

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. However, in some cases, the Fast Track CO Application may be an option after discussing your project with Meridian Building Services.

If your project is not deemed appropriate for a Fast Track CO Application, a "Tenant Improvement" application will be required to obtain occupancy. Please consult with Meridian Building Services to determine which application you should use if you are not sure.

Prior to submitting a Fast Track CO Application, please ensure that the following steps have been completed:

- » Contact the Meridian Planning and Building Divisions to confirm that using a Fast Track CO Application is approved
- » Complete an Address Verification Request

Keep in mind that a Fast Track CO Application is not an alternative to a standard "Tenant Improvement" application and **cannot** be used for the following:

- » Applications that require a change of use (example; insurance company to restaurant)
- » Applications that require a change of occupancy
- » Tenants spaces that require construction or modification

A non-refundable \$110 application fee is required with your application and plan submittal. Some applications may require additional inspection fees.

Next Steps:

You will be contacted to schedule inspections in approximately three business days after a completed Fast Track CO Application has been received and approved by Meridian Building Services. After official inspection of the tenant space, a Certificate of Occupancy (CO) will be issued by the City.

If you have questions or would like to schedule a pre-submittal meeting to discuss the specifics of your project, please call (208) 887-2211.

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.