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PRE-APPROVED ADU:

PLANNING APPLICANT GUIDE

THIS IS A RESOURCE. YOU DO NOT NEED TO SUBMIT THIS GUIDE AS A PART OF YOUR APPLICATION.



CONTENTS:

1. Determine Eligibility
2. Choose ADU Plan
3. Start Site Plan
4. Concept Review
5. Submit Application
6. Review Period and Approval

1. DETERMINE ELIGIBILITY

A. ADUS ARE ALLOWED AS ACCESSORY USES TO A SINGLE-FAMILY DWELLING. IS THERE A SINGLE-FAMILY HOME ON THE PROPERTY? ☐ YES ☐ NO

B. WHAT IS MY ZONE? _____

- [Zoning Map](#) - (Use the magnifying glass to search and enter property address.)

C. IS ADU AN ALLOWED USE IN MY ZONE? ☐ YES ☐ NO

- ADUs are allowed in these zones:
R-1A, R-1B, R-1C, R-2, R-3, MX-1, MX-2, MX-3, MX-U, A-1, and A-2 zones.

D. HOW MANY ADUS + TINY HOMES ON WHEELS CURRENTLY EXIST ON THE PROPERTY?

E. AM I IN AN OVERLAY ZONE THAT WOULD IMPACT THE CONSTRUCTION OF AN ADU? ([Overlay Zone Map](#)) ☐ YES ☐ NO

- If you are in a **Historic District Overlay (HD-O)**, there may be additional requirements to align with the design guidelines, such as material choice.
 - [Historic Preservation Guidelines](#)
- You are not eligible for a Pre-Approved ADU if you are in a **Flood Protection Overlay (FP-O)**.
- You are not eligible for a Pre-Approved ADU if you are in a **Hillside Development Overlay (HS-O)**.

F. HOW MUCH WILL IT COST?

- Estimated costs = **Planning Application Fees + Building Application Fees + City impact Fees + Ada County Highway District (ACHD) Impact Fees + Construction Costs**
 - **Planning Application Fees** - (\$231 + Historic District fee if applicable)
 - [Building Application Fees](#)
 - [City Impact Fee Calculator](#)
 - [ACHD Impact Fee Sheet](#)
 - **Construction Costs** - Refer to these Bid Sets to obtain construction cost estimates from your contractor or subcontractors:

• The Goldfinch Bid Set	• The Kestrel Bid Set
• The Waxwing Bid Set	• The Sandpiper Bid Set
• The Kingfisher Bid Set	• The Osprey Bid Set



What are Impact Fees?

Impact fees are charges assessed for the impact that new development makes on the City of Boise's regional parks, local parks, fire response system, and policing system. These are typically due at the time of Building Permit Application (outlined in Chapter 2).

- See [Application Fee Sheet \(CityOfBoise.org/Departments/Finance/Impact-Fees/\)](https://CityOfBoise.org/Departments/Finance/Impact-Fees/) for more information on Impact fees.

2. CHOOSE ADU PLAN

A. WHAT IS THE SIZE (TOTAL FLOOR AREA) OF MY HOUSE? _____ SQUARE FEET

- [Ada County Assessor Information](#)

B. WHAT IS 70% OF THE SIZE OF MY HOUSE? _____ SQUARE FEET

- Calculation: $0.7 \times \text{Total floor area}$

C. DETERMINE YOUR MAXIMUM ADU SIZE: Based on the above, the maximum size for my ADU is _____ square feet or 900 square feet, whichever is smaller.

D. [BROWSE ADU PLAN OPTIONS](#)

3. START SITE PLAN

A. START YOUR SITE PLAN ON THIS [PROVIDED TEMPLATE](#) BY DRAWING:

- ☐ Property lines and lot dimensions
- ☐ Setbacks per your zone (see next page)
- ☐ Existing structure footprint(s)
- ☐ Existing parking areas
- ☐ Existing trees
- ☐ Proposed ADU footprint
- ☐ Proposed parking areas (if applicable)
- ☐ Add your proposed walkway (minimum 4 feet wide) from the ADU to the adjacent street or existing sidewalk.

- [Hand Drawn Site Plan Examples](#)
- [Digital Site Plan Example](#)

Note: The template sheet provided is meant to be a guide. Not all the information on the sheet needs to be filled out in detail until the Building Permit Step.

START A SITE PLAN, CONT.

B. SETBACKS

[Start here](#) and scroll down to find your zone’s dimensional standards

A	FRONT	
	Entry Parking/Garage	_____ ft.
	Remainder of Structure	_____ ft.
	STREET SIDE (If on a corner lot, this is the side along a street that is not the front)	
	Street Side: Street Entry Parking/Garage	_____ ft.
	Street Side: Remainder of Structure	_____ ft.
B	INTERIOR SIDE (The side(s) that are not along a street, not including the rear)	_____ ft.
C	REAR	_____ ft.

- **Note:** The Pre-Approved plans under 500 square feet may have a reduced rear setback of 9 feet in Residential Zones. Confirm at Concept Review!
- **Note:** The Pre-Approved over-garage plans may have a reduced rear setback on alleys. Confirm at Concept Review!

C. PARKING REQUIREMENTS

- One code-compliant parking space is required for a Single-Family Home.
- No additional parking spaces are required for ADUs.

4. CONCEPT REVIEW WITH THE CITY

A. OPEN A PLANNING CASE (PLN) ON THE CITY’S PERMITTING & LICENSING WEBSITE.

- [Login or Register](#)
- [Step-By-Step Tutorial](#)

B. UPLOAD YOUR STARTER SITE PLAN WITH THE COMPLETED PROJECT INFORMATION.

- Your PLN case will enter the queue for a planner to be assigned. When it’s your turn, the planner will reach out to schedule Concept Review and guide you to the next steps.

C. CONCEPT REVIEW MEETING

- Concept Review is a high-level assessment of the project. If your proposal is ready to move on after Concept Review, then you will proceed to submit the ADU planning permit application.
- If your property is within a Historic District, additional review may be required.

5. SUBMIT PLANNING APPLICATION

A. FOLLOW THE INSTRUCTIONS EMAILED TO YOU FROM EPLAN TO BEGIN YOUR PLANNING PERMIT APPLICATION.

If you cannot find the ePlan email, check your spam folder.

B. UPDATE YOUR SITE PLAN WITH FURTHER DETAIL AS OUTLINED ON THE SITE PLAN TEMPLATE A100 TO MEET THE CHECKLIST REQUIREMENTS.

C. FOLLOW THE INSTRUCTIONS EMAILED TO YOU FROM EPLAN FOR UPLOADING THE REQUIRED DOCUMENTS AND DRAWINGS.

D. MAKE SURE EVERYTHING IS UPLOADED AND SUBMIT YOUR APPLICATION.

When the application passes prescreen, a planner will assign the planning application fee(s). Follow the instructions emailed to you from ePlan for paying the fee(s).

• **Planning Application Fees to be paid at this step:**

- ☐ ADU planning permit fee
- ☐ Within a Historic District: Certificate of Appropriateness fee

6. REVIEW PERIOD AND APPROVAL

- Once the Planning fee(s) are paid, the application will undergo complete planning review. The planner will review the application in entirety to confirm it meets the requirements of code.
- If the application meets all requirements, an approval letter will be sent to you via email and will be properly noticed via mail.

2 PRE-APPROVED ADU: **BUILDING PERMIT APPLICANT GUIDE**



CONTENTS:

1. Submit Building Permit Application
2. Review Period and Approval

1. SUBMIT BUILDING PERMIT APPLICATION

A. OPEN A BUILDING PERMIT APPLICATION ON THE CITY'S PERMITTING & LICENSING WEBSITE.

- [Login or Register](#)
- [Step-By-Step Tutorial](#)

B. IN ORDER TO START THE APPLICATION, YOU WILL NEED THE APPROVED PLANNING PERMIT CASE NUMBER(S)_____

C. FILL OUT THE CHECKLIST AND COMPILE ALL ASSOCIATED DOCUMENTS.

- [Type 402-B Pre-Approved ADU](#)

Note: Some of the Documents are repeat-uploads from the Planning Documents. This is to ensure that all the information is still up to date and that no verifications have lapsed since the time of Planning Approval.

D. FOLLOW THE INSTRUCTIONS EMAILED TO YOU FROM EPLAN FOR UPLOADING THE REQUIRED DOCUMENTS.

If you cannot find the ePlan email, check your spam folder.

E. MAKE SURE EVERYTHING IS UPLOADED AND SUBMIT YOUR APPLICATION.

When the application passes prescreen, a plans examiner will assign the building application fee(s). Follow the instructions emailed to you from ePlan for paying the fee(s).



Are you doing the work yourself or hiring a Contractor?

- If you are working with a Contractor and Subcontractors, they will need to submit all necessary Trade Permit Applications (Mechanical, Electrical, Plumbing) and provide all associated documents at this time, including the **ACCA Approved Design Software Analysis Output Report**.
- If you are interested in acting as Contractor and doing trade work yourself, refer to the [Homeowner's Guide to Residential Construction](#).

CONTINUED ON NEXT PAGE

SUBMIT BUILDING PERMIT APPLICATION, CONT.

- **BUILDING APPLICATION FEES TO BE PAID AT THIS STEP:**

- ☐ Building Plan Review fee
- ☐ Building Permit fee
- ☐ Erosion & Sediment Control fee, if applicable
- ☐ Sewer Connection fee
 - Which sewer district is the property located in? _____
 - [Sewer District Map](#)
 - If the site is located within the Boise Sewer District, a sewer connection fee will be collected.
 - If the site is located within another sewer district, fees are paid directly to that district, and you will need to upload a written proof of payment with your Building Permit Documents.

- **IMPACT FEES TO BE PAID AT THIS STEP:**

- ☐ Sewer Impact fee
- ☐ Parks Impact fee
- ☐ Fire Impact fee
- ☐ Police Impact fee
- ☐ Traffic Impact Fees
 - Ada County Highway District (ACHD) determines which traffic impact fees are required. Contact Ada County Highway District (5800 N Meeker Ave, Boise) at 208-377-6790.
 - Upload a written fees due document and / or written proof of payment from ACHD with your Building Permit Documents.

2. REVIEW PERIOD AND APPROVAL

**Once the Building review fee is paid, the final application will be Reviewed.
Look for permits issued via email. Construction can commence!**