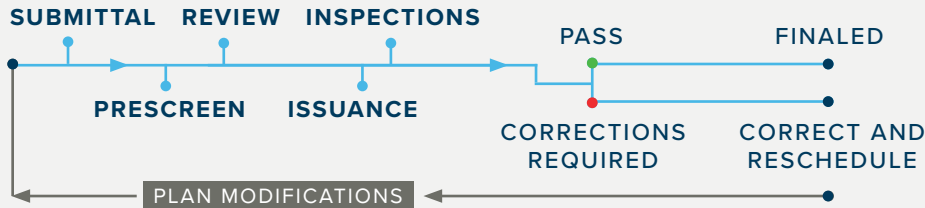


BUILDING PROCESS



DID YOU KNOW?

Most building applications are submitted electronically. Applicants who choose to submit paper plans should schedule an appointment with a plan reviewer at [PDS Appointments](#).

- 1. SUBMITTAL:** Application is submitted on the [City of Boise Permitting and Licensing system](#). The applicant uploads documents and corrections in the ePlanReview system. Additional contacts can be attached to the application at the time of submittal.
- 2. PRESCREEN:** Intake staff will review the application and plans for completeness and contact applicant for corrections if necessary.
- 3. FIRE REVIEWS:** Fire Reviewers will be assigned. Review cycles on ePlan may include corrections for the applicants to make. Documents may be required.

Fees will be assessed.

- 4. ISSUANCE:** Once reviews are passed and completed, all remaining fees are assessed, and plans receive an Approved stamp. Applicant is emailed when the permit is ready for fee payment and issuance.

Fees will be due prior to the Permit being issued.

- 5. INSPECTIONS:** Inspections are scheduled by the applicant or contractor in the [Permitting and Licensing system](#). Trade permits attached to the building permit must be finalized prior to the final building inspection taking place. Inspectors may require corrections and revised as-builts to be uploaded into ePlanReview prior to completion.

Re-inspection fees may be charged for repeat trips when not ready.

Corrections Required

Inspections require corrections and re-inspection.



Plan Modifications

Significant design changes require a plan modification, and the process starts back at Submittal. Additional fees may apply.



Pass

All inspections pass and permits are finalized. Project has been approved.