



BOISE, IDAHO

Downtown Boise

Occupancy Assistance Program

Helping Downtown Businesses Thrive

The City of Boise offers assistance to business owners who want to open, renovate or relocate in downtown Boise. The “Downtown Occupancy Assistance” program helps business owners navigate the City’s permit process by explaining required permits up front and identifying potential issues that may require additional review. In addition to the standard plan review services, we also offer “Over the Counter Plan Review” and a new “One Stop Shop” service.

“The City’s Downtown Occupancy Assistance program helps owners get required permits and inspections so they can open their businesses.”



Adele Schaffeld-Griffin runs the Downtown Occupancy Assistance program. She is a Plans Examiner for Boise’s Planning & Development Services department. She is certified as a Building Plans Examiner, Fire Plans Examiner, Accessibility Plans Examiner/Inspector and an Energy Plans Examiner/Inspector. Adele is also certified as a commercial building, mechanical and fire inspector.

Request Assistance



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HOW WE CAN HELP...

Available Services

Tenant Improvement & Occupancy

- **Pre-Project Research**

Business owners are specialized in their line of business. We’re specialized in codes, city ordinances and licensing. Let us do our part to help your business be a success.

- **Help Completing Documents**

Business owners don’t always know which applications are required. We can determine the correct documents and submittal requirements to eliminate wasted time and focus only on what is needed.

- **Single Point of Contact**

Business owners do not need to learn how to navigate our system or remember the different departments involved in a project. As the main point of contact, we’ll gather and relay the information and help you figure out what it means and how it may impact your business.

- **Problem Solving**

We have expert code knowledge and can help navigate codes to find solutions. We can arrange meetings between the small business owner’s design professional and the city to work together to find solutions.

- **On-site Permits & Inspections**

Changing tenants in an office or retail shop can be a very simple process if the space has a current certificate of occupancy and no work is taking place. These projects qualify for our “**One Stop Shop**” service. We’ll arrange a meeting at the business and work with the owner to complete the required forms, perform inspections, process payments and approve the tenant space for occupancy. We process the paperwork after we return to City Hall and mail a Certificate of Occupancy.