



## NON RESIDENTIAL 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](mailto: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 tenant to establish a Certificate of Compliance (as an alternate to a Certificate of Occupancy) for space that has a previous Certificate of Occupancy or other qualifying documentation demonstrating no change of occupancy, and when no work or only cosmetic minor work exempted from building permit requirements is to be done prior to occupancy. Fire safety, environmental, and use regulations will be reviewed with this permit. An issuance of a Certificate of Compliance does not ensure that the structure has been reviewed for compliance with all current adopted code requirements. Issuance of a Certificate of Compliance shall not be construed as an approval of a violation of any regulation.
- Only minor work that would not otherwise require a building permit is allowed under this permit.
- No change of occupancy 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](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 Compliance or 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 Space
- Name or Ownership Change of Existing Business

#### **STRUCTURE INFORMATION (CIRCLE ONE):**

Is there an existing Certificate issued for the space/address: Y / N \*If yes, a copy **must** be submitted

Will there be remodeling? Y / N

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 # \_\_\_\_\_

#### **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 #: \_\_\_\_\_ 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: \_\_\_\_\_

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

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

- 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



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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 \_\_\_\_\_