

Fast Track Certificate of Occupancy

Introduction

A Fast Track Certificate of Occupancy (CO) Application is an application designed for new tenants intending to occupy small tenant spaces, with no new construction and no "change of use or occupancy", per adopted Building and Planning codes. It can also include a change of business name and/or change of ownership name. For nearly all applicants, the standard tenant improvement application process is applicable.

A Fast Track CO Application **cannot** be used for the following:

- » Applications that require a change of use (example; insurance company to car wash)
- » Applications that require a change of occupancy (example; restaurant to bank)
- » Tenants spaces that require construction or modification, to include any improvements to the existing mechanical, electrical or plumbing systems.

However, in some cases, the Fast Track CO Application may be an option after discussing your project with both the Meridian Building and Planning Divisions. Prior to submitting a Fast Track CO application, **please ensure the following steps have been completed:**

- » Contact both the Meridian Building and Planning Divisions to confirm that use of a Fast Track CO Application is approved:
 - Building Services (208) 887-2211 or buildingservices@meridiancity.org
 - Planning (208) 884-5533 or planning@meridiancity.org
- » Complete an Address Verification Request

Fees

A non-refundable \$110.00 application fee is required with your Fast Track CO application and plan submittal. Note that some applications may require additional inspection fees.

Next Steps:

Once a permit has been issued, you will be required to schedule all necessary inspections using the Citizen Access Portal. After official inspection of the tenant space, a Certificate of Occupancy (CO) will be issued by the city.

What is a CO?

- » A CO is a Certificate of Occupancy and is required for every business prior to use or occupancy of any structure. This includes name changes, ownership changes, and any alteration involving construction. A CO is required prior to use or occupancy of any tenant space.

What is a Fast Track CO?

- » A Fast Track CO is a Certificate of Occupancy application for new tenants intending to occupy small tenant spaces, with no new construction and no change of use.



Contact Info!

Meridian Building Services

- » The 1st Floor of City Hall at 33 E. Broadway Ave. Suite 102, Meridian, Idaho 83642
- » Building | 208.887.2211
- » Planning | 208.884.5533

Online Citizen Access Portal

citizenportal.meridiancity.org/citizenaccess/

- » The Citizen Access Portal is an electronic service offered to our citizens, businesses, and visitors 24 hours a day, 7 days a week.
- » With a free user account, you will be able to: complete address verification, view permit information, track plan review comments and permit status, download approved construction documents, retrieve certificate of occupancy, pay fees, and schedule inspections online.