



## Planning & Development Services

Boise City Hall, 2nd Floor  
150 N. Capitol Boulevard  
P. O. Box 500  
Boise, Idaho 83701-0500

Phone: 208/384-3802  
Fax: 208/384-3867  
TDD/TTY: 800/377-3529  
Website: [www.cityofboise.org/pds](http://www.cityofboise.org/pds)

### OVER THE COUNTER PERMITTING PILOT – MINOR COMMERCIAL

**New Service** – To provide an “Over the Counter Permitting Process” for some minor commercial projects. (Qualifying Level 1 Minor Tenant Improvements and Commercial Occupancy Evaluation Requests that meet criteria)

**Pilot/Date** – Implement a Pilot by 1/1/14 to test this process

**Over the Counter Permit Team** – Tim Woodard, Carl Madsen, & Adele Schaffeld-Griffin

The following notes review locations, criteria, and applicant responsibilities.

- 1)** Service available 8:00 am – 3:30 pm. Applicants check in at the Permit Counter. Over the Counter Permitting occurs with a building plan reviewer in the following locations:
  - Station 2 Counter (lobby)
  - Owyhee Conference Room
- 2)** Required Criteria
  - In order to conduct an over the counter review, certain criteria must be met.
    - Criteria for Commercial Occupancy Evaluation Request Permits
      - No change of use or occupancy classification
      - No warehouse or restaurant use; no exterior work; no hazardous use or materials
      - Can include Temporary Use permits or Name Change permits
      - Previous approved floor plan on record in the On-Base records system (1998 to present)
      - Previous issued Certificate of Occupancy on file
      - A #528 Commercial Occupancy Evaluation Request Application completed by the applicant
      - Reviewer has discretion on what is acceptable to process as over the counter
    - Criteria for Level 1 Minor Tenant Improvement Permits
      - No change of use or occupancy classification
      - No warehouse or restaurant use; no exterior work; no hazardous use or materials
      - Can include Early Start TI permits and Non-Structural Interior Demo permits
      - Previous floor plan on record in the On-Base records system (1998 to present)
      - The #518 Minor Tenant Improvement forms (application and submittal checklist) completed by the applicant
      - Construction plans showing the scope of alterations
      - Meets criteria on form #518 Submittal Checklist for Level 1 Minor Tenant Improvement
      - Reviewer has discretion on what is acceptable to process as over the counter
- 3)** Applicant Responsibilities
  - Applicant is willing to wait for over the counter review and processing of permit
  - Applicant needs to be able to pay all fees due (plan review fee and building permit fee)
  - Applicant needs to provide contractor information including contractor registration number or applicable documents indicating exemption
  - Level 1 Minor TI projects can be processed electronically with ePlanReview if requested by the applicant and the project meets criteria