



Commercial Grading & Drainage with Utilities Guide

Project Types

The following information outlines the grading and drainage with utilities (phased construction) permit process. Specific submittal requirements are included in the #524- Commercial Grading & Drainage with Utilities Application packet.

Prior Planning Approvals

Prior Planning & Zoning Review Required

In almost all cases, the Planning Division must preapprove the land use prior to submitting a grading permit for a commercial project. Land use can be approved by Design Review, Conditional Use or Zoning Certificate. In some cases, more than one approval may be required, depending on the project and land use zone. Contact Planning Division at 208-608-7070 for more information.

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

The Process

Preliminary Meeting Required

- A prescreen is required for paper applications prior to accepting your application. (If submitting online the prescreen is done on ePlanReview).

You must bring a completed **#524- Commercial Grading & Drainage with Utilities Plans Checklist** to your preliminary meeting. If the Checklist is not completed prior to the preliminary meeting, the meeting will not occur.

- Preliminary meetings are held Monday – Friday, between 8:00 am and 4:00 pm. Check-in at the Permit Counter.

Submittal Process

- Plans and applications found to be complete will be accepted into the grading permit process at the close of the preliminary meeting.
- The associated Erosion & Sediment Control fee is due at time of submittal. Please contact the Permit Counter at 208-608-7070 for an estimate of applicable fees.

Plan Review

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

Fees & Permit Issuance

- If the application is withdrawn after the plan review process has started, the City of Boise may keep the

erosion & sediment 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 grading permit is issued, the grading permit and a copy of the approved plans and documents are made available to the applicant/general contractor.
- The approved plans and documents must be kept at the project job site for contractors and inspectors for reference. If all approved plans and documents are not available for the inspector, 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 grading permit. The erosion & sediment control fees must be paid upon application for the permit. All other fees must be paid at the time of grading issuance. Fees may be charged for the following:

Permit Fee. This fee is based on the total project value (materials and labor) and is determined by using PDS' Building Code Fee Schedule (Schedule available upon request or online at <https://www.cityofboise.org/departments/planning-and-development-services/fees/?category=buildingdivision>).

Fire Plan Review Fee. This fee will be an amount equal to 16% of the 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 a site inspection of grading and drainage work.

Erosion & Sediment Control Permit Fees. This fee applies to all commercial land disturbing activities in the Boise City Limits. See Boise City Code, Chapter 14 Construction Site Erosion Control within Title 9 Building Codes and Regulation for permit fees or contact the Permit Counter at 208-608-7070 for estimated fees.