



# PLANNING AND DEVELOPMENT SERVICES

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<b>PDS</b>	Document Number
	<b>#522</b>

BLD# \_\_\_\_\_

## Plan Modification Application

**New!** Type data directly into our forms.

**Note:** Be sure to print this form before closing it or you will lose your data. This form cannot be saved to your computer.

### Property Information

Address: Street Number: \_\_\_\_\_ Prefix: \_\_\_\_\_ Street Name: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Primary Parcel Number: 

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 Additional Parcels: \_\_\_\_\_

### Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Agent/Representative Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Role Type:**  Architect  Land Developer  Engineer  Contractor  Other

### Owner Information

Same as Applicant?  Yes  No (If yes, leave this section blank)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Received: \_\_\_\_\_

This application is for modifications to an existing approved plan where a permit is issued.

1. Project/Tenant Name: \_\_\_\_\_

2. Describe the modifications: \*any items not listed will not be part of the approval.

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3. Paper submittals include two (2) copies (three (3) copies if the modification includes structural plans and calculations) of only those plan sheets/documents which have been revised. For electronic submittal, include one (1) copy of each plan sheet/document which has been revised. All revisions must be either clouded, circled, flagged with number or symbols or other method which will accurately identify the areas of proposed change. Plan sheets to be stamped and signed by an Idaho Licensed Design Professional, where required.

List the applicable sheet numbers:

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4. Will the changes affect the value of construction?

Yes  No

\*If yes, the General Contractor is required to submit an adjusted Certificate of Value and pay any applicable fees prior to release of the approved plans .

5. Will the proposed plan modification result in any exterior changes to the building?

Yes  No

Note: All exterior changes must be reviewed and approved by the Planning Division.

\*Planning approval will not be granted through the building permit process unless specifically requested and approved.

#### Additional Notes

- Applicants will be subject to additional costs based on an hourly rate as adopted. The cost of any outside structural engineering review fees and additional Public Works fees as determined. Fees will be collected prior to release of approved plans.
- For projects already under construction, work may continue as long as it is consistent with the current approved plans and building permit. Work must stop prior to unapproved modifications being constructed.

#### Additional Required Permits

- An erosion and sediment control permit addendum may be required, depending on the scope of project changes.
- Trade permits for mechanical, plumbing, and electrical work are obtained or modified separately, if applicable.
- Fire alarm and fire sprinkler permits are obtained or modified separately, if applicable.

\_\_\_\_\_  
Print Applicant/Representative Name

\_\_\_\_\_  
Applicant or Owner's Signature

\_\_\_\_\_  
Date