



BUSINESS COMPLIANCE VERIFICATION

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 tenant to establish a Certificate of Compliance (as an alternate to a Certificate of Occupancy) for space that has a previous Certificate of Occupancy, when no work or only cosmetic minor work is to be done prior to occupancy. A Certificate of Compliance is a scope of work permit reviewing basic life safety, environmental, and use regulations. 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. A Building Permit Application may be utilized for a full structural review regardless of scope of work.
- Only minor work that would not otherwise require a building permit is allowed under this permit.
- Electrical, plumbing or mechanical work require 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 web site 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 can be issued.

BUSINESS INFORMATION: <input type="checkbox"/> Business new to space <input type="checkbox"/> Name or ownership change of existing business	
Business Name: _____	Business Owner Name: _____
Web Site: _____	Business Phone: _____
Description of Business: _____ _____ _____	
Type of Use (GCC Title 8): _____ (IBC) Occupancy Class _____	
Will there be any cooking or storage of hazardous materials on site? Y/N	
CONTACT INFORMATION	
Contact Name: _____	E-mail: _____
Address: _____ City: _____ State: _____ Zip: _____	
Office Phone: _____ Cell: _____ Fax: _____	
SITE INFORMATION	
Property Owner Name: _____	E-mail: _____
Address: _____ City: _____ State: _____ Zip: _____	
Phone: _____ Cell: _____ Fax: _____	
Previous Business Name: _____	
Previous Business Type: _____	
Street #: _____ Street Name: _____ Suite/ Unit: _____	
Building or Shopping Center Name _____	
Are there other businesses at this location? Y/N List all other businesses that occupy this address: _____ _____	
STRUCTURE INFORMATION	
Will there be remodeling? Y/N	
Existing (IBC) Occupancy Type _____ Existing Construction Type _____ (sq. ft.): _____ Occupancy Load _____	
Is there a fire sprinkler? Y/N Is there a fire alarm? Y/N	
Home, Apartment or Child-Occupied facility built prior to 1978? Y/N Lead Cert # _____	

FEES: Planning Review and Administration (Required 1 hour minimum):	\$53.00
*Additional Reviews or Observations that may be necessary will be charged on an hourly basis	
Fire Department Review and Administration	\$50.00

APPLICANT'S SIGNATURE: _____ DATE: _____

REQUIRED! - Business Compliance Verification APPLICATION CHECKLIST
Incomplete Applications will NOT be accepted

- Pre-application meeting
- Complete Business Compliance Verification Application
- Deposit of \$53.00 will be paid at the time of application + \$50.00 Fire Department Review Fee
- Statement of Intent detailing the nature of the use
- Copy of previous Certificate of Occupancy
- Site History
- **Two** sets 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
- **Two** sets of detailed current floor plans legibly drawn on minimum 8 1/2 X 11 plan sheet drawn to ¼ 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
- **Electronic submittal of all plans and application materials in pdf**
- **ACHD impact fee receipt**
- 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 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.

References

GCC TITLE 8 USES (please refer to code for definitions)

Agriculture	Eating Establishment, Full Service
Amusement Center	Eating Establishment, Limited Service
Animal Care Facility	Equipment Rental, Sale and Service
Artists Studio	Financial Institution
Bed And Breakfast	Food Products, Processing
Bicycle Sale, Service, Storage, Rental	Food Products, Small-Scale Processing
Building Material, Garden & Equipment	Fuel Sales
Church or Place of Religious Worship	Health Care and Social Service
Club	Health Club
Commercial Entertainment Facility	Home Occupation
Day Care Facility	Hospital
Drinking Establishment, Full Service	Industry, Craftsman Industry, Information
Drinking Establishment, Limited Service	Industry, Light
Drive-Through Establishment	Kennel

Laboratory Medical, Dental, Optical
Laundromat
Motorcycle Sale, Service, Storage, Rental
Nursery
Nursing and Residential Care Facility
Parking Facility
Personal and Professional Service
Public Service Facility
Recreational Vehicle Park
Retail Store
School
Self-Service Uses
Sexually Oriented Business

Storage Facility, Self-Service
Storage Yard
Storage Yard, Commercial RV
Storage Yard, Vehicle
Temporary Use
Terminal Yard, Trucking
Vehicle Body Shop
Vehicle Sales and Rental
Vehicle Service
Vehicle Washing Facility
Vehicle Wrecking Yard
Warehouse and Storage, Wholesale
Wireless Communication Facility

OCCUPANCY CLASSIFICATION OF THE INTERNATIONAL BUILDING CODE (refer to code for complete definitions)

Assembly Group A: uses intended for the gathering together of persons for the purposes such as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation. A room of less than 50 persons used for assembly but is accessory to a different occupancy shall be considered that different occupancy. Assembly area less than 750 s.f. which is accessory to a different occupancy is not considered assembly. Assembly rooms which are accessory to Group E are not considered as Group A. Religious educational rooms and auditoriums with occupant loads less than 100 persons which are accessory to churches are considered A-3. Group A is divided into five sub groups, **A-1** usually with fixed seating, intended for production and viewing of the performing arts or motion pictures, **A-2** uses intended for food and/or drink consumption, **A-3** uses intended for worship, recreation or amusement and other assembly uses not otherwise classified, **A-4** uses intended for viewing of indoor sporting events and activities with spectator seating, **A-5** uses intended for participation in or viewing outdoor activities

Business Group B: Assembly occupancies less than 50 persons and/or uses intended for office, professional or service-type transactions, including storage of records and accounts.

Educational Group E: uses intended by 6 or more persons at any one time for educational purposes through the 12th grade. Daycare uses for educational, supervision or personal care services for more than 5 children older than 2 1/2yrs

Factory Industrial Group F: uses intended for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified Group H hazardous or Group S storage. Group is divided into two sub groups, **F-1 Moderate Hazard** and **F-2 Low Hazard**

High-Hazard Group H: uses intended for manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities in excess of those allowed by code. Group H is divided into five sub groups, **H-1** detonation hazard, **H-2** accelerated burning, **H-3** materials that readily support combustion or pose a physical hazard, **H-4** materials are health hazards, **H-5** semiconductor fabrication facilities and comparable R&D areas which HPM's are used.

Institutional Group I: uses intended in which people are cared for or live in a supervised environment, having physical limitations because of health or age are harbored for medical treatment or other care or treatment or in which the liberty of the occupants is restricted. Group I is divided into four sub groups, **I-1** houses more than 16 persons, on a 24 hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment that provides personal care services. The occupants are capable of responding to an emergency situation without physical assistance from staff, **I-2** used for medical, surgical, psychiatric, nursing or custodial care on a 24 hr basis of more than five persons who are not capable of self-preservation. Less than five people shall be considered an R-3, **I-3** is inhabited by more than five persons who are under restraint or security and is occupied by persons who are generally incapable of self-preservation due to security measures not under the occupant's control.

Mercantile Group M: uses intended for the display and sale of merchandise, and involve stocks of goods, wares or merchandise incidental to such purposes and accessible to the public.

Storage Group S: uses intended for storage that is not classified as a hazardous occupancy. Group S is divided into two sub groups, **S-1 Moderate-Hazard storage** and **S-2 Low-Hazard storage**

Utility and Miscellaneous Group U: uses intended for structures of an accessory character and not classified in any specific occupancy.