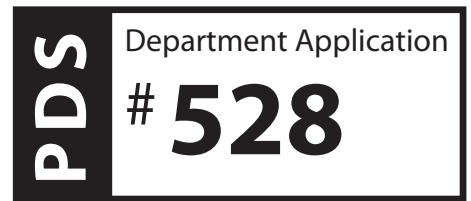


# Commercial Occupancy Evaluation Request

## New Tenant in Existing Space (No Construction)



Case #: \_\_\_\_\_

**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: ID 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     Contractor     Leasing Agent     Tenant

### 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: \_\_\_\_\_

Revised 8/2008



[www.cityofboise.org/pds](http://www.cityofboise.org/pds)

City of Boise Planning & Development Services

P.O. Box 500 • 150 N. Capitol Blvd • Boise, Idaho 83701-0500

Phone 208/384/3830 • Fax 208/433-5688 • TDD/TTY 800/377-3529

## Structure Information

1. Is the property currently occupied?  Yes  No
2. What floor/story is the tenant space on? \_\_\_\_\_
3. Total tenant space square footage: \_\_\_\_\_
4. Is there a basement?  Yes  No If yes, what is the square footage? \_\_\_\_\_
5. Type of construction: \_\_\_\_\_
6. Is there a fire sprinkler system?  Yes  No
7. Is there a fire alarm system?  Yes  No

## Previous Tenant Information

8. Business Name: \_\_\_\_\_
9. Type of Business: \_\_\_\_\_

## New Tenant Information

10. Business Name: \_\_\_\_\_
11. Type of Business: \_\_\_\_\_
12. Building or Shopping Center Name: \_\_\_\_\_
13. Address: \_\_\_\_\_ Suite Number: \_\_\_\_\_
14. Type of Use:  Office Space  Retail Sales  Restaurant  Office/Warehouse  Factory  Other

15. Provide a description of the proposed use of tenant space:

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16. Will there be remodeling?  Yes (Minor Only)  No

- This application is to be used by any new tenant to obtain a Certificate of Occupancy for a previously occupied space, when no work, or only cosmetic minor work is to be done prior to occupancy.
- Only minor work is allowed under this permit. Allowed work includes: replacing or installing floor finish, interior paint or wallpaper, installation of display counters and shelving eight feet high or less.
- Electrical, plumbing and mechanical work require separate permits.
- Modifications to existing fire sprinkler or alarm systems require separate permits.

## Additional Requirements

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### Required Submittal Documents

- 2 copies of the Floor Plan on 11" x 17" paper (minimum size)
- If tenant provides food storage or a food-related service, the plans must be stamped and signed by Central District Health.

### 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.
- At a minimum, the following inspections are needed:
  1. Fire Final Inspection
  2. Structural/Building Final Inspection
- If there are other related trades permits, inspections for these are also required.

**I understand that the temporary occupancy does not relieve me as the owner/tenant from meeting all the occupancy requirements.**

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Applicant/Representative Signature

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Date

Print Form