



PLANNING & DEVELOPMENT SERVICES  
PO Box 4169, 911 North Seventh Avenue  
Pocatello, Idaho 83205  
(208)234-6161 FAX (208)234-6587

## 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.