



<u>Address</u>	<u>Permit #</u>
Address	#

## 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"> <li>➤ <b>Middleton Rural Fire</b> - Victor Islas 11665 W. State St., Suite B Star, ID 83669 208-563-0121 - vislas@starfirerescue.org</li> <li>➤ <b>Caldwell Rural Fire</b> - Alan Perry, Fire Marshal 208-455-3032 – aperry@cityofcaldwell.org *Inspection requests through <b>Citizenserve Portal</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Planning &amp; Zoning</b> - Roberta Stewart, Planner 1103 W. Main St. Middleton, ID 83644 208-585-3133 - rstewart@middletoncity.org *Inspection requests through <b>Citizenserve Portal</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Civil Engineer, Public Works</b> Civil Dynamics - Amy Woodruff, City Engineer 208-453-2028 - amy@civildynamics.net *Inspection requests through <b>Citizenserve Portal</b></li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Highway Districts:</b> <ul style="list-style-type: none"> <li>• <b>HD4, ITD or City Engineer</b></li> <li>• <b>City of Middleton – Public Works/City Engineer*</b></li> </ul> </li> </ul> <p>1103 W. Main St. Middleton, ID 83644 208-585-3133 *Inspection requests through <b>Citizenserve Portal</b></p>		
<ul style="list-style-type: none"> <li>➤ <b>Floodplain Administrator - PW Director</b> City of Middleton - Jason Van Gilder 1103 W. Main St. Middleton, ID 83644 208-585-3133 - jvangilder@middletoncity.org</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>SW District Health</b> - Food Service Establishments 13307 Miami Lane Caldwell, Idaho 83607 208-327-7499</li> </ul>		
<ul style="list-style-type: none"> <li>➤ <b>Idaho Dept. of Health and Welfare</b> <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</li> </ul>		

\*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.