



## Business Compliance Application

Permit info: \_\_\_\_\_

Application Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

6015 Glenwood Street □ Garden City, Idaho 83714 □ Phone 208/472-2921 □ Fax 208/472-2926  
[building@gardencityidaho.org](mailto:building@gardencityidaho.org) Inspection Hotline 208/472-2920

**PLEASE NOTE: THIS APPLICATION IS FOR TENANT SPACES WITH PRIOR OCCUPANCY DOCUMENTATION ONLY AND NO BUILDING PERMIT IS REQUIRED**

Thank you for your desire to start a new business in Garden City!

Garden City is home to many productive, thriving businesses, both large and small. The city continuously strives to support and work collaboratively with the business community. We are proud to provide the community with resources such as the Artisans Pathway mapping system and places like the Surel Mitchell Live-Work-Create district. In addition, the city provides many amenities for both employees and clients, such as:

- City amenities
- Small, nimble, and personable government
- Ideal location in the valley with quick access to downtown Boise or Meridian
- The Greenbelt
- The Boise River
- Parks
- Restaurants, Wineries, and Breweries
- Artists and Artisans
- A wide variety of other businesses ranging from retail to manufacturing

Navigating the requirements to ensure that your business is legal can be unnerving. Often business owners find a building that appears to meet their needs and they sign a lease before they find out that they have made a misstep. Garden City provides a free meeting with several disciplines and agencies to help you determine if the location you have found is your best fit, and how to make the process as predictable as possible for you. The reviewers present at this meeting may include representatives from Planning and Zoning, Building, Fire, Environmental, and Public Works.

Before starting a business, you need to have a Certificate of Occupancy for your business at the location where you will be doing business. The following questions will help us know how to best direct you in the process of receiving your certificate of occupancy. Questions will also help us determine other common permits you may need or potential business licenses.

**APPLICATION TYPE:**

- Existing Business - Needing Certification
- Existing Business - Name or Ownership Change
- Business New to Space

**APPLICANT INFORMATION:**

Contact Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**SITE INFORMATION:**

Street #: \_\_\_\_\_ Suite/Unit: \_\_\_\_\_ Street Name: \_\_\_\_\_

Building or Shopping Center Name: \_\_\_\_\_

Are there other businesses at this site? Y / N

List all other businesses that occupy this site: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Website: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Type of Use (See GCC [Title 8-7A-1 Definition of Uses](#)): \_\_\_\_\_

Before you begin, the property needs to be legally created and zoned correctly. If your use requires a conditional use permit, this must be done prior to establishing occupancy. If you do not already know the zoning code and lot block and subdivision, please visit: <http://www.adacountyassessor.org/propsys/>

**ZONING INFORMATION:** R-1/A    R-2    R-3    R-20    C-1    C-2    M    LI

Subdivision Name: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block(s): \_\_\_\_\_

Parcel #: \_\_\_\_\_

*\*If the property includes portions of lots, you will have to provide documentation that the property was in its current form prior to August 9, 1988, or otherwise was legally established prior to any further entitlements.*

**STRUCTURE INFORMATION (CIRCLE ONE):**Is there an existing Certificate issued for the space/address: Y / N   *\*If yes, a copy must be submitted.*

Are there existing floor plans Y / N      Overall Square Footage of your space \_\_\_\_\_

Is there a fire sprinkler? Y / N / UNKNOWN      Is there a fire alarm? Y / N / UNKNOWN

Previous Business Name (if known): \_\_\_\_\_

Previous Business Type (if known): \_\_\_\_\_

Home, Apartment or Child-Occupied facility built prior to 1978? Y / N      Lead Cert # \_\_\_\_\_

## **OCCUPANCY**

All businesses require a Certificate of Occupancy prior to starting businesses. The information that you provide will help us determine which process or processes will be needed for you to start your business. The below determinations will dictate the building review process:

1. If your proposed occupancy is the same as what the building was built to, there have not been any changes, and there is an existing certificate of occupancy on record. If you do not have a Certificate of Occupancy on file and if there is only one tenant space in the structure documents verifying that there is no change can be used such as an affidavit of use, previous lease agreements, or previous utility bills.
2. There is a change to the occupancy which will require upgrades to the building.
3. Tenant Improvement building permit.
4. New build building permit.

What occupancy best describes each portion of your structure.

*(This information will help the building and fire reviewers)*

<input type="checkbox"/> A-1 Buildings intended for the production and viewing of performing arts or motion pictures (Theaters, Concert Halls).	_____ sq ft.
<input type="checkbox"/> A-2 Buildings intended for food and/or drink consumption (Restaurants).	_____ sq ft.
<input type="checkbox"/> A-3 Buildings intended for worship, recreation, or amusement and other assemblies not otherwise classified.	_____ sq ft.
<input type="checkbox"/> A-4 Buildings intended for viewing indoor sporting events and activities with spectator seating (Arenas).	_____ sq ft.
<input type="checkbox"/> A-5 Buildings intended for participation in or viewing outdoor activities (Stadiums).	_____ sq ft.
<input type="checkbox"/> Business (Group B) - Places where services are provided (not to be confused with mercantile, below). Examples: Banks, Insurance Agencies, Government Buildings (including police and fire stations), and Doctor's Offices	_____ sq ft.
<input type="checkbox"/> Educational (Group E) - Schools and Daycare centers up to 12 <sup>th</sup> Grade.	_____ sq ft.
<input type="checkbox"/> Factory (Group F) - Places where goods are manufactured or repaired (unless considered "High-Hazard" (below)) Examples: Factories or Dry Cleaners.	_____ sq ft.
<input type="checkbox"/> High-Hazard (Group H) - Places involving the production or storage of very flammable or toxic materials. Includes places handling explosives and/or highly toxic materials (such as fireworks, hydrogen peroxide, and cyanide).	_____ sq ft.
<input type="checkbox"/> Institutional (Group I) - Places where people are physically unable to leave without assistance. Examples: Hospitals, Nursing Homes, and Prisons. In some jurisdictions, Group I may be used to designate Industrial.	_____ sq ft.
<input type="checkbox"/> Mercantile (Group M) - Places where goods are displayed and sold. Examples: Grocery Stores, Department Stores, and Gas Stations.	_____ sq ft.
<input type="checkbox"/> Residential (Group R) - Places providing accommodations for overnight stay (excluding Institutional). Examples: Houses, Apartment Buildings, Hotels, and Motels.	_____ sq ft.
<input type="checkbox"/> Storage (Group S) – Places where items are stored (unless considered High-Hazard). Examples: Warehouses and Parking Garages	_____ sq ft.
<input type="checkbox"/> Utility and Miscellaneous (Group U) – Others. Examples: Water Towers, Barns, Towers	_____ sq ft.

**Do you have building plans and or a certificate of occupancy?  Yes  No**

**Do you plan on constructing anything inside an existing building?  Yes  No**

**Do plan on any exterior construction?  Yes  No**

**Do you plan on building a new structure?  Yes  No**

**Will you have any cooking or storage of hazardous materials on site?  Yes  No**

**LICENSING:**

Garden City requires that you apply for a business license for the sale of alcohol and/ or food, mobile food trucks, vendors, daycares, pawnbrokers, massage therapists, security service, taxi cabs and drivers, and precious metal dealers. Contact (208) 472-2906, customerservice@gardencityidaho.org, or visit the Garden City Clerk's Office.

We recommend that you also check with: Central District Health; the Department of Alcohol Beverage Control, and Ada County Clerk.

**SIGNAGE:**

Please remember to apply for a sign permit. Sign permits are required for any new sign or for temporary signs.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*I am or have the owner's permission to submit this application. I agree to be responsible for all application materials, fees, and application correspondence with the city. I have completed the application checklist (page 3) noting all applicable pages and supporting documents for this project. I understand that upon review of this application or inspection of the building I may be required to obtain a building permit for structural deficiencies or identified change of occupancy. I attest that all information is complete and accurate to the best of my knowledge.*

**By signing, I acknowledge the following:**

- 1. I understand that it is unlawful to occupy a property without a certificate of occupancy or provide false information.** On final approval one Certificate of Compliance or Occupancy will be issued by Garden City and one will be issued by the North Ada County Fire and Rescue District (NACFR). Both Certificates are required to be posted in a conspicuous place in conjunction with the tenancy.
- 2. The applicant** shall be responsible to ensure that submitted plans adhere to the guidelines referenced in the application checklist.
- 3. Garden City coordinates applications with the North Ada County Fire and Rescue District (NACFR).** Garden City and NACFR are separate entities. Questions or complaints specific to fire requirements, review, approval, or administration should be directed to NACFR: (208) 375-0906.

## **REQUIRED! – APPLICATION CHECKLIST**

**\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\***

- Complete Business Compliance Application
- Application Fees Paid (see fee schedule)
- Electronic submittal of all plans and application materials in pdf
  - *Each document from the checklist must be separated into its own individual PDF and labeled with a description*
- Statement of Intent detailing the nature of the use
- Previous Certificate of Occupancy/Compliance
- ACHD Impact Fee Receipt or written confirmation from ACHD that no Impact Fee is required
- Affidavit of Legal Interest
- **One** set of detailed **site plans** including:
  - Google ariel view
  - Cardinal directions, adjacent roadways, and all structures on site
  - Parking, landscaping, and trees
  - Ada County verified and approved numbered addresses
  - Access location and dimensions
- **One** set of detailed current **floor plans** legibly drawn on minimum 8 1/2 X 11 plan sheet drawn to  $\frac{1}{4}'' = 1'$  scale (with scale noted on plans) identifying:
  - **Use and square footage per room (i.e., office, storage, restroom, etc.)**
  - **Primary Occupancy Classification (2018 IBC sec 304-312)**
  - **Occupancy Load (2018 IBC Sec 1004, table 1004.1.2)**
  - **Interior and exterior wall and opening dimensions, windows, doors, roll-up doors**
  - Electrical panels interior and exterior
  - Gas meter location
  - Fire extinguisher locations and size
  - Emergency lighting locations
  - Illuminated exit sign locations
  - Fire sprinkler riser location
  - Fire alarm panel location
  - Commercial cooking operation location, including size and type of hoods and grease traps
  - Spray finishing operation location
  - Flammable or combustible product locations
  - Welding operation locations
  - Rack storage locations