



## DEVELOPMENT SERVICES DEPARTMENT

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[www.gardencityidaho.govoffice](http://www.gardencityidaho.govoffice)

### New Business PRE-APPLICATION FORM

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 mis-step. 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 that you will be doing business. The following questions will help us know how to best direct you in the process for receiving your certificate of occupancy. Questions will also help us determine other common permits you may need or potential business licenses.

**Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address of property in question:** \_\_\_\_\_, **Garden City, Idaho 837**\_\_

## Step I: Zoning

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 zone code and lot block and subdivision please visit:

<http://www.adacountyassessor.org/propsys/>

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

\*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.

What is your property zoned? \_\_\_\_\_

Which use best describes your business? \_\_\_\_\_

If you need help determining the use that best describes your business please find refer to [Garden City Title 8 Use Definitions](#)

## Section II: 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 that 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. See IBC 2015 for Occupancy Type Descriptions.

Occupancy Types listed in IBC 2015:	Square Footage of Structure/s being used for this Occupancy Type:
1. Assembly (Groups A-1 through A-5)	
2. Business (Group B)	
3. Educational (Group E)	
4. Factory and Industrial (Groups F-1 and F-2)	
5. High Hazard (Groups H-1 through H-5)	
6. Institutional (Groups I-1 through I-4)	
7. Mercantile (Group M)	
8. Residential (Groups R-1 through R-4)	
9. Storage (Groups S-1 and S-2)	
10. Utility and Miscellaneous (Group U)	

Do you have building plans and or a certificate of occupancy? \_\_\_\_\_

Do you plan on constructing anything inside an existing building? \_\_\_\_\_

Do plan on any exterior construction? \_\_\_\_\_

Do you plan on building a new structure? \_\_\_\_\_

Will you have any hazardous materials on site? \_\_\_\_\_

Which best describes your business? (This information will help the environmental reviewer)

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### Section III: 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 therapist, security service, taxi cabs and drivers, and precious metal dealers. Contact (208) 472-2906, [customerservice@gardencityidaho.org](mailto:customerservice@gardencityidaho.org), or visit the Garden City Clerk's Office.

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

### Section IV: Signage

Please remember to apply for a sign permit. Sign permits are required for any change to the structure of an existing sign or for temporary signs.

Requestor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing, I acknowledge the following:

1. **The Pre-Application Meeting is an informal first glance at a potential project.** Staff may not have all information to give a complete and accurate review. A review and analysis of a project is not formally completed until after an application has been submitted to the City. During a formal review, additional criteria or constraints may be identified. Applications must be in compliance with all applicable code for approval. **It is my responsibility as an applicant to review applicable codes, and to verify there have been no changes in code prior to submittal for formal review.**
2. **I understand that it is unlawful to occupy a property without a certificate of occupancy or provide false information.**
3. A Conditional Use in a zoning designation **does not mean that the use is an allowed use** nor does it mean that it is a prohibited use. If criteria are set forth in code specific to a use that requires a conditional use, this will be the minimum criteria if approved; additional criteria may be required; or even if the minimum criteria can be met it does not mean that the use will be permitted. A conditional use may be found to be appropriate or inappropriate by a quasi judicial body based on a site specific analysis. For approval adequate evidence shall be provided to demonstrate that the use is appropriate to the specific location, including but not limited to zoning, comprehensive plan designation, and neighborhood where proposed.
4. **If a cancellation is necessary I will provide at least 24hrs notice so that other applicants have an opportunity to meet with staff members. If prior notification is not given I understand that I will be invoiced \$53.00 for the missed meeting.**