



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

Project Name (if applicable):

Scope of Work:

Project Details

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 IVA IVB IVC

Fire Alarm System Present:

Yes No

Does tenant space have fire sprinklers:

Full No Partial

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:

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. Equipment Check - Mechanical
 - iii. 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.

Print Authorized Representative or Owner's Name

Authorized Representative or Owner's Signature

Date