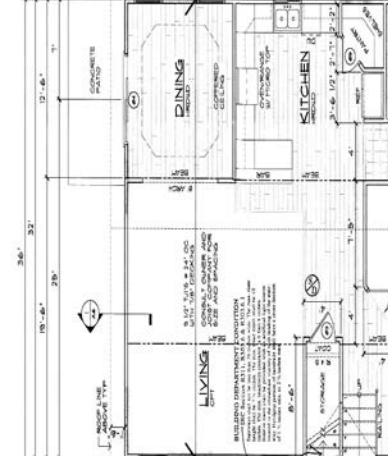


Nampa Building Safety Department  
CERTIFICATE OF OCCUPANCY  
APPLICATION FOR EXISTING  
COMMERCIAL AND/OR TENANT  
SPACE



**NAMPA**  
I D A H O

411 3<sup>rd</sup> Street S.

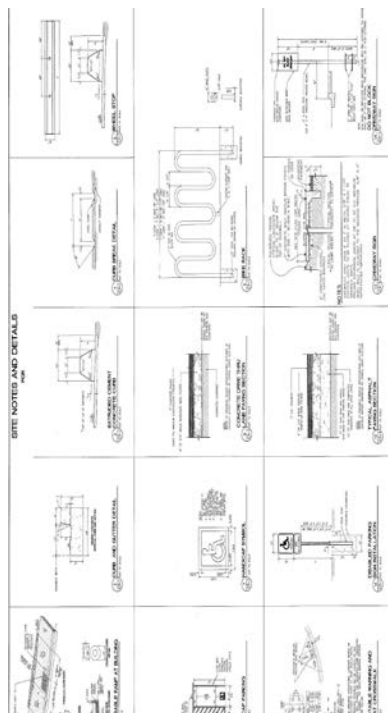
Nampa, Idaho 83651

208-468-5435

Fax#: 208-468-5439

[www.cityofnampa.us](http://www.cityofnampa.us)

Patrick Sullivan C.B.O  
Building Safety Director



# CITY OF NAMPA

Certificate of Occupancy Application  
for Existing Commercial  
Buildings and/or Tenant Spaces  
411 3rd Street South, Nampa, ID 83651  
Phone (208) 468-5435 Fax (208) 468-5439  
Patrick Sullivan, C.B.O., Building Safety Director

## OFFICE USE ONLY

PERMIT APPLICATION # \_\_\_\_\_

Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

This application is to be used by any new owner or tenant to obtain a Certificate of Occupancy for previously occupied space, when no work, or only minor cosmetic work is to be completed prior to occupancy.

## PROJECT INFORMATION

Project Address: \_\_\_\_\_

Previous Business Name at this location: \_\_\_\_\_

Describe the type of use of the previous business: \_\_\_\_\_

Proposed Business Name at this location: \_\_\_\_\_

Describe the type of use of the proposed business: \_\_\_\_\_

Prior Use: \_\_\_\_\_ Intended Use: \_\_\_\_\_ Prior Occ. Class: \_\_\_\_\_ Determined Occ. Class: \_\_\_\_\_

Occupancy Group (s) \_\_\_\_\_ Construction Type \_\_\_\_\_

Existing (Building) Area \_\_\_\_\_ # of Stories: \_\_\_\_\_ Bldg. Height: \_\_\_\_\_

Fire Sprinklered:  Yes  No Fire Alarmed:  Yes  No

## PROJECT SPECIFICS (Every Blank MUST be filled in)

1. Does the proposed use involve welding? Yes  No
2. Does the proposed occupancy involve the use/storage of chemicals or hazardous materials Yes  No
3. Will there be any alterations and/or remodeling done to the existing space? Yes  No   
If Yes, stop and complete the "Tenant Improvement" Guideline Submittal Packet.  
\_\_\_\_\_  
\_\_\_\_\_
4. Are you planning on installing a paint/spray booth within/outside the building? Yes  No
5. If the use is a cabinet shop, is there an existing dust collection system: Yes  No
6. If the use is a restaurant, is the seating layout being changed? Yes  No   
Will there be more seating than the prior use? Yes  No
7. Will there be kitchen equipment added? Yes  No  Is a Type I/Type II hood being added? Yes  No
8. If this is a salon, will services include doing nails? Yes  No
9. Is any of the space being remodeled, repaired, and/or added? Yes  No
10. Is this a residence being converted too commercial? Yes  No   
If Yes, stop and complete the "Residential Conversion too Commercial" Guideline Submittal Packet.
11. Will there be any high piled combustible storage? Yes  No
12. Will there be any electrical, plumbing and/or mechanical work being done? Yes  No

# CITY OF NAMPA

## Certificate of Occupancy Application for Existing Commercial and/or Tenant Spaces

**OFFICE USE ONLY:** Routed to: Building  Fire  Engineering  Planning  Wastewater  Design Review

### A p p l i c a n t

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### O w n e r

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### D e c l a r a t i o n

I hereby certify that I have read and examined the application and have answered the above questions truthfully to the best of my knowledge. All provisions of the laws and ordinances governing this work will be complied with, whether specified or not.

I also understand that I may have additional requirements for life safety as required by the City of Nampa Fire Department and/or the City of Nampa Building Department.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### A p p r o v a l s

Change of Occupancy: Yes  No

Permit Required: Yes  No

\_\_\_\_\_  
Building Dept. Signature (Required)

\_\_\_\_\_  
Date

Proposed Land Use Permitted: Yes  No

\_\_\_\_\_  
Planning Dept. Signature (Required)

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Certificate of Occupancy Application

## General Information:

- Permit applications must be filled out in their entirety. Missing or incomplete information will cause delays in the processing of the permit application.
- Proposed occupancies that have chemicals stored must submit the MSDS sheets for each of the chemicals.
- This application is to be used by any new tenant to obtain a Certificate of Occupancy for a previously occupied space, when no work, or only minor cosmetic work is to be done prior to occupancy.
- Only minor work not regulated by the building codes is allowed under this permit. Allowed work includes: replacing or installing floor finish, interior paint or wallpaper, installation of display counters and shelving eight feet high or less.
- Electrical, plumbing and mechanical work require separate permits from the Building Department.
- Modifications to existing fire sprinkler or alarm systems require separate permits from Nampa Fire Department.

## **Building Safety**

Neil Jones, Assistant Building Official  
(208) 468-5492 [jonesn@cityofnampa.us](mailto:jonesn@cityofnampa.us)

## **Planning & Zoning**

Kristi Watkins, Senior Planner  
(208) 468-4430, [watkinsk@cityofnampa.us](mailto:watkinsk@cityofnampa.us)

Doug Critchfield, Senior Planner  
(208) 468-4430, [critchfieldd@cityofnampa.us](mailto:critchfieldd@cityofnampa.us)

## **Engineering**

Peter Nielsen, Senior Engineering Plans Examiner  
(208) 565-5252, [nielsenp@cityofnampa.us](mailto:nielsenp@cityofnampa.us)

## **Fire Department**

Nampa Fire Department Administration  
(208) 468-5770

# Certificate of Occupancy Application

## **Required Submittal Documents**

- 1 copy of the Floor Plan on 8" x 11" paper (minimum size)

## **Plan Review Schedules:**

- Certificate of Occupancy are not expected to exceed five (5) working days for the *initial* review. This time frame can be subject to change depending on workload.

## **Required Inspections**

- Any code deficiencies identified during the inspections must be corrected before a Certificate of Occupancy can be issued. If the deficiencies require a building permit the applicant must fill out a Tenant Improvement (TI) application.
- At a minimum, the following inspections are needed:
  - 1) Structural/Building Final Inspection
  - 2) Knox Box Key: Contact the Nampa Fire Department 208-468-5770 for a Knox Box application or to have keys in the existing box updated.
  - 3) Address numbers shall be a minimum 10" in height and shall be contrast with their background. Address numbers shall be in plain sight from the street or roadway.
  - 4) Portable fire extinguishers with a minimum rating 2A-10BC maximum distance of 75' per 2015 IFC. Class K for commercial kitchens maximum distance of 30' from cooking equipment.
  - 5) Smoke detectors, fire alarms and fire sprinklers inspected for compliance with the International Fire Code.
- If there are other related trades permits (mechanical, electrical and plumbing), inspections for these are also required.



# City of Nampa

## Building Safety & Facilities Development

Patrick Sullivan CBO, Director  
411 3rd Street South, Nampa ID 83651  
(208) 468-5435 [www.cityofnampa.us](http://www.cityofnampa.us)

### **NOTICE AND DISCLAIMER:**

**The issuance of a permit or stamping of the plans and specifications “APPROVED”, shall not be held to permit or approve the violation of any state law, city ordinance, or building code provision even though a violation may have been overlooked when plans were reviewed by City Staff.**

**It is the sole responsibility of the applicant to assure that the information on the site plan, such as but not limited to: the dimensions of the property, distances of all structures to property lines, and distances between structures, easements, and setbacks, are true and accurate. It is the applicant, contractor, or property owner’s responsibility to assure that all improvements will be in compliance with the approved site plan.**

**The issuance of a building permit does not affect or change the rights or duties of parties to any public or private restriction or easement relating to the use of land, including, but not limited to private covenants (CC&Rs) or easements for: access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities, or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City of Nampa disclaims any liability. You may be required to move or remove a fence and other structure in the future if requested to do so by a party holding or benefited by an easement.**

**Variances will not be granted based upon errors, omissions, mistake, neglect, or inadvertence of the City Staff in the granting of a building permit not in full compliance with the Zoning Code or Building Code of the City of Nampa. The City reserves the right to require Certified Survey Maps or Plats if it is deemed necessary to verify compliance.**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Contractor

\_\_\_\_\_  
Date