



<u>Address</u>	<u>Permit #</u>
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Request for Commercial Occupancy

Final Agency Approvals shall be obtained prior to scheduling a Commercial Building Occupancy Inspection and prior to receiving a Certificate of Occupancy. The applicant shall provide notification to the applicable agency of the completed work and obtain an **approval signature or letter**. Site inspection requests shall be scheduled either through **Citizenserve portal** as specified below or by the contact information provided.

Approved	Temporary*
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<ul style="list-style-type: none"> ➤ Middleton Rural Fire - Victor Islas 11665 W. State St., Suite B Star, ID 83669 208-563-0121 - vislas@starfirerescue.org ➤ Caldwell Rural Fire - Alan Perry, Fire Marshal 208-455-3032 – aperry@cityofcaldwell.org *Inspection requests through Citizenserve Portal 		
<ul style="list-style-type: none"> ➤ Planning & Zoning - Roberta Stewart, Planner 1103 W. Main St. Middleton, ID 83644 208-585-3133 - rstewart@middletoncity.org *Inspection requests through Citizenserve Portal 		
<ul style="list-style-type: none"> ➤ Civil Engineer, Public Works Civil Dynamics - Amy Woodruff, City Engineer 208-453-2028 - amy@civildynamics.net *Inspection requests through Citizenserve Portal 		
<ul style="list-style-type: none"> ➤ Highway Districts: <ul style="list-style-type: none"> • HD4, ITD or City Engineer • City of Middleton – Public Works/City Engineer* <p>1103 W. Main St. Middleton, ID 83644 208-585-3133 *Inspection requests through Citizenserve Portal</p>		
<ul style="list-style-type: none"> ➤ Floodplain Administrator - PW Director City of Middleton - Jason Van Gilder 1103 W. Main St. Middleton, ID 83644 208-585-3133 - jvangilder@middletoncity.org 		
<ul style="list-style-type: none"> ➤ SW District Health - Food Service Establishments 13307 Miami Lane Caldwell, Idaho 83607 208-327-7499 		
<ul style="list-style-type: none"> ➤ Idaho Dept. of Health and Welfare <i>(R4 and I - Assisted Living) (E and R-3 - Day Care/Child Care)</i> 3232 W. Elder Street, Boise, ID 83705 208-334-6626 - Option 5 		

*Temporary Certificate of Occupancy approvals per agency shall include an expiration date and a description of the conditions of approval. A \$75 fee is due prior to the issuance of Temporary Certificate of Occupancy.