

# **Certificate of Compliance Application for Existing Commercial/Industrial Buildings and/or Tenant Spaces**

**City of Nampa  
Building Safety Department**

**Nampa City Hall**

**411 3rd St. South**

**Nampa, ID 83651**

**208-468-5468 or 468-5435**

**Fax#: 208-468-5439**

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



**Dennis Davis C.B.O. • Building Director**

City of Nampa  
Building Safety Department  
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Web Page—[www.cityofnampa.us](http://www.cityofnampa.us)

## Certificate of Compliance Application

*This guide outlines the requirements for determining whether a Certificate of Compliance is sufficient, or whether a building permit is required prior to occupying any building and/or tenant space.*

Please fill out the attached application and submit to the Building Department for review. This review can be done “over the counter” while you wait. **Our hours to accept these applications are Monday thru Friday between 8:30 a.m. and 4:30 p.m., except holidays.**

Questions or inquiries may require that you interact with any one or all of the departments/divisions listed below. Status of your plan review may be obtained online at [www.cityofnampa.us](http://www.cityofnampa.us)

### **Building Safety Plans Examination**

Roger Baumchen, Supervisor  
(208) 468-5462 [baumchen@cityofnampa.us](mailto:baumchen@cityofnampa.us)  
Neil Jones, Plans Examiner II  
(208) 468-5492 [jonesn@cityofnampa.us](mailto:jonesn@cityofnampa.us)

### **Planning & Zoning Plans Examination**

Kristi Watkins, Planning & Zoning  
(208) 468-5406 [watkinsk@cityofnampa.us](mailto:watkinsk@cityofnampa.us)  
Robert Hobbs, Assistant Planning Director  
(208) 468-5457 [hobbsr@cityofnampa.us](mailto:hobbsr@cityofnampa.us)

### **Engineering Plans Examination**

Jim Brooks, Senior Eng. Plans Examiner  
(208) 468-5459 [brooksj@cityofnampa.us](mailto:brooksj@cityofnampa.us)  
Daniel Badger, P.E., Senior Eng. Plans Examiner  
(208) 468-5469 [badgerd@cityofnampa.us](mailto:badgerd@cityofnampa.us)  
Mark David, Senior Eng. Plans Examiner  
(208) 468-5524 [davidm@cityofnampa.us](mailto:davidm@cityofnampa.us)

### **Fire Department Plans Examination**

Brent Hoskins, Deputy Fire Marshal/Plans Examiner  
(208) 468-5757 [hoskinsb@cityofnampa.us](mailto:hoskinsb@cityofnampa.us)  
Rob Johnson, Deputy Fire Marshal/Plans Examiner  
(208) 468-5755 [johnsonre@cityofnampa.us](mailto:johnsonre@cityofnampa.us)

### **Southwest District Health Department**

Craig Geddes (208) 455-5402  
[Craig.geddes@phd3.idaho.gov](mailto:Craig.geddes@phd3.idaho.gov)

# Frequently Asked Questions

**Q: Can I move into a building/tenant space prior to obtaining a Certificate of Occupancy or Certificate of Compliance?**

**A:** *NO. The occupying of any building/structure and/or tenant space is prohibited until a Certificate of Occupancy/Certificate of Compliance has been received from the Nampa Building Safety Department/Nampa Fire Department (regardless if improvements/remodeling is being done or not)*

**Q: If I am a new tenant moving into an existing tenant space and I am not doing any improvements, do I need a permit?**

**A:** *The answer to this question is not a simple Yes or No. If you are an existing tenant and you are not doing any improvements within the space, you are still required to contact the Building Safety Plan Review and fill out the application for a Certificate of Compliance. Plan Review staff will determine if you are a "Change of Occupancy/Use" or not. If you are determined to be a Change of Occupancy/Use, you WILL be required to file for a building permit (Occupancy Permit) and go through the review process. If you are determined to not be a Change of Occupancy/Use, you will then be sent with your completed Certificate of Compliance form signed off by Building and Planning to the Nampa Fire Department for scheduling of an occupancy inspection and to obtain your Certificate of Compliance. NOTE: Planning Department MAY deny the use of such space if such use is not permitted within that zone.*

**Q: Is there a minimum sheet size for submittal of plans?**

**A:** *Yes. There is minimum sheet for all types of submittals. Please refer to the Permit Application Submittal Guideline Packets.*

**Q: Do I need a set of plans stamped and signed by an Architect for a tenant improvement.**

**A:** *Yes. Exceptions to this requirement MAY be given based on the scope of work.*

**Q: Can I start construction prior to the permit being issued.**

**A:** *No. No work is permitted until the appropriate permits have been issued.*

**Q: I am a new tenant moving into an existing tenant space. I am not a Change of Occupancy classification, and I am not doing any improvements. Also, I am permitted in that zoning district to operate this type of business. Are there any other restrictions that may require me to obtain a building permit, or have special requirements?**

**A:** *Possibly. For instance, you may not be a change of occupancy, but, if you are increasing the "hazard" level of a use, you may have additional requirements. Example: The previous business was a storage/office use. Your proposed business is also going to be a storage/office use. However, you will have some high-piled combustible storage, or may have some storage of hazardous chemicals. This would require special requirements, and therefore, may need to have plans submitted and a review done.*

**Q: If I am doing any electrical, plumbing and/or mechanical work, do I need permits?**

**A:** *Yes. Separate permits are required.*

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 PH: (208) 468-5468 OR 468-5435 · FAX: (208) 468-5439  
 DENNIS D. DAVIS, C.B.O., BUILDING SAFETY DIRECTOR

**OFFICE USE ONLY**

Prior Use: \_\_\_\_\_ Intended Use: \_\_\_\_\_

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

Change of Occupancy: Yes  No

Permit Required: Yes  No

\_\_\_\_\_  
 Building Dept. Signature (Req'd) \_\_\_\_\_ Date

Proposed Land Use Permitted: Yes  No

\_\_\_\_\_  
 Planning Dept. Signature (Req'd) \_\_\_\_\_ Date

**OFFICE USE ONLY: Routed to:** Bldg  Planning  Fire

**Additional Department (s) Comments:**

\_\_\_\_\_

\_\_\_\_\_

**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:** \_\_\_\_\_

**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, Describe the type of alterations and/or improvements \_\_\_\_\_
- If Yes, please refer to 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 then the prior use? Yes  No
7. Will there be kitchen equipment added? Yes  No
8. 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 following being remodeled, repaired, and/or added? Yes  No
10. Is this a residence being converted to commercial? Yes  No   
 If Yes, Please refer to the "Residential Conversion to 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

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

<b>Name:</b> _____		<b>Contact Person Name:</b> _____	
<b>Address:</b> _____		<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
<b>Phone:</b> _____	<b>Fax:</b> _____	<b>Mobile:</b> _____	<b>E-Mail:</b> _____

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**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: \_\_\_\_\_

**F I R E   D E P A R T M E N T   O F F I C E   U S E**

1. Proper Fire Extinguisher type/mounting/tags    Yes  No
2. Fire Alarm Required?    Yes  No     Installed?    Yes  No     In Compliance?    Yes  No
3. Fire Sprinklers Required?    Yes  No     Installed?    Yes  No     In Compliance?    Yes  No
4. Know Box Required?    Yes  No     Installed?    Yes  No
5. 10" Address Numbers?    Yes  No
6. Exit Signs in Place?    Yes  No
7. Exit Signs in Place?    Yes  No     Illuminated?    Yes  No
8. Emergency Lighting Req'd?    Yes  No     Installed?    Yes  No     Operational?    Yes  No
9. Proper Exit Number?    Yes  No     Proper Width?    Yes  No     Exit Path Obstructions?    Yes  No
10. Exit Doors Swing Out?    Yes  No     N/A     Work Properly?    Yes  No
11. Panic Hardware Req'd?    Yes  No
12. UL-300 Range Hood Extinguishing System Required?    Yes  No     Installed?    Yes  No   
    In Compliance?    Yes  No
13. Exposed Asphalt Kraft Paper backing on insulation:    Yes  No

ADDITIONAL FIRE DEPARTMENT COMMENTS:

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Fire Department Signature

Date

Certificate of Compliance Approved?:    Yes  No



## Certificate of Compliance Memo

The process of the Certificate of Compliance is as follows:

Applicant will fill out a Certificate of Compliance Application at the City of Nampa Building Department. The application will be reviewed by the Building Department, and also by the Planning & Zoning Department. Once these two departments have reviewed and signed the application, it will then be forwarded to the Fire Department.

If the application is approved by both the Building Department and the Planning & Zoning department, and **DOES NOT** require the applicant to obtain a Building Permit, the remainder of the process is completed by the Fire Department. The Fire Department will keep on file the approved Certificate of Compliance application until we receive a call from the applicant indicating that they are ready for the Final Occupancy Inspection on the building. This inspection will include the main Fire & Life Safety inspection aspects of :

- **Extinguishers:**
  - a) Fire extinguishers shall be provided in accordance with Section 906 of the 2006 International Fire Code.
  - b) Minimum rating of extinguishers to be 2A-10BC.
  - c) Maximum travel distance to an extinguisher shall not exceed 75 feet.
  - d) Current service tags shall be affixed to all extinguishers.
- **Key Boxes:**
  - a) A "Knox" brand key box will be required at the front of the building. Section 506 of the 2006 International Fire Code.
  - b) All key boxes are required to have a tamper switch installed, permitting the owner to connect the key box to a security system upon installation or the future.  
Depending on building size and layout an additional key box may be required as determined by the Fire Department. The Knox box shall be mounted no higher than 6 feet to centerline of box. Contact the Nampa Fire Prevention Bureau for location approval prior to installation.
  - c) Provide master keys for throughout the building when box is installed.
  - d) Applications for a Knox box may be obtained at the Nampa Fire Administrative offices.
- **Address Requirements:**
  - a) Address numbers shall be placed on building in a position to be plainly visible and legible from the street or road fronting the property. Section 505 of the 2006 International Fire Code.
  - b) Numbers shall contrast with their background. Numbers placed on glass shall be placed on an independent contrasting background.
  - c) Numbers shall be a minimum of 10 inches in height.

Our inspector will also check for any Fire & Life Safety code violations within the building.

- **Fire Department Inspections:**
  - a) All Fire Department inspections, except fire alarm inspections, require 24-hour notice. Inspections may be scheduled Monday-Thursday from 7:30am-5:00pm. Please call 208-468-5770 for an appointment.

If a Building Permit is required then applicant will follow Building Permit submittal guidelines as required by the Building Department.