Number:  Additional Parcel Numbers:

### Applicant Information Primary Contact

First Name:  Last Name:  Company:

Address:  City:  State:  Zip Code:

Email:  Main Phone:  Cell Phone:

### Representative Information Primary Contact Same as Applicant?

First Name:  Last Name:  Company:

Address:  City:  State:  Zip Code:

Email:  Main Phone:  Cell Phone:

### Owner Information Primary Contact Same as Applicant?

First Name:  Last Name:  Company:

Address:  City:  State:  Zip Code:

Email:  Main Phone:  Cell Phone:

## Project Information

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Project Name (if applicable):

Scope of Work:

## Project Details

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### Property Information

Property in Historic District:

Yes  No

Property In Design Review Zone:

Yes  No

Property In Hillside:

Yes  No

Property In Floodplain:

Yes  No

Property In Wildland Urban Interface (WUI):

Yes  No

### Building and Fire Information

Property Currently Occupied:

Yes  No

Will you be remodeling the space: - Note: Only minor/cosmetic work is allowed on this permit.

No  Yes (Minor Only)

Describe any intended remodeling work:

How many stories does the building have:

What story is the tenant space located on:

Is there a basement:

Yes  No

Square Footage of Basement: - Sq.Ft.

Total Tenant Square Footage: - Sq.Ft.

Type of Construction:

IA  IB  IFR  IIA  IIB  IIIA  IIIB  
 IVHT  VA  VB

Fire Alarm System Present:

Yes  No

Does tenant space have fire sprinklers:

Yes  No

Previous Tenant's Business Name:

Previous Tenant's Business/Use:

Assembly  Factory  Office Space  
 Office/Warehouse  Restaurant  Retail Sales  
 Other

Other Type of Business/Use Explanation for Previous Tenant:

New Tenant's Business Name:

New Tenant's Business/Use:

- Assembly    Factory    Office Space  
 Office/Warehouse    Restaurant    Retail Sales  
 Other

Other Type of Business/Use Explanation for New Tenant:

Building/Shopping Center Name:

Project Requires Operational Permit(s):

- Yes    No

Explain Operational Permit(s):

Project includes High Pile Storage:

- Yes    No

Describe what you are storing:

**Fire Flow:** - Fire Flow information is provided by [Suez Water](http://www.mysuezwater.com) - [www.mysuezwater.com](http://www.mysuezwater.com). Visit their website to obtain data and the required form.

# Additional Requirements

## Required Submittal Documents

- Two (2) copies of the Floor Plan on 11" x 17" paper (minimum size)
- One (1) copy of the most recent City of Boise Planning and Development approved Floor Plan on 11" x 17" paper (minimum size)
- A Central District Health Department approval signature and stamp is required on submitted plans if tenant provides food storage of a food-related service.

## Required Inspections

- Any code deficiencies identified during the inspections must be corrected before a permanent Certificate of Occupancy can be issued. If approved by Fire and Building inspectors, a Temporary Occupancy may be issued to allow occupancy while non-life safety issues are being corrected. A Temporary Occupancy is issued for a period of 90 days. The issuance of a temporary occupancy does not relieve the owner/tenant from meeting all the occupancy requirements.
- At a minimum, the following inspections are needed:
  - i. Fire-Fire Life Safety Inspection
  - ii. Final Inspection
- If there are other related trades permits, inspections for these are also required. Additional Inspections for restaurants or other food-related services include the following:
  - i. Central District Health Department
  - ii. Restaurant Equipment Check - Mechanical
  - iii. Restaurant Equipment Check - Plumbing

By signing below:

1. The undersigned is the owner of the indicated property or acting as the owner's authorized representative.
2. The undersigned declares that the above provided information is true and accurate, and acknowledges that failure to provide true and accurate information may result in rejection of this application, possible revocation of the permit where wrongfully issued and subject the undersigned to any applicable penalties.

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Print Authorized Representative or Owner's Name      Authorized Representative or Owner's Signature      Date