



PLANNING & DEVELOPMENT SERVICES
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BOARDING HOUSE LICENSE APPLICATION

_ New \$100 Submittal Date _____ License # _____ Dated _____ Approved by _____

_ Renewal \$50 Current License # _____ Submittal Date _____ License # _____ Dated _____ Approved by _____

Owner Name 1: _____ Owner Name 2: _____

Owner 1 Address/Zip Code: _____ Phone #: _____

Property Address/Zip Code: _____ Phone #: _____

Owner 1 Email Address: _____ Owner 2 Email Address: _____

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

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

- 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 _____

- 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.
- 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)

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. Please use blue ink when signing.

Print Owner 1 Name: _____ Print Owner 2 Name: _____

Owner 1 sign: _____ Date: _____ Owner 2 sign: _____ 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: _____

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 for 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.

Boarding House Standards and Requirements (17.06.500)

A single-unit dwelling, a duplex, or a townhouse as defined in section [17.01.150](#) of this title may be used as a boarding house for two (2) households per unit provided a boarding house permit and a city license as provided in [title 5, chapter 5.68](#) of this code are obtained and maintained in good standing by the owner. The following regulations apply:

- A. No more than two (2) households per dwelling unit shall be allowed. Boarding house occupancy shall not be allowed in triplex or other multiplex buildings.

- B. Boarding houses may be allowed outright in RMM and RH zoning districts and in commercial and mixed use zoning districts subject to conditions contained in section [17.03.340](#) of this title, provided that all conditions for boarding house permits/licensing can be met.
- C. Permittees must acquire a license prior to instituting such use and must maintain the license in good standing throughout the duration of use of the property as a boarding house. See [title 5, chapter 5.68](#) of this code for standards and requirements.
- D. In addition to the occupancy limits prescribed by the international residential code, international building code, and uniform housing code as adopted by the city, occupancy of a boarding house shall be limited to the number of off street parking spaces available. Provided, however, there must be a minimum of one off street parking space per dwelling unit, regardless of occupancy category of the tenants. Applicants may request that up to half of the off street parking space requirements be met by leasing or otherwise providing parking spaces on adjacent property. The city attorney shall determine if the lease or agreement provides adequate use of the necessary spaces. Applicants whose existing premises cannot meet parking space/tenant ratio requirements may receive limited relief from said requirements from city staff for one more tenant than the number of available off street parking spaces. Applicants who desire any other relief from these parking/tenant ratio requirements may apply for a variance.
- E. The site must have either a total of five hundred (500) square feet, or one hundred (100) square feet per bedroom, whichever is greater, of landscaping in the front yard.
- F. A minimum of two hundred (200) square feet per person per dwelling unit and the minimum square footage requirements for sleeping quarters set by building and housing codes as adopted by the city shall apply.
- G. The name, address, and phone number of a local (within the greater Pocatello area) site manager must be provided on the application and the phone number information must be posted in the form of a sign at least six inches by eight inches (6" x 8") and no greater than two (2) square feet in size located on the front of the building, along with the city license number. All such information must be kept current and maintained so as to be clearly legible. No separate sign permit or fee is required.
- H. New construction should be designed and configured so as to resemble a single-unit dwelling or two-unit dwelling to blend with the other residential buildings in the area. Other conditions for site development may include, but are not limited to, restrictions on outside lighting, specifications for ingress and egress from parking lots; erection of sight obscuring fencing, and other measures to mitigate adverse effects on surrounding residents.
- I. Conversion of an existing house or two-unit dwelling to a residential rental dwelling used as a boarding house for more than one household per dwelling unit shall be considered a change of use and provisions of the uniform or international building code as adopted by the city will be required. No permit may be issued until proof of compliance is provided. (Ord. 2846 § 1, 2008)