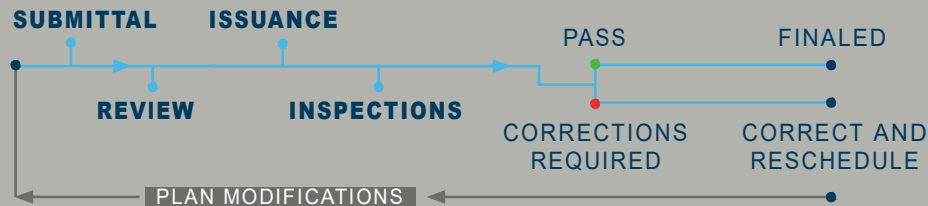


## WALK-IN APPLICATION PROCESS

PLANNING AND DEVELOPMENT SERVICES

# BUILDING PROCESS



### DID YOU KNOW?

All building applications are submitted electronically. Applicants can schedule an appointment with a plan reviewer at [PDS Appointments](#).

- 1. SUBMITTAL:** Building application is submitted on the [City of Boise Permitting and Licensing system](#) or an appointment is made to submit a new application in person at the PDS Department on the 2nd floor of City Hall. The building reviewer will assist with the application process and answer questions.
- 2. REVIEWS:** Intake staff will review the application and plans for completeness and contact applicant for corrections if necessary. Additional reviews may be completed by the Fire, Flood Plain, Public Works Hillside/Drainage, and/or Public Works Sewer Rating for properties location within a hillside or floodplain zone and for applications involving additions. The Applicant is responsible for following up with required corrections. They may come into the office to submit documents.

*Fees will be assessed and invoiced.*

- 3. ISSUANCE:** Once building reviews are passed and completed, all remaining fees are assessed, and plans receive an Approved stamp. Applicant is emailed when the permit is ready for fee payment and issuance. Trade permits are obtained separately.

*Fees for the building permit and all other related permits are due prior to issuance.*

- 4. INSPECTIONS:** Inspections are scheduled by the applicant or contractor in the [Permitting and Licensing system](#). Trade permits attached to the building permit must be finalized prior to the final building inspection taking place. Inspectors may require corrections.

*Re-inspection fees may be charged for repeat trips when not ready*

### Corrections Required

Inspections require corrections and re-inspection.

OR

### Plan Modifications

Significant design changes require a plan modification, and the process starts back at Submittal. Additional fees may apply.

OR

### Pass

All inspections pass and permits are finalized. Project has been approved.