



Minor Tenant Improvement Guide

What are Minor Tenant Improvements?

Minor Tenant Improvements are interior alterations to commercial spaces. Specific submittal requirements are included in the **#518 – Major Tenant Improvement Application** packet. There are two types of Minor Tenant Improvement projects.

Level 1: Existing Tenant Space Remodel (First review period is 5 working days or less)

- Includes offices, restaurants (with an occupant load of 49 or less), & retail sales tenants with an existing Certificate of Occupancy
- Limited scope of work
- Minor exterior work with plans previously signed and approved by PDS Planning Staff
- Not an historic building
- Minor structural work
- No: Increase to building area; increase to tenant space; increase to occupant load; change of occupancy or use; hazardous material storage or dispensing; building upgrade agreement items
- Not a first-time tenant improvement

Level 2: New Tenant Space Build Out and Existing Tenant Space Remodels (First review period is 10 working days or less)

Includes new finish for offices, retail sales and storage occupancies; and limited remodel to existing offices, retail sales or storage tenant spaces, change of restaurant tenants

- Minor exterior work with plans previously approved by PDS Planning Staff
- Not an historic building
- Minor structural work
- NO: Increase to building area; change of occupancy or use; hazardous material storage or dispensing; building upgrade agreement items

What are Major Tenant Improvements?

Tenant improvements that are not classified as Leve 1 or 2 as outlined in this document are to use **#520 Major Tenant Improvement Application** packet. Staff has the discretion to determine if a project is a Minor Tenant Improvement or Major Tenant Improvement.

Preliminary Meeting

The Plan Review Division offers an optional preliminary meeting for architects. The meeting is not required but recommended. The meeting helps identify any major potential problems the project will have meeting code requirements before the plans are submitted. Please contact the Permit Counter for more information (208) 608-7070.

The PDS Records Center has copies of building codes dating back to 1927, microfilmed plan sets, and other scanned documents associated with past projects. Architects are encouraged to utilize the center before the preliminary meeting.

Prior Planning Approvals

Prior Planning & Zoning Review: In some cases, such as exterior site or building modifications, pre-approval from the Planning Division is required prior to submitting a building permit application for a commercial project.

In some cases, more than one Planning approval may be required, depending on the project and land use zone. Contact Planning at (208) 608-7100 for more information.

When a building permit application is submitted, the documents and plans must detail how Planning's conditions of approval are satisfied. During the building permit review process, each department/agency reviews the final construction documents to verify compliance with their conditions of approval.

The Process

Submittal Process

- Plans and applications found to be completed will be accepted into the building permit process during the prescreen.
- The Plan Review fee is due before the review begins. Please contact the Permit Counter at (208) 608-7070 with a total valuation of the project for the required fee amount.

Plan Review

- The plans are routed to all divisions/departments requiring a review for approval (except ACHD).
- The review processing time will vary based on the plan's accuracy and completeness, and the architect's response time to resubmit plans
- Plans will be assessed an additional hourly review rate starting after the third resubmittal.

Fees & Permit Issuance

- If the application is withdrawn after the plan review process has started, the City of Boise may keep the plan review fee for services rendered.
- Permit fees & any required documents (plus any additional fees) will be calculated and collected after the plan review has been completed and approved by all appropriate agencies and departments.
- When the building permit is issued, the building permit and a copy of are made available approved plans and documents is given to the applicant/general contractor.
- The approved plans and documents must be kept at the project job site for contractors and building inspectors for reference. If all approved plans and documents are not available for the building inspector's reference, an inspection will not be performed, and a reinspection fee may be assessed.

Plan Review and Permit Fees

Several fees are required as part of the process of obtaining a building permit. The building plan review fee must be paid after prescreen approval. Other fees are paid at time of permit issuance.

Building Permit Fee: This fee is based on the total building project value (materials and labor) and is determined by using the Building Code Permit Fee Schedule.

Building Plan Review Fee: This fee will be an amount equal to 65% of the building permit fee.

These fees may apply, depending on project scope:

Fire Plan Review Fee: This fee will be an amount equal to 16% of the building permit fee.

Public Works Street Lighting Review Fee: This fee applies when streetlights are required as part of the project. The requirements for streetlights and fees are determined by the Public Works Department.

Public Works Drainage Review Fee: This fee is for staff review of grading and drainage plans.

Public Works Drainage Inspection Fee: This fee is for site inspection of grading and drainage work.

Public Works Sewer Connection Fee: When the project is within the Boise City Sewer District, sewer connection fees will be determined and collected at the time of building permit issuance. Contact the Public Works Division at (208) 608-7150 to determine which sewer district the proposed project will be located, and to obtain additional information on possible fees.

ACHD Impact Fees: Fee amount will be determined by the Ada County Highway District. (Submit to them separately if applicable.)

Boise City Parks, Fire & Police Impact Fees: Contact the Impact Fee Administrator for estimated fees (208)608-8133 or (208) 972-8192.

Erosion & Sediment Control Permit Fees: This fee applies to all commercial land disturbing activities in the Boise City Limits. Contact the Permit Counter at (208)608-7070 for estimated fees.

Outside Agency Approvals

Prior Central District Health Dept Review: If the proposed building or any portion thereof will be used to produce, manufacture, concoct or store any food or beverages products for either sale at retail or wholesale, that portion of the building must be reviewed, approved and cover sheet of plans stamped and signed off

by the Central District Health Department prior to submitting for a building permit.

For the purpose of this requirement, the terms foods, food products or beverages will mean and include all articles used for food, drink, confectionery or condiment, whether simple, mixed or compound, and all substances or ingredients used in the preparation thereof designed for human consumption. (208)327-7499.

Ada County Highway District Review: The Ada County Highway District (ACHD) reviews the project for site vehicle access, changes in use, the addition of square footage and any construction work proposed within the Highway District right-of-way-areas.

The Highway District also determines all ACHD impact fees. Where applicable, the applicant must submit all required documents to ACHD for a separate review and approval. Fees will be paid, and written verification of approval must be provided to Planning & Development Services prior to building permit issuance (208)387-6100.