



# 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: 4618 W. State St. City: Boise State: ID Zip: 83703  
 Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_  
 Primary Parcel #: \_\_\_\_\_ Additional Parcels: \_\_\_\_\_

### Applicant Information

First Name: Lisa Last Name: Berry  
 Company: Idaho Painter Phone: (208) 861-0140  
 Address: 10235 W. Cayuse Ln. City: Boise State: ID Zip: 83714  
 E-mail: lisa@idahopainter.com Cell: (208) 861-0140

### Agent/Representative Information

First Name: Lisa Last Name: Berry  
 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: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

**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: 2047 sq ft
4. Is there a basement?  Yes  No  
If yes, what is the square footage: \_\_\_\_\_
5. Type of construction: \_\_\_\_\_
6. Is there a fire sprinkler system?  Yes  No
7. Is there a fire alarm system?  Yes  No

**Previous Tenant Information**

1. Business Name: Idaho Painter
2. Type of Business: retail

**New Tenant Information**

1. Business Name: Idaho Painter
2. Type of Business: retail
3. Building or Shopping Center Name: Collister Shopping Center
4. Address: 4618 W. State St Suite#: \_\_\_\_\_  
City: Boise State: ID Zip: 83703
5. Type of Use:  
 Office Space  Retail Sales  Office/Warehouse  
 Factory  Restaurant  Other
6. Provide a description of the proposed use of tenant space:  
we will sell paint supplies and equipment

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.

7/29/2020

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

Date

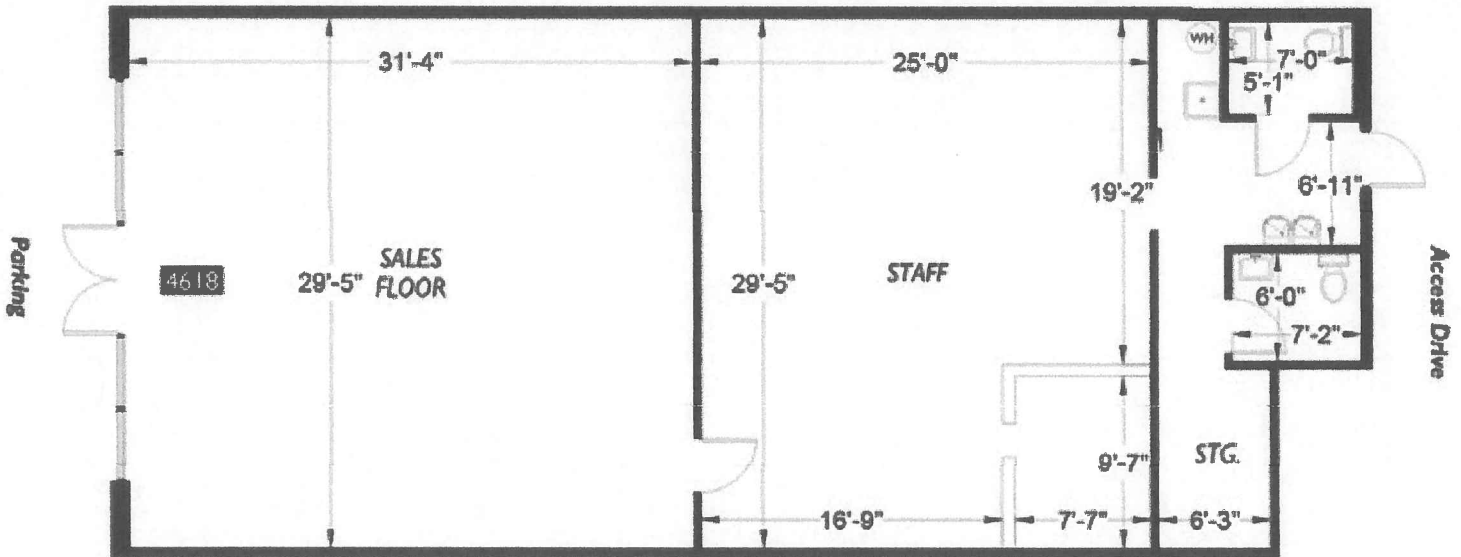
\*\*\*\*\*For Staff Use Only\*\*\*\*\*

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

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



Adjacent Tenant



Adjacent Tenant



**INTERMOUNTAIN**  
COMMERCIAL REAL ESTATE

**DARIN BURRELL**  
darin@icrellc.com  
(208) 286-2260 office  
(208) 860-0332 cell

**SETH MCCORMACK**  
seth@icrellc.com  
(208) 286-2272 office  
(208) 918-1030 cell



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