

Starting a Business - Permits and Applications

The City of Meridian has compiled this checklist to help you identify and apply for the permits needed for your new business. Whether you are opening a retail store, restaurant, office, or any other non-residential establishment, this checklist will serve as a valuable tool to ensure a smooth and compliant operation. City Staff are here to support you every step of the way as you lay the foundation for your business success in the City of Meridian. The Planning Division is the first department to contact to ensure your use is allowed to operate in your proposed tenant space.

In addition to the permits below approval and written documentation may be required from the Ada County Highway District (ACHD), and Central District Health Department (CDHD) as part of your business permitting requirements.

After your completed applications have been received and official inspections and approval of all improvements, a Certificate of Occupancy (CO) will be issued by the City. A CO is required prior to use or occupancy of any tenant space. The legal CO document is mandatory in Meridian for all businesses.

How to Apply for Permits: Meridian’s Citizen Access Portal

Meridian’s Citizen Access Portal serves as a convenient platform for applying for city permits. To get started, you have two options: if you already have an account, simply log in using your existing credentials. If you are a new user, click on the "Register for an Account" link to create your profile. Once registered, you will receive an email to activate your account. Once logged in, you can access the various permit application forms and submit your requests with ease. This centralized portal ensures a streamlined and efficient process for acquiring the necessary permits for your business or project. For hassle-free permit applications, visit the following link:

<https://citizenportal.meridiacity.org/CitizenAccess/Default.aspx>

| USE VERIFICATION AND ZONING COMPLIANCE | | |
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| Permit | Where to Find It | Description |
| Address/Parcel Verification | Address/Parcel Verification | Address/Parcel Verification is a process that confirms the accuracy and validity of a property's physical address or parcel number. It ensures that the location details provided for a property are correct and match the official records. Most applications require this permit before applying for any planning or building permit. |
| Certificate of Zoning Compliance/Change of Use | Planning > Administrative > Certificate of Zoning Compliance | A Certificate of Zoning Compliance Change is needed to verify that your intended business use is allowed within the zone. |

BUILDING PERMITS

Please note, that most building permits will require the permits listed in the "Use Verification and Zoning Compliance" section above.

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| New Commercial | Building Services > New Commercial | Needed if a new building is being constructed to accommodate your business. New Commercial" typically refers to the construction of a completely new commercial building or structure. This could include retail stores, offices, restaurants, or any other non-residential buildings that are newly built and intended for commercial use. |
| Commercial Addition | Building Services > Commercial > Commercial Addition | A "Commercial Addition" refers to an extension or expansion of an existing commercial building. It involves increasing the footprint or floor area of the structure to accommodate additional space for business operations. |
| Design Review | Planning > Administrative > | Needed if site or building modifications are being sought. Planning staff will review the site and design aesthetics. (Usually concurrent with a CZC application) |
| Tenant Improvement | Building Services > Commercial > Tenant Improvement | Tenant Improvement (TI) involves modifications or renovations made to commercial spaces to meet the specific needs and requirements of a tenant. These improvements can include interior alterations, installations, or refurbishments to create a suitable environment for the tenant's business activities. |
| Electrical | Building Services > Commercial Electrical | An Electrical Permit is required when electrical work is being performed, such as installing new electrical systems, and circuits, or making significant changes to existing electrical installations. |
| Fire | Building Services > Commercial Fire | A Fire Permit is necessary for activities related to fire safety, such as installing or modifying fire suppression systems, fire alarms, and sprinkler systems, or conducting fire-related drills or events. |

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| Plumbing | Building Services > Commercial Plumbing | A Plumbing Permit is necessary for any plumbing work undertaken in a commercial property, including the installation, alteration, or repair of plumbing systems, pipes, fixtures, and drainage systems. |
| Mechanical | Building Services > Commercial Mechanical | A Mechanical Permit is required for work involving heating, ventilation, and air conditioning (HVAC) systems, as well as other mechanical installations in commercial buildings. |
| Sign | Building Services > Commercial Sign | A Sign Permit is required when a business intends to install or modify exterior signage, including signs, banners, or billboards. The permit ensures that the signage complies with local sign regulations, safety standards, and aesthetic guidelines. |

Ready to Apply for Permits?

Ready to open your businesses? When you are ready to check that your proposed use is valid within your zoning and verify the address of your business location, and/or apply for your applicable building permits, login, or create an account in the [Citizen Access Portal](#).

Questions?

Please give the City of Meridian’s Community Development Staff a call or email.

Building Division
208-887-2211

buildingservices@meridiacity.org

Planning Division
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Economic Development
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