



PLANNING AND DEVELOPMENT SERVICES

BOISE CITY HALL: 150 N. CAPITOL BLVD | MAIL: PO BOX 500, BOISE ID 83701-0500
CITYOFBOISE.ORG/PDS | P: 208-608-7100 | F: 208-384-3753 | TTY/TTD: 800-377-3529

PDS Document Number #528

Commercial Occupancy Evaluation Request Application\*

\*For New Tenant in Existing Space ONLY with NO Construction!

Permit #: \_\_\_\_\_

Property Information

Address: 2110 S Broadway City: Boise State: ID Zip: 83706
Subdivision: Broadway Plaza Lot: Block: Section:
Primary Parcel #: Additional Parcels:

Applicant Information

First Name: Ralph Last Name: May
Company: St. Vincent de Paul Southwest Idaho Phone: (208) 344-5403
Address: 3217 W Overland Rd. City: Boise State: ID Zip: 83705
E-mail: ralph.may@svidpid.org Cell: (208) 809-7846

Agent/Representative Information

First Name: Ralph Last Name: May
Company: St. Vincent de Paul Southwest ID Phone: (208) 809-7846
Address: 3217 W Overland Rd. City: Boise State: ID Zip: 83705
E-mail: ralph.may@svidpid.org Cell: (208) 809-7846

Role Type: [ ] Architect [ ] Contractor [ ] Leasing Agent [x] Tenant [ ] Other

Owner Information

Same as Applicant? [ ] Yes [ ] No (If yes, leave this section blank.)

First Name: Mike Last Name: Matzek
Company: Broadway Park LLC Phone:
Address: PO Box 140477 City: Boise State: ID Zip: 83714
E-mail: MG MATZEK@msn.com Cell: (208) 250-9210

**Structure Information**

1. Is the property currently occupied?  Yes  No
2. What floor/story is the tenant space on: 1st
3. Total tenant space/square footage: 10,400
4. Is there a basement?  Yes  No  
If yes, what is the square footage: NA
5. Type of construction: Concrete block and stud wall
6. Is there a fire sprinkler system?  Yes  No
7. Is there a fire alarm system?  Yes  No

**Previous Tenant Information**

1. Business Name: The last tenant was St. Vincent de Paul for a two month Christmas Voucher Toy Store
2. Type of Business: Retail - Toy give away at Christmas

**New Tenant Information**

1. Business Name: "BROADWAY NORTH a furniture store by St. Vincent de Paul"
2. Type of Business: Second Hand Furniture/Home Furnishings
3. Building or Shopping Center Name: Broadway Plaza
4. Address: 2110 S Broadway Suite#: \_\_\_\_\_  
City: Boise State: ID Zip: 83706
5. Type of Use:  
 Office Space  Retail Sales  Office/Warehouse  
 Factory  Restaurant  Other
6. Provide a description of the proposed use of tenant space:  
Approximately 5,000 sq ft will be open to the public as a retail furniture store. The balance of the building will be used as storage for the retail operation, some office space and an eBay/online store for higher value second hand goods.  
Note: The Fire Alarm system is unknown.

7. Will there be any remodeling?  Yes (Minor Only)  No
  - This application is to be used by any new tenant to obtain a Certificate of Occupancy for a previously occupied space, when no work, or only cosmetic minor work is to be done prior to occupancy.
  - Only minor work is allowed under this permit.  
Allowed work includes: Replacing or installing floor finish, interior paint or wallpaper, installation of display counters and shelving eight feet high or less.
  - Electrical, plumbing and mechanical work require separate permits.
  - Modifications to existing fire sprinkler or alarm systems require separate permits.

**Additional Requirements**

**Submittal Checklist Required Documents**

Yes N/A

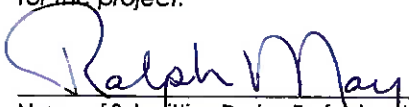
- Two (2) copies of the **floor plan** on 11" X 17" paper (minimum size). Please note, existing/previous tenant floor plans may be available at the Records Center within Planning and Development Services. To request a copy of the floor plan, contact the Records Center at 208-608-7062.
- If tenant provides **food storage or a food-related service**, the plans must be stamped and signed by Central District Health.
- Food Establishments** must provide a copy of the final menu and notate the type of table ware being used (i.e. china, single use, glass, etc.).

**Required Inspections**

1. Any code deficiencies identified during the inspections must be corrected before a permanent **Certificate of Occupancy** can be issued. If approved by Fire and Building Inspectors, a **Temporary Certificate of Occupancy** may be issued to allow occupancy while non-life safety issues are being corrected. A Temporary Certificate of Occupancy can be issued for a period of up to 90 days.
2. At a minimum, the following **inspections** are needed:
  - o Final Fire Inspection
  - o Final Structural/Building Inspection
3. Prior to the **Final Structural/Building Inspection** being conducted, additional inspections may be required if there are related trade permits.

**Applicant Acknowledgement**

*I, the undersigned, have completed the above application and submittal noting all supporting documents for the project.*



07/13/2020

Name of Submitting Design Professional of Record (or applicant if design professional not required).

Date

**\*\*\*\*\*For Staff Use Only\*\*\*\*\***

Accepted

Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake

Accepted

Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
Date Staff Member Conducting the Intake