



OCCUPANCY ANALYSIS

Permit info: _____

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 Inspection Hotline 208/472-2920

PLEASE NOTE:

THIS APPLICATION IS FOR BUSINESSES THAT DO NOT NEED A BUILDING PERMIT

- This application is to be used by any new or existing tenant to establish a Certificate of Occupancy, when no work or only cosmetic minor work exempted from building permit requirements is to be done prior to occupancy.
- Only minor work that would not otherwise require a building permit is allowed under this permit.
- Electrical, plumbing or mechanical work requires separate permits. Modifications to existing fire sprinkler or alarm systems require separate permits which are obtained through the North Ada County Fire & Rescue District Prevention Office or website 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. This may include a requirement for a building permit application to be adhered to.

APPLICATION TYPE (PLEASE SELECT AN OPTION):

- Business New to Commercial Space-Change of Occupancy (per IBC)
- Business in Existing Space-Establishment of Occupancy

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: _____

STRUCTURE INFORMATION (CIRCLE ONE):

Is there an existing Certificate 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)? _____

What is the desired building occupancy (per IBC)? _____, _____ sq. ft.

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

Previous Business Name (if known): _____

Previous Business Type (if known): _____

APPLICANT INFORMATION:

Contact Name: _____

E-mail: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

BUSINESS INFORMATION:

Business Name: _____

Business Owner Name: _____

Website: _____

Business Phone: _____

Type of Business: Office Space Retail Sales Restaurant Office/Warehouse Vehicle sales or service
 Other

Description of Business to be conducted:

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

- The applicant shall be responsible to ensure 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.
- 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 tenancy.

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 Non Residential Occupancy Analysis Application
- Application Fees Paid (see fee schedule)
- 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