

HOW TO CREATE A PLANNING PROJECT

Permitting & Licensing Portal

To submit a Planning project, start by visiting the City of Boise's Permitting & Licensing portal at permits.cityofboise.org. If you have an existing account, log in, or register for a new account. The illustration below shows the links (displayed with the arrows) to register for an account.

NOTE: The site also includes a how-to video for creating an account. [WATCH VIDEO](#)

The screenshot shows the City of Boise Permitting and Licensing portal. At the top, there is a navigation bar with 'CITY of BOISE' and menu items: HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below this is a teal header with 'City of Boise' and 'Permitting and Licensing'. On the right side of the header, there are links for 'Register for an Account' and 'Login', with a red arrow pointing to the registration link. Below the header is a search bar labeled 'Search Records...'. The main content area has a 'Welcome to City of Boise Permitting and Licensing' section. A red callout box on the left says 'Link to view a step-by-step video on creating an account.' and points to a red-bordered box containing the text 'New to the system? Create an account using our step-by-step how-to-video.' Below this is a section titled 'What would you like to do today?' with instructions to log in, register for an account, or select a feature. There are four feature cards: Building, Planning, Code Compliance, and Fire. On the right, there is a 'Login' form with fields for 'User Name or E-mail' and 'Password', a 'Login' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A red arrow points to the 'New Users: Register for an Account' link. At the bottom right, there is a section for 'Having trouble creating or accessing your account?' with contact information and a list of links: FAQs, How-To Videos, and User Guide.

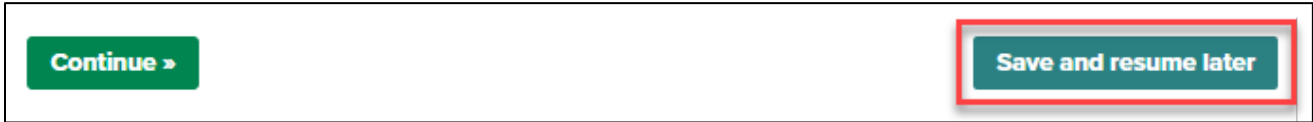


Creating a Planning Project

IMPORTANT!

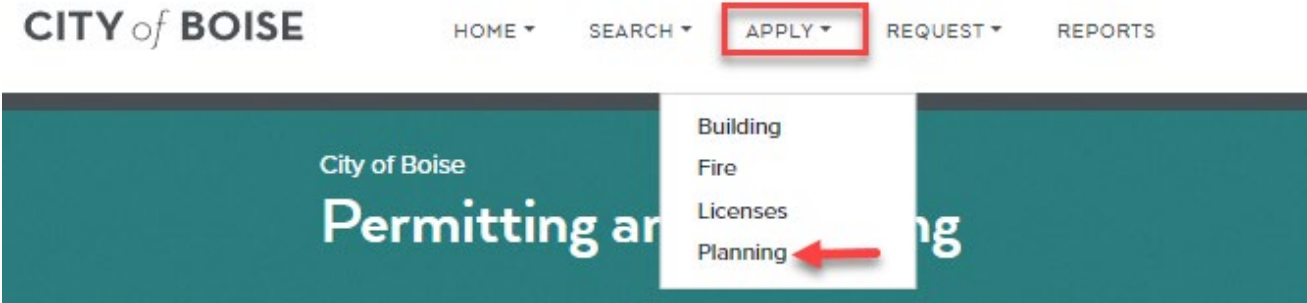
- 1. **Allow Pop-ups:** Please change your browser settings to allow pop-ups from the Permitting & Licensing site (*permits.cityofboise.org*).
- 2. **Save Your Progress:** As you move through the application process, the system may time out, depending on the length of time it takes to complete a step. If the system times out before saving your work, you will need to start the application over from the beginning.

Each screen has an option to “**Save and resume later**” in bottom right corner of the screen.



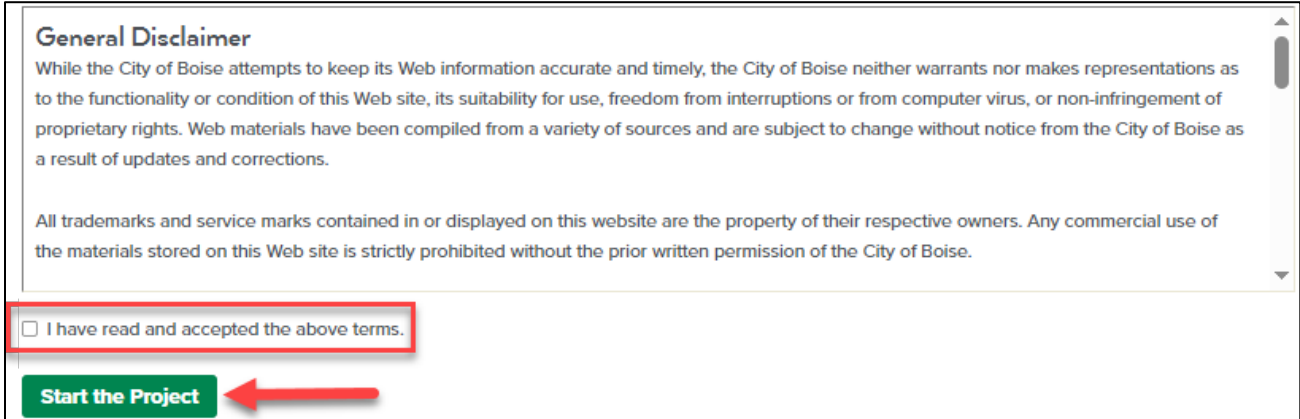
STEP ONE

- 1. **APPLY:** Start by clicking on “**Apply**” at the top of the screen, and then select “**Planning**.”



STEP TWO

- 2. **ACCEPT DISCLAIMER:** Read through the General Disclaimer and check the box to acknowledge your acceptance, then click “**Start the Project**.”



STEP THREE

3. CERTIFICATION: The checkbox must be checked to proceed, which indicates you have read and understand the submittal requirements listed on the page. A link to additional information regarding the requirements is included, as well as a bulleted list of the items required for submittal.

Check the box to acknowledge, and then click **CONTINUE** to be directed to the next step.

Planning Project

1 Agreements	2 Project Location	3 Contacts	4 Project Details	5 Review	6
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Step 1: Agreements > Page 1 of 1

The information that is provided on this project will be reviewed by staff after submittal. Here are some submittal requirements that may assist staff in serving your project throughout the Planning Project process.

[Planning Project Submittal Requirements](#) Link to additional information regarding the submittal requirements.

- Project Description: Please provide as much information as possible.
- Vision/idea for the application
- Basic Site Plan

Requests submitted without the above information may result in a delayed response from the Planning Division.

* Indicates a required field.

Certification

Requirements

* I have read and understand the information above:

Continue > **Save and resume later**

STEP FOUR

- 4. **PROJECT LOCATION:** Enter the “**Street Number**” and the first few characters of the “**Street Name**” and then click **SEARCH** to search for the address.

NOTE: You can skip the other fields in the Address section to allow the system to easily search the address.

Planning Project

1 Agreements	2 Project Location	3 Contacts	4 Project Details	5 Review	6
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Step 2:Project Location>Page 1 of 1 * indicates a required field.

Address

Please enter the **address number** and the first few characters of the **street name** (excluding a direction) and click search.

If you are unable to search for your address, please visit [The Boise Map Property Viewer](#) to locate a valid address before running the search again.

Street No.: Direction: Street Name: Street Type:

Unit Type: Unit No.:

City: State:

Once the address has been validated, the remaining fields in the Address section will be auto populated, as well as the Parcel and Owner sections. Click “**Continue.**”

STEP FIVE

5. **CONTACTS:** Click “**Select from Account**” to select your name as the Applicant from your list of Contacts.

NOTE: The applicant is the person who will receive all email notifications for the planning project.

Planning Project

1 Agreements 2 Project Location 3 Contacts 4 Project Details 5 Review 6

Step 3: Contacts > Page 1 of 1 * indicates a required field.

Applicant

Applicants will be the primary contact within the record. Applicants will be in charge of the ePlanReview Tasks and all plan submitting. The Applicant must have a valid email Address listed on their contact type. The Applicant is the primary contact for the Planning Project and correspondence. The Applicant email will be listed for public comment unless a different contact is specified in the Project Representative section below.

Select from Account **Add New Contact**

Project Representative

Representatives

Please provide a web site URL or email address for the Project Representative to be contacted for public comments/questions?:

A URL or email address for the Project Representative goes in this field for citizens who have questions regarding your project.

Contact List

Additional Contact who would be involved in the Planning Project can be listed here.

Select from Account **Add New Contact**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Main Phone	E-mail	Action
No records found.					

Continue > **Save and resume later**

Additional contacts may be added to the project **Contact List** (optional) by clicking on either:

- **Select from Account** – if the contact is already included on your Contact list on your user profile, or
- **Add New Contact** – if the contact you are adding is a new contact.

Click “**Continue**”

STEP SIX

6. **PROJECT DETAILS:** The Zoning District will automatically populate in the Project Details. Select the appropriate use from the “**Allowed Uses**” table, which is the field directly below the Zoning District. Then explain what your intended use is in the field provided below the Allowed Uses table.

Planning Project

1	2 Project Location	3 Contacts	4 Project Details	5 Review	6 Submitted
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Step 4: Project Details > Page 1 of 1 * indicates a required field.

Property information and Project Details

Property Information

Zoning District:

These are the Allowed Uses for the Zone. If the proposed use is not available, please select "other" and describe the use in the text box that appears: ?

Please explain your intended use: *

STEP SEVEN

7. **Attachments:** Attachments are not required when you initially submit your Planning project. However, including documentation about your project may assist the planning staff.

Documents that will be required after submittal include:

- Project Description (please include as much information as possible),
- Vision/Idea for your project, and
- Basic Site Plan ([sample site plan](#)).

Files uploaded need to be named with a specific format as shown below:

Early Assistance Review examples - these are any files you choose to upload with your initial planning project submittal:

- **EA_INFORMATION_MMDDYYYY¹**
 - This "information" document should include an overview of your proposed project.

Concept Review examples – these are files you upload after your initial Early Assistance Review with city staff:

- **CR_PROJECT DESCRIPTION_MMDDYYYY¹**
- **CR_DRAWINGS_MMDDYYYY¹**
- **CR_CONTEXT DIAGRAM_MMDDYYYY¹**

¹MMDDYYYY = the date you upload your file

To upload documents:

- Click the "**Add**" button.

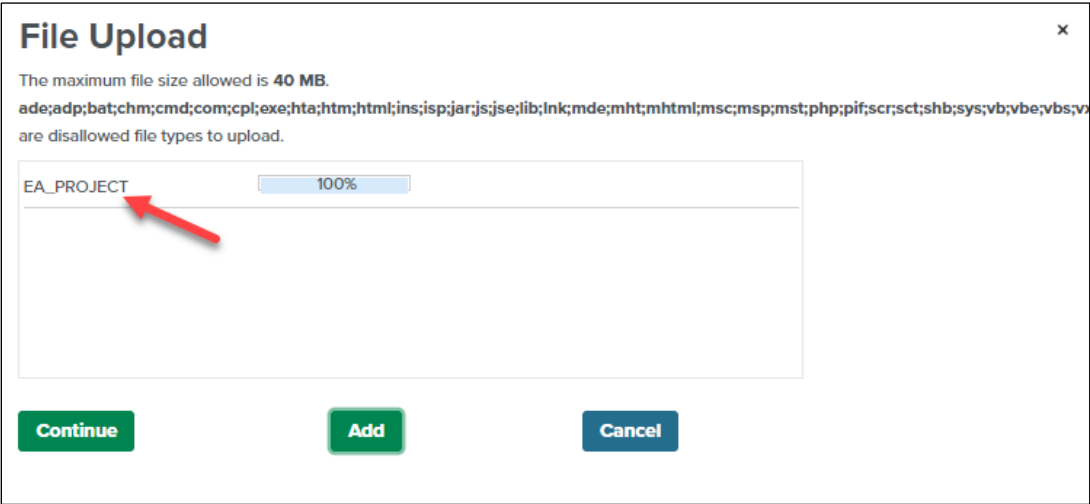
The maximum file size allowed is 40 MB.
ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w are disallowed file types to upload.

View Record Documents

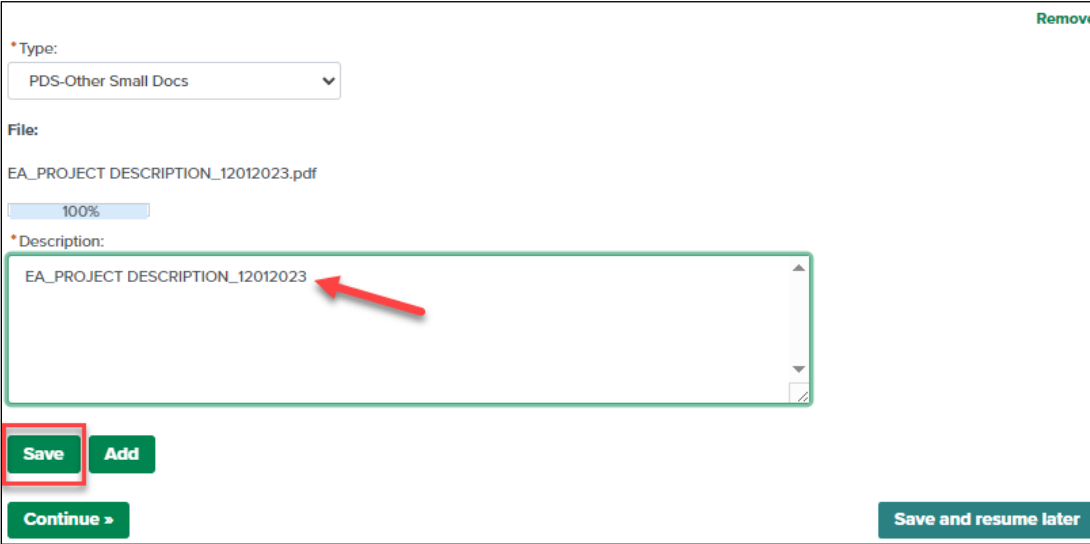
Name	Type	Size	Latest Update
No records found.			

Add

- The "**File Upload**" window will appear. Click "**Add**".
- Locate the file to be uploaded, and then click "**Open**".
- Once the file name appears in the File Upload box, click "**Add**" to upload additional documents, or click "**Continue**".



- Re-enter the document name in the “**Description**” field, and then click “**Save**”.



- To upload additional documents, click the “**Add**” button and repeat the same steps listed above.
- Once all documents have been uploaded and saved, click “**Continue**”.

STEP EIGHT

8. **REVIEW:** Next, you can review your project details before submitting to the City Planning team.

Planning Project					
1	2 Project Location	3 Contacts	4 Project Details	5 Review	6 Submitted


Step 5: Review

Each of the steps completed will be displayed and allow you to review and to make any changes, if desired. To view complete information entered or to edit information, click the green button for the section desired to open the section for editing.

Record Type


Planning Project

Certification


Requirements  [Click here to Review and Edit](#)

I have read and understand the information above: Yes

Address

1200 W MAIN ST
Boise ID  [Click here to Review and Edit](#)

Parcel

Parcel Number: R1013001176
Legal Description: LOTS 5 / 6 BLK 14, B C O T, #8607868  [Click here to Review and Edit](#)

Once you have finished reviewing your submittal entries, scroll down and review the certification, check the box indicating you agree with the certification, and then click **“Continue.”**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date: _____

[Continue >](#) [Save and resume later](#)

STEP NINE

9. **CASE NUMBER:** Finally, the system will provide a receipt of your successfully submitted project and provide you with a case number. The case number begins with PLN, followed by a 2-character number to indicate the year, then a unique 5-digit number for your project submittal. This PLN number should be provided to any city staff that you reach out to, which will allow them to access your case in our system.

Receipt

Your application(s) has been successfully submitted. Your record number is listed below. Please note it for future reference. If any payment was made, please print your receipt for your records.

1200 W MAIN ST, Boise ID

**PLN2#-
#####**

[View Summary](#) [Copy Record](#)