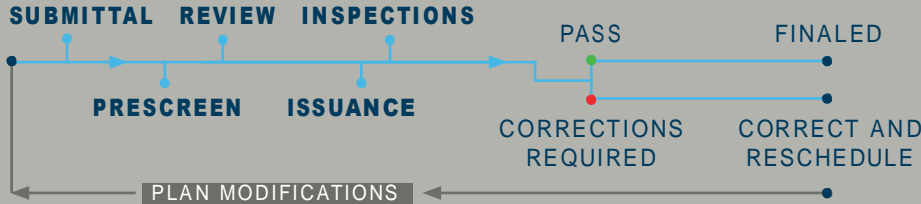


# BUILDING PROCESS



### DID YOU KNOW?

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

**1. SUBMITTAL:** Application is submitted on the [City of Boise Permitting and Licensing system](#). The applicant uploads documents and corrections in the ePlanReview system. Additional contacts can be attached to the application at the time of submittal.

**2. PRESCREEN:** Intake staff will review the application and plans for completeness and contact applicant for corrections if necessary.

**3. FIRE REVIEWS:** Fire Reviewers will be assigned. Review cycles on ePlan may include corrections for the applicants to make. Documents may be required.

*Fees will be assessed.*

**4. ISSUANCE:** Once 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.

*Fees will be due prior to the Permit being issued.*

**5. 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 and revised as-builts to be uploaded into ePlanReview prior to completion.

*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.