



## OCCUPANCY ANALYSIS APPLICATION

File Number: \_\_\_\_\_

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

FOR OFFICE USE ONLY

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

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

All businesses operating in Garden City require a Certificate of Occupancy. Please reach out to Development Services with any questions regarding this and other business and building applications.

This application is for a building permit to establish the occupancy for, or within, an existing building when construction is not planned. Specifically, this form is utilized when:

- The occupancy for which the structure is constructed is known, but the new tenant's business is classified as a different occupancy type.
- There is not sufficient documentation available to establish for which occupancy that the structure was constructed.

The International Existing Building Code (IEBC) will be used for review. The IEBC provides flexibility when reviewing construction standards required for existing structures. If upon review of this application, the IEBC requires upgrades to the structure, those upgrades shall be required prior to the issuance of a Certificate of Occupancy. If structural improvements are required, a Design Professional shall be employed to submit the plan modifications for review prior to the construction of those improvements. The city will also require the valuation of the work that will be done. Please refer to the [Resubmittal form](#).

Electrical, plumbing or mechanical work requires separate permits. Those permits are available at <https://dopl.idaho.gov/>

Modifications to existing fire sprinkler or alarm systems require separate permits which are obtained through the North Ada County Fire & Rescue District office or [www.nacfire.org](http://www.nacfire.org).

Any code deficiencies pertaining to health, safety or Garden City Development Code identified during this process must be corrected before a Certificate of Occupancy can be issued.

**APPLICATION TYPE (PLEASE SELECT AN OPTION):**

- New Business – Change of Occupancy
- New Business – Establish Occupancy

**STRUCTURE INFORMATION (CIRCLE ONE):**

Is there an existing Certificate of Occupancy issued for the space/address:

Y / N \*If yes, a copy must be submitted

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

What was the previous building Occupancy (per IBC)? \_\_\_\_\_  UNKNOWN

What is the desired building Occupancy (per IBC)? \_\_\_\_\_, \_\_\_\_\_ sq. ft.

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

**APPLICANT INFORMATION:**

Contact 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): \_\_\_\_\_

Will there be any cooking or storage of hazardous materials on site? Y / N

**SITE INFORMATION:**

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

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: \_\_\_\_\_

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

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

- The applicant shall be responsible for ensuring that the design specifications and plans submitted are complete and accurate and in compliance with the requirements of the codes adopted by Garden City and agencies having jurisdiction in Garden City.
- 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.

**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 that 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.*

**REQUIRED! – APPLICATION CHECKLIST**

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

- Complete Occupancy Analysis Application.
- Electronic submittal of all plans and application materials in pdf
- Statement of Intent detailing the nature of the use
- Previous Certificate of Occupancy/Compliance or other documentation confirming building occupancy such as
  - Affidavit of occupancy
  - Lease agreements
  - Utility bills
  - Ada County Assessor documents
- 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:
  - 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 1/4"= 1' scale (with scale noted on plans) identifying:
  - Use and square footage per room (i.e. office, storage, restroom, etc.)
  - 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



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## Property Owner Permission (Affidavit of Legal Interest)

State of Idaho      )  
                            )SS

County of Ada      )

I, \_\_\_\_\_, \_\_\_\_\_  
Name \_\_\_\_\_ Address of Owner  
(must be primary owner as noted in Ada County Assessor's records.  
If the primary owner is a business write the business name)

\_\_\_\_\_  
City \_\_\_\_\_ State and Zip \_\_\_\_\_

Being first duly sworn upon oath, depose and say:

1. That I am the record owner of the property described on the attached, and I grant my permission to \_\_\_\_\_,  
Name of Applicant to submit the accompanying application pertaining to \_\_\_\_\_, Garden City Idaho, 837\_\_\_\_ property. Address of Property Subject to this Affidavit
2. I agree to indemnify, defend, and hold the City of Garden City and its employees harmless from any claim or liability resulting from any dispute as to the statements contained herein or as to the ownership of the property which is the subject of the application.
3. I hereby grant permission to City of Garden City staff to enter the subject property for the purpose of site inspections related to processing said applications.
4. I acknowledge that all fees related to said applications and improvements are ultimately the property owner's responsibility.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Printed Name \_\_\_\_\_  
(must be primary owner, registered agent, or otherwise have legal authority to sign on behalf of primary owner)

**Subscribed and sworn to before me the day and year first above written.**

\_\_\_\_\_  
Notary Public for Idaho

\_\_\_\_\_  
Residing at: \_\_\_\_\_

\_\_\_\_\_  
My Commission expires \_\_\_\_\_

## **Occupancy Classification Per IBC:**

**Assembly (A):** Includes among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption or awaiting transportation.

Subgroups:

- A-1: Motion Picture Theaters, Symphony and Concert Halls. Television and radio studios admitting an audience.
- A-2: Banquet Halls, Casinos (gaming areas), Nightclubs, Restaurants, Cafeterias and similar dining facilities (including associated commercial kitchens), Taverns and bars.
- A-3: Amusement arcades, Art Galleries, Bowling Alleys, Community Halls, Courtrooms, Dance Halls, Exhibition halls, Funeral Parlors, Greenhouses, Gymnasiums (without spectator seating), Indoor swimming and tennis courts (without spectator seating), Libraries, Museums, Places of religious worship, Pool and billiard parlors, Waiting areas in transportation terminals
- A-4: Arenas, Skating rinks, Swimming pools, Tennis courts
- A-5: Amusement park structures, Bleachers, Grandstands, Stadiums

**Business (B):** Includes, among others, the use of a building or structure, or a portion thereof, for office, professional or service type transactions, including storage of records and accounts. Including but not limited to:

Airport traffic control towers, Ambulatory care facilities, Animal Hospitals, kennels and pounds, Banks, Barber and beauty shops, Car wash, Civic Administrations, Clinic (outpatient), Dry cleaning and laundries: *pickup and delivery stations and self-service*, Educational occupancies for students above the 12<sup>th</sup> grade, Electronic data processing, Food processing establishments and commercial kitchens not associated with restaurants, cafeterias and similar dining facilities not more than 2,500 square feet in area, Laboratories: *testing and research*, Motor vehicle showrooms, Post offices, Print shops, Professional services (architects, attorneys, dentists, physicians, engineers), Radio and television stations, Telephone exchanges, Training and skill development not in a school or academic program (including but not limited to, tutoring centers, martial arts studios, gymnastics and similar uses regardless of the ages served, and where not classified as Group A occupancy).

**Educational (E):** Includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade. Including accessory to places of religious worship, within places of religious worship, and day care facilities.

**Factory and Industrial (F):** Includes, among others, the use of a building or structure, or a portion thereof, for assembling, disassembling, fabricating, manufacturing, packaging, repair or processing operations that are not classified that are not classified as a Group H or S occupancy.

Subgroups:

- F-1: Moderate-hazard factory industrial – Aircraft manufacturing (not to include repair), Appliances, Athletic equipment, Automobiles and other motor vehicles, Bakeries, Beverages over 16% alcohol content, Bicycles, Boats, Brooms or brushes, Business machines, Cameras and photo equipment, Canvas and agricultural machinery, disinfectants, Dry cleaning and dyeing, Electric generation plants, Electronics, Engines (including rebuilding), Food processing establishments and commercial kitchens not associated with restaurants, cafeterias and similar dining facilities not more than 2,500 square feet in area, Furniture, Hemp products, Jute products, Laundries, Leather products, Machinery, Metals, Millwork (sash and door), Motion picture and television filming, Musical instruments, Optical goods, Paper mill and products, Photographic film, Plastic products, Printing or publishing, Recreational vehicles, Refuse incineration, Shoes, Soaps and detergents, Textiles, Tobacco, Trailers, Upholstering, Wood (distillation), Woodworking (cabinet)

F-2: Beverages (up to and including 16% alcohol content), Brick and masonry, Ceramic products, Foundries, Glass products, Gypsum, Ice, Metal products (fabrication and assembly)

**High-Hazard (H):** Includes, among others, the use of a building or structure, or a portion thereof, that involves manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed in control areas complying with Section 414, based on the maximum allowable quantity limits. Hazardous materials stored, or used on top of roofs or canopies, shall be classified as outdoor storage or use and shall comply with International Fire Code.

H-1: Building and structures containing materials that pose a detonation hazard

H-2: Building and structures containing materials that pose a deflagration hazard or a hazard from accelerated burning

H-3: Building and structures containing materials that readily support combustion or that pose a physical hazard

H-4: Building and structures containing materials that are health hazards

H-5: Semiconductor fabrication facilities and comparable research and development areas in which hazardous production materials are used and the aggregate quality of materials is in excess of those listed in Tables 307.1(1) and 307.2 (2)

**Institutional (I):** Includes, among others, the use of a building or structure, or a portion thereof, in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted. Alcohol and drug centers, Assisted living facilities, congregate care facilities, Group homes, Halfway houses, Residential board and care facilities, Social rehabilitation facilities, Foster care facilities, Detoxification facilities, Hospitals, Nursing homes, Psychiatric hospitals, Correctional Centers, Detention centers, Jails, Prerelease centers, Prisons, Reformatories, Adult daycare, Child day care

**Mercantile (M):** Includes, among others, the use of a building or structure, or a portion thereof for the display and sale of merchandise, including but not limited to: Department stores, Drug stores, Markets, Greenhouses for display and sale of plants that provide public access, Motor fuel-dispensing facilities, Retail or wholesale stores, Sales rooms

**Residential (R):** Includes, among others, the use of a building or structure, or a portion thereof, for sleeping purposes. Apartment houses, Boarding houses, convents, Dormitories, Fraternities and sororities, Monasteries, Hotels, Live/Work units Motels, Vacation timeshare properties, Alcohol and drug centers, Assisted living facilities, congregate care facilities, Group homes, Halfway houses, Residential board and care facilities, Social rehabilitation facilities

**Storage (S):** Includes, among others, the use of a building or structure, or a portion thereof, for storage that is not classified as a hazardous occupancy

**Utility and Miscellaneous (U):** Building and structures of an accessory character and miscellaneous structures not classified in any specific occupancy shall be constructed, equipped and maintained to conform to the requirements of this code commensurate with the fire and life hazard incidental to their occupancy. Group U shall include but not be limited to: Agricultural building, Aircraft hangars (accessory to a one- or two-family residence), Barns, Carports, Communication equipment structures with a gross floor area of less than 1,500 square feet, Fences more than 6' in height, Grain silos, Livestock shelters, Private garages, Retaining walls, Sheds, Stables, Tanks, Towers

Garden City Code

ARTICLE C. LAND USE PROVISIONS

SECTION:

- 8-2C-1: Purpose
- 8-2C-2: Accessory Use
- 8-2C-3: Agriculture
- 8-2C-4: Amusement Center
- 8-2C-5: Animal Care Facility
- 8-2C-5-1: Artist Studio
- 8-2C-6: Bed And Breakfast
- 8-2C-7: Building Material, Garden Equipment And Supplies
- 8-2C-8: Church Or Place Of Religious Worship
- 8-2C-9: Club
- 8-2C-10: Commercial Entertainment Facilities
- 8-2C-11: Daycare Facility
- 8-2C-12: Drinking Establishment
- 8-2C-13: Drive-through Establishment
- 8-2C-14: Dwelling Unit, Accessory
- 8-2C-15: Dwelling Unit, Multi-family
- 8-2C-16: Equipment Rental, Sales And Service
- 8-2C-17: Financial Institutions
- 8-2C-18: Food Products Processing
- 8-2C-19: Food Stores
- 8-2C-20: Fuel Sales
- 8-2C-21: Health Club
- 8-2C-22: Home Occupations
- 8-2C-23: Hospital
- 8-2C-24: Industry, Flex Or Light
- 8-2C-25: Reserved
- 8-2C-26: Kennel, Hobby
- 8-2C-27: Laundromat, Self-service Cleaning
- 8-2C-28: Lodging
- 8-2C-29: Mortuary
- 8-2C-30: Nursery
- 8-2C-31: Nursing And Residential Care Facilities
- 8-2C-32: Personal And Professional Services
- 8-2C-33: Recreational Vehicle Park
- 8-2C-34: School
- 8-2C-35: Sexually Oriented Businesses
- 8-2C-36: Service Provider
- 8-2C-37: Storage Facility Or Yard
- 8-2C-38: Temporary Uses
- 8-2C-39: Terminal Yard, Trucking
- 8-2C-40: Tobacco Entertainment Establishment
- 8-2C-41: Vehicle Service
- 8-2C-42: Vehicle Rental
- 8-2C-43: Vehicle Sales
- 8-2C-44: Vehicle Washing Facility
- 8-2C-45: Warehouse, Storage And Wholesale
- 8-2C-46: Wireless Communication Facility
- 8-2C-47: Mobile Service
- 8-2C-48: Special Event
- 8-2C-49: Small Cell Facility