



# 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

<b>PDS</b>	Document Number
	<b>#528</b>

## Commercial Occupancy Evaluation Request Application\*

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

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

### Property Information

Address: 1611 N. 13<sup>th</sup> St City: Boise State: Id Zip: 83703  
 Subdivision: \_\_\_\_\_ Lot: 16/17 Block: 4 Section: \_\_\_\_\_  
 Primary Parcel #: R1126000575 Additional Parcels: \_\_\_\_\_

### Applicant Information

First Name: Jill Last Name: Monteith  
 Company: Hyde Park Mercantile Phone: 208-855-0555  
 Address: 1611 N. 13 City: Boise State: Id Zip: 83702  
 E-mail: Hyde Park Mercantile @ Gmail.com Cell: 208-855-0555

### Agent/Representative Information

First Name: N/A Last Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Role Type:  Architect  Contractor  Leasing Agent  Tenant  Other

### Owner Information

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

First Name: Amanda Benedict Last Name: Benedict  
 Company: 3445 Divisadero St Phone: \_\_\_\_\_  
 Address: 3445 Divisadero St City: P.E. State: CA Zip: 94123  
 E-mail: ABenedict22 @ Gmail.com Cell: 208 724-3108

**Structure Information**

1. Is the property currently occupied?  Yes  No
2. What floor/story is the tenant space on: Main
3. Total tenant space/square footage: \_\_\_\_\_
4. Is there a basement?  Yes  No  
If yes, what is the square footage: \_\_\_\_\_
5. Type of construction: Wood
6. Is there a fire sprinkler system?  Yes  No
7. Is there a fire alarm system?  Yes  No

**Previous Tenant Information**

1. Business Name: Blue Man Antiques
2. Type of Business: Retail

**New Tenant Information**

1. Business Name: Hyde Park Mercantile
2. Type of Business: Retail
3. Building or Shopping Center Name: \_\_\_\_\_
4. Address: 1111 N 13th St Suite#: \_\_\_\_\_  
City: Boise State: Id Zip: 83702
5. Type of Use:  
 Office Space  Retail Sales  Office/Warehouse  
 Factory  Restaurant  Other
6. Provide a description of the proposed use of tenant space:  
Selling Clothing + Home decor  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

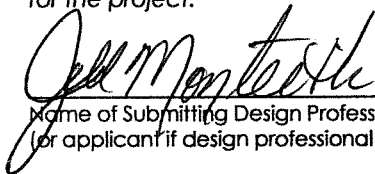
- Two (2) copies of the **floor plan** on 11" X 17" paper (minimum size). Please note, existing/previous tenant floor plans may be available at the Records Center within Planning and Development Services. To request a copy of the floor plan, contact the Records Center at 208-608-7062.
- If tenant provides **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.



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

7-17-2020

Date

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

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

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 Not Accepted \_\_\_\_\_ by \_\_\_\_\_  
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