

Application Request for Partial Occupancy

❖ Request of Partial Occupancy:

- **Per Section 111.3 of the International Building Code: Partial occupancy before the completion of the entire work covered by the ongoing building permit (with the exception of SHELL projects) for new building construction, addition, alteration, or change of occupancy can be allowed if that portion contains all of the required fire protection systems and means of egress. Partial occupancy can be allowed only when incidental construction remains, such as site work and interior work that is not regulated by the code and exterior decoration not necessary to the integrity of the building envelope provided the building official determines that the portion requested can be safely occupied in accordance with above-mentioned section of the International Building Code.**

❖ Qualifications for Partial Occupancy:

- **Provide the following information at least 10 days prior to the requested date of partial occupancy:**
 - ✓ Completed application for request of partial occupancy.
 - ✓ A copy of the floor plans from the approved set of plans for the building showing all areas or rooms being requested for occupancy with room name and dimension for each room. It is important to list all the areas or rooms requesting for partial occupancy by room numbers or room names in the application form. Include who is to occupy the space, whether the area is for staff or public use, all points of egress, noting ADA accessibility, and employee parking area in relation to contractor parking. Delineation between work areas and occupied areas must be shown, including method of delineation. Hard barriers are required.
 - ✓ Length of time you are requesting a partial occupancy.
 - ✓ If the project requires a fire sprinkler system, fire alarm system, and/or other fire protection systems as indicated on the approved construction drawings **these fire protection systems for the areas requested for occupancy must be completed and inspected by fire authorities.**
 - ✓ Mechanical, Electrical, and Plumbing inspections for the areas or rooms requesting for partial occupancy are completed and inspected.
 - ✓ Planning Inspection is complete or performance surety is approved by Planning and paid to the City for any incomplete items.
 - ✓ If the project has Public Works infrastructure (water/sewer main, fire hydrant(s), and/or streetlights) and associated LDIR/LD-CSUB record, these improvements must be approved and accepted prior to partial occupancy approval.

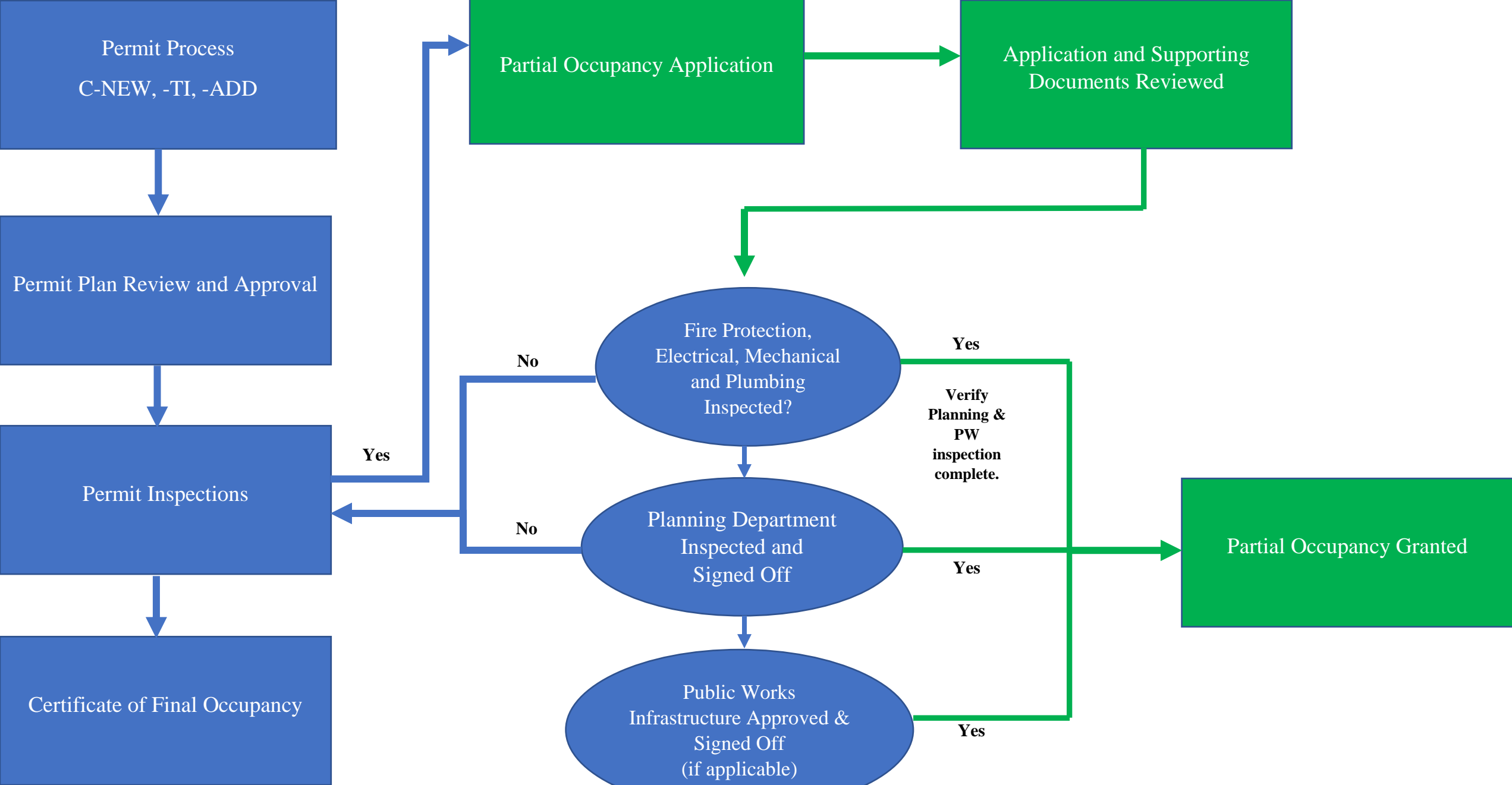
❖ How to Request a Partial Occupancy:

- E-mail application and supporting documents to Commercial Project Manager, Seth Oaks at soaks@meridiacity.org.

❖ Inspection and Partial Occupancy Approval Procedures:

- Once the application and supporting documents are reviewed and approved, the applicant will receive written notification via e-mail regarding the status of the request. Allow up to 5 business days for the processing of the application. Additional questions may be directed to the Building Department at (208) 887-2211. An onsite walk-through inspection may be required to discuss the application request. If required, the walk-through inspection will need to be scheduled as a building structural consult inspection through the citizen access portal <https://citizenportal.meridiacity.org/CitizenAccess/Default.aspx>.
- Commercial Partial Occupancy requests are time-consuming and include support from the permit counter, Fire, Mechanical, Electrical, Plumbing, Public Works, Land Development, Planning, and Building. For this reason, a fee of **\$114.75** will be added to the building permit for the project and must be paid before partial occupancy is granted.
- Once the above fee is paid and ALL required inspections are completed, the applicant will receive confirmation of allowance of partial occupancy via e-mail.

Partial Occupancy Application Process Flow Chart



Application for Request of Partial Occupancy

1	Ongoing Building Permit Information:								
	Building Permit #: _____				Project Name: _____				
	Project Address: _____								
2	List the name or number of each floor, room, area to be occupied, and who will occupy the space: Please attach separate sheet if needed. (DO NOT WRITE "see attached plans")								
3	Has this project received a final building plan approval? ____ Y ____ N								
4	Does your project have public works infrastructure? ____ Y ____ N				LDIR/LD-CSUB Number: _____				
5	Is infrastructure approved by Public Works (including record drawings and surety paid)? ____ Y ____ N								
6	Is the Planning inspection complete (including the submittal of letter of substantial completion)? ____ Y ____ N								
7	Are you posting a performance surety for any unfinished work? ____ Y ____ N								
8	Has plumbing fixtures for the areas requested occupancy been approved and inspected? ____ Y ____ N								
9	Has this project received final inspection approval for the following scope of work.								
	Structural?	____ Y	____ N	Electrical?	____ Y	____ N	Mechanical?	____ Y	____ N
10	Has the fire protection system(s) covering the requested areas been inspected & approved? ____ Y ____ N								
	____ N (Fire inspection is scheduled for ____ / ____ / ____)								
	____ N (No fire protection work in the area)								
11	Has the elevator, escalator, or vertical transportation systems received acceptance testing?								
	____ Y (attach the applicable inspection reports)				____ N (attach alternative plans for approval, including ADA Accessibility)				
	____ No (no changes in the existing means of egress system are required in this project)								
12	Applicant: _____								
	Address: _____			City: _____		State: _____		Zip: _____	
				Phone: _____		Fax: _____			
	E-mail: _____								
13	I hereby certify that I am the (check one) _____ Owner _____ Agent for Owner and all information contained in this application is true, accurate, and complete to the best of my knowledge.								
	Signature: _____								
	Print name _____				Date _____				



Instructions for Completing Application for Request of Partial Occupancy

Application Directions: All boxes, 1 through 13, must be completed in full. Please type or print legibly. Application forms are also available on our website: <https://meridiancity.org/community-development/building/customer-information/forms-handouts/>

1. Provide the on-going building permit information.
2. List all floors, areas, or rooms by name or number that you are requesting for the certificate of occupancy as they would appear on the certificate. Please DO NOT WRITE "See attached plans" in this block; the plans will not be attached to the request of partial occupancy.
3. Please indicate if this project has received the final building plan approval. If not, please be aware that the requested areas or rooms will not be granted for occupancy if there are still plan review corrections affecting these areas or rooms.
4. Please indicate if the project has public works infrastructure and the associated LDIR or LD-CSUB number.
5. Please indicate if public works has approved the infrastructure. Include if record drawings have been submittal and surety paid.
6. Verify if the planning inspection is complete (including submittal of letter of substantial completion). If not, schedule the planning inspection through the citizen access portal on the City's website. The letter of substantial completion must be submitted to the project planner.
7. Please indicate if you have posted a performance surety for any items not completed.
8. The plumbing fixtures for the areas requested for occupancy must be inspected and available for use before the partial occupancy can be issued. If plumbing fixtures are not available, an alternative plan must be submitted for approval.
9. This application requires basic occupancy safety inspections which include structural, electrical, and mechanical inspections. If this project has already received final inspections for these, please indicate on the application.
10. If the building is required to have fire protection systems, these fire protection systems must be inspected, approved, and functioning.
11. The means of egress components such as elevator, escalator, or vertical transportation system serving the areas requested for occupancy must be inspected and approved. If not, an alternative plan must be submitted for approval. If employees and/or the public are to be occupying the requested space, and the elevators to that space are not approved, you must provide an alternate area for ADA accessibility.
12. List the name of applicant, their address, and telephone. Correspondence will be sent to the applicant.
13. Application cannot be processed without the signature of the owner or agent for the owner.

How to Submit the Application:

- E-mail completed application form along with supporting documents to Commercial Project Manager, Seth Oaks at (soaks@meridiancity.org) Once documentation has been reviewed and approved, you will receive notification via e-mail regarding the procedure to schedule inspections.