



PLANNING & DEVELOPMENT SERVICES
PO Box 4169, 911 North Seventh Avenue
Pocatello, Idaho 83205
(208)234-6186 FAX (208)234-6586

BOARDING HOUSE LICENSE APPLICATION

\$100.00 Fee Date received: _____ License #: _____ Receipt #: _____ Approved by: _____

Owner Name: _____

Owner Address/Zip Code: _____ Phone #: _____

Property Address/Zip Code: _____ Phone #: _____

Email Address: _____

Please answer each question regarding the subject property (Site plan & floor plans must also be attached)

1. How many dwelling units are at the subject property? 1 2 (Note: more than 2 units is not allowed)
2. How many tenants will live in each dwelling unit? Unit #1. _____ Unit #2. _____
3. How many off-street parking spaces will be provided? _____ How many off-street parking spaces will be provided per tenant? _____
4. Identify the square footage of landscaping that will be provided in the front yard. _____
5. Total square footage of building _____
Total square footage of building per tenant _____
6. How many bedrooms are located in each dwelling unit? _____ List square footage of each bedroom _____
7. Will there be any lease arrangements for other than two (2) tenants per bedroom? yes no
If yes, please describe proposed lease arrangements _____

8. Will a sign with contact information for the site manager be posted on the front of the building? yes no
Please list information that will be posted on the sign _____

9. Are the dwelling unit(s) existing or proposed new construction? existing new
Please note: If new construction is proposed, building permits, elevations and a description of building materials will be required so staff can verify that the proposed construction resembles a single-family or duplex structure and blends with the neighborhood.
10. Has the property been inspected for compliance with building and fire code requirements for congregate housing?
 yes no (Note: Code compliance & approval by City Building Official & Fire Marshall or designees are required)

In addition to the terms of the Zoning Ordinance, the City of Pocatello has additional licensing procedures which must be issued by the Licensing Enforcement Officer.

I HAVE READ THE ZONING CODE EXCERPTS (ATTACHED) WHICH PERTAIN TO THE OPERATION OF A BOARDING HOUSE IN POCATELLO. I AGREE TO ADHERE TO EACH STANDARD. I CERTIFY THAT I HAVE ANSWERED THE ABOVE QUESTIONS FULLY AND TRUTHFULLY AND THAT I WILL INFORM THE CITY IMMEDIATELY OF ANY CHANGES TO THE INFORMATION I HAVE SUPPLIED ABOVE. I CERTIFY THAT I WILL OBTAIN AND MAINTAIN A BOARDING HOUSE LICENSE IN ADDITION TO THIS PERMIT.

PRINT NAME: _____

SIGNED: _____ DATE: _____

For Office Use Only:

Zoning District _____ Site Plan Attached: yes no Floor Plan Attached: yes no
P&DS Staff Approval: _____ Denial: _____ Staff Initials: _____

Comments: _____

Building Official Approval: _____ Denial: _____ Staff Initials: _____
Comments: _____

Sanitation Department Approval: _____ Denial: _____ Staff Initials: _____
Comments: _____

Licensing Department Approval: _____ Denial: _____ Staff Initials: _____
Comments: _____

APPROVED **DENIED**

If denied, state reasons why _____

Zoning Ordinance Definitions (17.01.150):

Boarding house means a residential building constructed, arranged, or used for one or two households per dwelling unit for non-transient (over thirty days) lodging for compensation, with or without meals. Not included are apartment buildings, townhouses, condominium, facilities or fraternities, sororities, group home living, assisted living or medical care, shelter or half-way facilities, or similar facilities. Contrast with “residential rental dwelling.”

Household means a unit used in determining occupancy/category of residential use for any given unit. The following shall constitute one household unit:

1. One person living alone: **OR**
2. Any number of people related within the second degree of consanguinity (blood) or affinity (marriage), including such relationships by virtue of adoption, guardianship, or other court-ordered custodial arrangement, living together; **OR**
3. Two unrelated or non-married people and any children related within the degree described above, to either of them; **OR**
4. No more than three people, if any one of them is not related, as described above to both the others.