



# PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500  
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<b>PDS</b>	Document Number
	#306

## Certificate of Value

### Project Information

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Project Address: \_\_\_\_\_ BLD Permit #: \_\_\_\_\_

Contractor/Applicant: \_\_\_\_\_ Contractor Job #: \_\_\_\_\_

Owner/Tenant: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

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### Permit Types

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Type of Value:  Initial  Adjusted  Final

<p><b>Total Project Value:</b> Used to calculate fees for the Structural permit. Project Value is the total value of all construction work for which the permit is issued (including overhead and profit), as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment.</p>	<b>Value</b>
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<b>Owner Supplied Equipment? (Required)*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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<p><b>Electrical Value:</b> Total value of all work performed (including overhead and profit) on the job, including the electrical contract and any change orders.</p>	<b>Value</b>
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<b>Owner Supplied Equipment? (Required)*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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<p><b>Plumbing Value:</b> Total value of all work performed (including overhead and profit) on the job, including the plumbing contract and any change orders.</p>	<b>Value</b>
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<b>Owner Supplied Equipment? (Required)*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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<p><b>Mechanical Value:</b> Total value of all work performed (including overhead and profit) on the job, including the mechanical contract and any change orders.</p>	<b>Value</b>
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<b>Owner Supplied Equipment? (Required)*</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	_____
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<p><b>Fire Sprinkler:</b> Total value of work performed (including overhead and profit) on the job, including the fire sprinkler, contracts, and any change orders.</p>	<b>Value</b>
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<p><b>Fire Alarm System:</b> Total value of work performed (including overhead and profit) on the job, including the fire alarm, contracts, and any change orders.</p>	<b>Value</b>
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Date Received: \_\_\_\_\_

## Certificate of Value Instructions

- **Note:** All commercial permits require a Certificate of Value.
- **Scope of Work and Project Values:** Permit applicants must indicate whether the scope of work and values submitted are initial or final, and sign the form. Initial values should be within 80% of the expected final value. Final values must be the contract value of all work performed, including change orders. Both initial and final Certificates of Value may be signed off if the City is satisfied that a contract review will confirm there are no significant differences between the stated final value and scope of work.
- **Structural Permits:** Applicants must complete the Project Value line and show a breakdown of the component trades for Electrical, Plumbing, Mechanical, Fire Sprinkler and Fire Alarm. Project Value is the total of all construction work the permit was issued for (including overhead and profit), as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment.
- **Plumbing/Mechanical/Electrical Permits:** Applicants must complete only the lines appropriate to their contract. Structural items, if included in the contract, may not be subtracted out for fee calculation. All items covered by the appropriate code(s) must be used for fee calculation, including items such as process pipping, medical gas piping, and any permanent equipment. A structural permit number must be supplied if any structural work is being done at the project location.
- **Owner Supplied Equipment:** A separate permit is required if owner supplied equipment is not included on this form.

## Permitting Process

- **Inspections:** Inspection requests are only accepted for jobs with a valid permit.
- **Issued Permits:** A permit can be issued only when a completed Certificate of Value form is received and accepted by the Building Division. The Certificate of Value form can be submitted online (see below), at the Permit Counter, emailed to [permits@cityofboise.org](mailto:permits@cityofboise.org), or mailed/faxed to the Building Division.
- **Final Certificate of Value:** The contractor must submit a Final Certificate of Value with the updated scope of work and final contract value to the Building Division within 30 days after the final inspection.

## Submit Certificates of Value Online

The Permitting & Licensing Portal lets you manage your permits, pull new trade permits, schedule inspections and submit final project values online. Just go to <https://permits.cityofboise.org> to sign up.

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\* I certify that the values and scope of work given are the most accurate available at this time and that they represent the total sum of the job contract, including all change orders and all owner supplied equipment of this job.

Signature of Applicant	Print Name	Date	Company Phone
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### For Office Use Only

Permit Number: _____	Date: _____	Issued By: _____
Final Fees Due: _____	Date: _____	Issued By: _____
Initial Fees Due: _____	Date: _____	Issued By: _____