



**CALDWELL EXECUTIVE AIRPORT  
MINIMUM STANDARDS  
COMMERCIAL OPERATIONS POLICY**

**(02 JULY 2024)**

# Caldwell Executive Airport (EUL)

## STATEMENT OF PURPOSE

- A. These Minimum Standards are published pursuant to Chapter 4, "Airport Rules and Regulations; Minimum Standards," City of Caldwell Code of Ordinances. The purpose of these provisions is to define Minimum Standards the City will apply to the conduct of general aviation activities at Caldwell Executive Airport. The following provisions state the qualifications and criteria established by the City as the minimum requirements that must be met by Commercial and Noncommercial Operators engaged in on-airport general aviation activities for the right to conduct those activities at Caldwell Executive Airport.
- B. The operating standards outlined in the Minimum Standards Policy are the minimum requirements for Commercial Operators and Noncommercial Operators that operate at Caldwell Executive Airport and provide the stated general aviation activities at the Caldwell Executive Airport.
- C. In the event of a direct conflict between this Minimum Standards Policy and any agreement entered into prior to the Effective Date of this Policy, the agreement shall govern to the extent of such conflict. It is not intended that the Minimum Standards Policy would alter or change rights under any pre-existing agreement. However, if any pre-existing agreement requires the Lessee or operator to comply with Airport rules or regulations, then the Minimum Standards Policy shall be incorporated into such pre-existing agreement as a result of such provision and shall apply to the Lessee or operator to the extent that such policy is not in direct conflict with the agreement.
- D. The City reserves the right to amend or modify these standards at its sole discretion.

## II. POLICY

It is the policy of the City that Minimum Standards be adhered to by Commercial Operators and Noncommercial Operators in order to conduct business at the Caldwell Executive Airport. These Minimum Standards will be incorporated into any new general aviation agreement entered into after the Effective Date of this Minimum Standards Policy.

## III. DEFINITIONS

As used in this Minimum Standards Policy, the following terms will have the following meanings:

"Aeronautical Lease" means a Lease of property that has access to the AOA and is used for aviation services or other Airport purposes, such as the operation of aircraft, or which contributes to or is required for the safety of such operation.

"Aircraft" shall mean any contrivance now known or hereafter designed, invented, or used for navigation or flight in the air or space, except a parachute or other contrivance designed for air navigation, but used primarily as safety equipment.

"Airport" shall mean Caldwell Executive Airport.

"Airport Security Program" or "ASP" shall mean the written plan submitted to the City and Federal Transportation Security Administration describing the Airport's compliance with Local, State, and Federal security regulations.

"Airport Operations Area." "Air Operations Areas" or "AOA" shall mean any portion of the Airport used for landing, take-off, surface maneuvering of aircraft, and surrounding airside areas.

"Application" means a submittal from a prospective Lessee that meets all the requirements of the Caldwell Executive Airport Lease Policy.

"Apron" or "Ramp" shall mean that area of the Airport designated by the City for the loading, unloading, servicing, and parking of aircraft.

"Director of Aviation" or "Director" shall mean the Director of Aviation or Acting Director of Aviation or his or her duly authorized designee. "Award Authority" shall mean the City of Caldwell, Idaho except in instances where the Director has delegated authority to award a particular type or form of Lease or agreement, and in such instance, the phrase "Award Authority" shall mean the person to whom the City has delegated the authority to make such award.

"Commercial Lease" means a Lease wherein the Lessee engages in one or more activities that involve or make possible the offering for sale of an aviation service to obtain earnings, revenue, income, compensation, or profit, whether or not such an objective is accomplished.

"Board" shall mean the Caldwell Executive Airport Advisory Board.

"Commercial Operator" means a person engaging in a general aviation activity that involves or makes possible the exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue-producing activity conducted on the Airport, whether or not such objective is accomplished. This definition does not include concession or consumer service privileges at EUL.

"City" shall mean The City of Caldwell a municipality within the state of Idaho.

"Effective Date" shall mean the Effective Date of this Minimum Standards Policy, which is JULY 2<sup>nd</sup> 2024.

"Equipment" means all machinery, together with the necessary supplies, tools, and apparatus necessary for the proper conduct of the activity being performed.

"Federal Aviation Administration" or "FAA" shall mean the administrative agency of the Department of Transportation authorized to regulate aeronautical activities or any successor agency.

"Fixed Base Operator" means a Commercial Operator that is required to offer for sale to the public general aviation services and products, as hereinafter described.

"Fixed Base Operator" or "FBO" is an aeronautical service offering - either directly or by sublease/subcontract - all the following services: aircraft guidance on the ramp, aircraft parking and tie-down services, retail aviation fuel sales, line services, aircraft hangar storage, aircraft maintenance and repair, flight planning and flight service facilities, public amenities, removal of disabled aircraft.

"EUL" shall mean the Caldwell Executive Airport, located in the City of Caldwell, Idaho

"Lease" means a lease of real property with the published boundaries of EUL.

"Lease Policy" means the Lease Policy for EUL, as amended from time to time.

"Leased Premises" shall mean the entirety of the ground area leased to a person with all buildings and improvements.

"Lessee" means a person that has entered into a direct Lease with the City, or that has leased all or substantially all of the Leased Premises under a Lease for premises at EUL.

"Marshaling" shall mean to guide or usher aircraft.

"Minimum Standards" means, as applicable, the Minimum Standards for EUL, as set forth in this Minimum Standards Policy.

"Minimum Standards Policy" means this Minimum Standards Policy for General Aviation at EUL, as amended from time to time.

"Nonaeronautical Lease" means a lease of property at EUL that does not have access to the AOA and does not need to be near the flight line in order to operate.

"Non-Aviation Lease" means a Nonaeronautical Lease of property at EUL that is not used for aviation or other Airport purposes.

"Noncommercial Lease" means a Lease wherein the Lessee maintains an aviation facility or provides an aviation service solely for its benefit and not for the benefit of the public. Noncommercial Leases do not offer aviation products or services for sale to others.

"Noncommercial Operator" shall mean a person that maintains a facility or provides a service solely for its own benefit and does not engage in any exchange, trading, buying, hiring, or selling of commodities, goods, services, or property of any kind, or any revenue producing activity. Noncommercial Operators are specifically prohibited from offering aviation products or services for sale to others.

"Person" shall mean any individual, firm, partnership, corporation, company, association, joint stock association, or body politic; and includes any trustee, receiver, committee assignee, or other representative or employee thereof.

"Repair Station" shall mean a facility used to repair aircraft, including repairs to airframes, power plants, propellers, avionics, instruments, and accessories that have been approved by the Federal Aviation Administration.

"Specialized Aviation Service Operator" or "SASO" is an aeronautical business that offers a single or limited service, such as, but not limited to: aircraft flying clubs, flight training, aircraft, airframe, and power plant repair/maintenance, aircraft charter, air taxi or air ambulance, aircraft sales, avionics, instrument or propeller services, or other specialized commercial flight support business.

"Tie-down" means an area on the Airport, paved or unpaved, suitable for the parking of aircraft, wherein tie-down points have been located.

"Transportation Security Administration" or "TSA" shall mean the entity appointed by the United States Department of Transportation, or successor agency, to be responsible for airport security and the inspecting of persons and property carried by aircraft operators and foreign air carriers.

#### **IV. MINIMUM INSURANCE REQUIREMENTS**

Insurance coverage for Commercial and Noncommercial Operators at the City's Airport shall be as required by these minimum standards and other applicable County, state, federal, and local requirements.

Minimum amounts of premises liability coverage shall be as follows

1. \$1,000,000.00 each incident
2. \$2,000,000.00 aggregate

## **V. MINIMUM STANDARDS – Caldwell Executive Airport**

### **Fixed Base Operators**

Fixed Base Operators (FBO) at Caldwell Executive Airport shall be subject to minimum service standards, minimum management and staffing standards, and minimum facility requirements, as follows.

### **Minimum Service Standards for Fixed Base Operators.**

- a. FBO will be required to provide either directly or by sublease/subcontract all of the following services:

Aircraft guidance on the ramp

Aircraft parking and tie-down services Retail

aviation fuel sales

Line services

Aircraft storage

Aircraft maintenance and Repair Station Flight

planning and flight service facilities public

amenities

Removal of disabled aircraft

Minimum service standards for the activities listed above may be specified individually in the agreement between the Lessee and the City.

As used in this Section, the phrase "at all times" means 24 hours a day, seven days a week Minimum Operating Service Standards for Fixed Base Operators.

In the case of the following activities, the following minimum standards shall apply, as well as any that may be specified in a particular Lease.

## **Services and Equipment**

A FBO shall provide the following services and equipment for Aircraft Guidance, Aircraft Parking, and Tie-Down Services.

- (1) Personnel and equipment to service aircraft to meet demand, with never less than one person on duty during the hours of 0800-2000L during Daylight Savings Time (Summer Hours) and 0800L-1800L during Standard Time (Winter Hours.) FBOs will post a call out telephone number to allow customers to obtain after hours services on request.
- (2) Aircraft parking and tie-down facilities and equipment, including ropes, chains, wheel chocks, and any other type of restraining devices suitable to accommodate aircraft.

## **Retail Aviation Fuel Sales.**

- (3) An FBO shall provide the following services and equipment during hours of operation. Retail aviation fuel sales including a fully trained and qualified staff person to dispense aviation fuels and lubricants.
- (4) A FBO shall:
  - i. Construct and maintain permanent aviation fuel storage for a minimum of 10,000 gallons of aviation fuel.
  - ii. Ensure that all fuel facilities and fueling operations are constructed, maintained, and conducted in accordance with all applicable City, state, federal, and local laws, rules, and regulations.
  - iii. Secure and maintain all licenses and permits required by City, state, federal, and local laws, rules, and regulations for transporting fuel. Copies of all such required licenses and permits shall be submitted to the Department upon request.



## **Line Services.**

An FBO shall provide the following services and equipment during hours of operation:

- (5) Equipment for performing minor maintenance, such as repairing and inflating aircraft tires, changing oil, recharging aircraft batteries, window cleaning, and interior cleaning.
- (6) Make available transportation for transient passengers and pilots, i.e. calling a taxi or shuttle service.
- (7) Ground support equipment for the turnaround of aircraft, including energizers and starters, ground-power units, and fire extinguishers.

### **b. Aircraft Storage.**

An FBO shall provide a minimum of 10,000 square feet of aircraft storage for general aviation aircraft, excluding aircraft maintenance hangar. Such storage shall either be in the form of T-hangars, open bay hangars, tie-downs, or a combination of all.

### **c. Aircraft Maintenance and Repair Station.**

An FBO shall provide the following services eight hours per day, five days per week:

- (1) Equipment, supplies, and spare parts in accordance with FAR Parts 43, and amendments thereto and other applicable rules and regulations.
- (2) Trained personnel in sufficient numbers to meet demand for the maintenance services offered during the required hours of operation; never less than one (1) person certificated by the FAA as both an airframe and power plant mechanic.

## **Flight Planning and Flight Service Facilities.**

An FBO shall provide the following services and facilities:

- (3) A flight planning facility equipped with direct communication to an FAA Flight Service Station, local navigation charts, and flight planning materials available during hours of operation.
- (4) Sales counter to offer a variety of pilot supplies, navigation, and flight planning materials.
- (5) Access to weather information via computer.

### **d. Public Amenities.**

- (1) An FBO shall provide a conveniently located, heated, and air-conditioned lounge and separate sanitary restroom facilities for men and women available during hours of operation.
- (2) Snack and/or beverage vending services available during hours of operation.

### **e. Removal of Disabled Aircraft.**

An FBO shall always make the following services available.

- (1) Aircraft towing and other equipment as necessary for removal of disabled aircraft up to 12,500 pounds maximum gross take-off weight.
- (2) Trained and experienced personnel as necessary to operate the equipment identified above.

## **Optional Permitted Services.**

Minimum Standards for optional permitted services provided by an FBO shall be as defined for each service under Section IV.B. "Specialized Aviation Service Operators—Caldwell Executive Airport."

## **B. Minimum Management and Staffing Standards.**

- a. The activities of an FBO shall be supervised by a full-time, on-site manager or supervisor who shall be responsible for adhering to the standards specified herein and in the FBO's Lease.
- b. The FBO shall provide, at a minimum, the number of staff as specified in these Minimum Standards to conduct the services offered.
- c. All staff shall be trained and qualified to perform the duties for which they are employed.
- d. Additional minimum management and staffing standards may be specified individually in the agreement between the Lessee and the City.

## **C. Minimum Facility Requirements.**

An FBO shall be required to:

- a. Lease a minimum ground area of at least 43,560 square feet (one acre).
- b. Construct (or provide on-site) and maintain, at a minimum, the following facilities (unless geographical or regulatory requirements require a different standard):
  - (1) An aircraft maintenance hangar of not less than 5,000 square feet and aircraft storage or T-hangars of not less than 10,000 square feet.
  - (2) An office or administration building of not less than 1,000 square feet, adequate to accommodate an office, public lounge, and sanitary restroom facilities.

- (3) Paved apron area of not less than 43,560 square feet (one acre) with access to aircraft storage and taxiways.
  - (4) Fuel farm storage for a minimum of 10,000 gallons.
  - (5) Paved automobile parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles as specified by applicable governmental requirements.
  - (6) Electric security gate to restrict unauthorized access to the ramp.
- c. Where existing building facilities are to be leased or an existing Lease is renegotiated, the foregoing criteria will be used as a general measure of the adequacy of the facilities.
  - d. All improvements shall be constructed or leased in areas designated for general aviation commercial use in the FAA-approved Airport Layout Plan (ALP) and shall be in conformance with the City's Development Standards.
  - e. Additional minimum facility standards may be specified individually in the agreement between the Lessee and the City.

#### **D. Prohibited Services.**

- a. No commercial activity shall be conducted from any T-Hangar.
- b. Other prohibited services may be specifically identified in the Lease.

## **Specialized Aviation Service Operators (SASO)**

### **Minimum Service Standards for SASOs.**

Specialized Aviation Service Operators (SASO) at Caldwell Executive Airport shall be subject to minimum service standards, minimum management and staffing standards, and minimum facility requirements, as follows.

#### **Operating as a SASO**

A person can operate as a SASO through a direct Lease with the City or through a sublease/subcontract with an FBO or other SASO.

### **E. Minimum Service, Management, and Staffing Standards.**

Activities permitted to be conducted, if permitted by the applicable Lease, by a SASO or that maybe undertaken by an FBO at its option may include, but shall not be limited to the following:

- Aerial advertising
- Aerial ambulance
- Aerial survey, photography, and mapping
- Aircraft leasing
- Aircraft maintenance and repair
- Aircraft painting
- Aircraft rental
- Aircraft sales
- Aircraft storage and hangar rentals
- Aircraft upholstery
- Avionics and instrument repair
- Flight training school
- Non-scheduled and air charter services for transporting passengers, cargo, and mail
- Propeller repair

## **F. Personnel Requirements and Response Time**

A SASO offering any of the services listed above, except aircraft storage and hangar rentals, shall have at a minimum an employee (with ratings appropriate to the work to be performed) on-site during operating hours.

At all other times, SASO shall have one person available, on call, who shall respond on-site within 30 minutes, if necessary, to customer inquiries and City concerns.

For SASO which only provides aircraft storage and hangar rentals, SASO shall have one person available, on call, who shall respond on-site within 30 minutes, if necessary, to customer inquiries and City concerns.

In addition, minimum service, management, and staffing standards for the activities listed above shall be as defined below and as defined in Section V.A.2, and in Sections V.A.3.C, 3.d, and 3. e, if applicable, and as may be specified individually in the agreement between the Lessee and the City. In the case of the following activities, the following minimum service standards shall also apply.

### **a. Flight Training School.**

A SASO offering flight instruction services shall make available for flight training or aircraft rental at least one certificated and currently airworthy aircraft, including at least one aircraft suitable for instrument flight instruction.

### **b. Non-scheduled and Air Charter Passengers, Cargo, and Mail Services.**

A SASO offering non-scheduled and charter passenger, cargo, and/or mail services shall:

- (1) Conduct all aircraft charter and air taxi operations in accordance with and certificated under FAR Part 135 and amendments thereto and all other applicable rules and regulations.
- (2) Provide services and equipment for servicing passengers and for handling freight, luggage, and ticketing. Make available transportation for transient passengers and pilots, i.e. calling a taxi or shuttle service.

## **G. Prohibited Services.**

- a. A SASO shall be prohibited from the sale or dispensing of aircraft fuels. Any person desiring to sell or dispense fuel must enter into a Lease with the City as an FBO and meet the requirements of such an operator.
- b. No commercial activity shall be conducted from any T- Hangar.
- c. Other prohibited services may be identified in the Lease.

## **H. Minimum Facility Requirements.**

- a. In instances where the SASO has a direct Lease with the City, the ground area under Lease shall not be not less than 43,560 square feet (one acre), however, the City may at its discretion waive the acreage requirement and divide parcels of land for purposes that benefit the airport. The SASO shall construct and/or Lease at a minimum:
  - (1) Aircraft hangar, shops, or facilities of not less than 1,000 square feet.
  - (2) An office or administration facility may be required with the size of the facility being based on the type of services being provided.
  - (3) All SASO facilities will be required to provide public sanitary restroom facilities.
  - (4) A paved apron with access to aircraft hangars, large enough to accommodate aircraft operated by the SASO and to meet reasonable demands for visitor aircraft parking.
  - (5) Paved off-street parking outside the AOA, but within the Leased Premises, for a minimum number of automobiles as specified by governmental requirements.
  - (6) Electric security gate to restrict unauthorized access to the ramp.
- b. Any SASO performing activities or services under a sublease shall have office

space, hangar space, ramp area, tie-down area, public areas, parking spaces and other facilities and amenities adequate to support its commercial activity and as specified by City, State, and Federal requirements.

## **SELF-FUELING REQUIREMENTS – Caldwell Executive Airport**

Any Lessee or sublessee at Caldwell Executive Airport desiring to exercise the right to self-fuel aircraft at its Leased Premises must satisfy the following Minimum Standards:

- B. Ensure that all fuel facilities and fueling operations are constructed, maintained, and conducted in accordance with all applicable City, State, and Federal laws, rules, and regulations.
- C. Proof of an ownership interest in the aircraft being fueled.
- D. All refuelers, refueling equipment, fuel trucks, and fuel truck operators must:
  - (i) meet NFPA 407 requirements, as amended from time to time, (ii) be approved by the City for such activities; and (iii) be subject to periodic inspections by the Fire Marshal's Office, or any successor.
- E. Proof that the person(s) who will be transporting fuel and performing the fueling of aircraft is the owner of the aircraft or are employees of the owner of the aircraft and are properly licensed to engage in fueling operations.
- F. All licenses and permits required by applicable City, State, and Federal laws, rules, and regulations for transportation of fuel shall be secured and kept current. Copies of all required certificates, permits or licenses shall be submitted to the City.
- G. Insurance coverage as required by applicable City, State, and Federal requirements.
- H. Self-fueling operators shall be prohibited from the sale of aircraft fuels. Any person desiring to sell fuel must enter into a Lease with the City as an FBO and must meet the requirements of such an operator. In addition, other prohibited services may be identified in the Lease.

## **Permitting Requirements-Caldwell Executive Airport**

Any person performing activities for compensation as stated within these Minimum Standards shall be permitted to conduct such activities by the City in accordance with Annex 1A.



## **Annex 1A.**

Reference for the following information can be found at the following URL:

[www.cityofcaldwell.org/departments/business-permits](http://www.cityofcaldwell.org/departments/business-permits)

### **Who needs a business permit?**

Every person engaged in or intending to engage in any business, in whole or in part, in the City of Caldwell shall file with the Planning and Zoning Department, a Business Permit Application form, along with all requirements documents, for a license to engage in such business. All businesses must obtain a business permit prior to beginning operation inside the City limits.

### **10-02-01: General Regulations:**

(4) Business Permit: Any person establishing, operating, or carrying on any permitted and/or accessory use in a commercial, industrial, and/or mixed-use zoning district shall first obtain a business permit from the Planning and Zoning Department prior to establishing, operating, or carrying on such use. When a business name, occupant, or owner changes, the business owner is responsible for obtaining from, and completing and submitting to, the Planning and Zoning Department an application for a business permit. The Planning and Zoning Department shall, upon receipt of such application and any applicable fees as established by City Council through resolution, issue a business permit for display in a conspicuous place upon the premises after confirming the business address with the Mapping Department and confirming that the business is an allowed land use in the zoning district in which the business is located and/or that the business is a legally nonconforming land use. Once the permit has been issued, the Planning and Zoning Department will furnish the permit information to the Building Department, Fire Department, Water Department, Mapping Department, and City Clerk.

### **Idaho State Requirements**

**Register the name of the business with the** Idaho Secretary of State

Phone: [\(208\) 334-2300](tel:2083342300)

Website: [www.sos.idaho.gov](http://www.sos.idaho.gov)

**Register with the** Idaho Tax Commission

Phone: [\(208\) 334-7660](tel:2083347660)

Website: [www.tax.idaho.gov](http://www.tax.idaho.gov)

### **City of Caldwell Requirements**

**Submit to the** [\*\*City Clerk\*\*](#)

Door-to-Door/Peddler License

Liquor License

**Submit to** [\*\*Planning & Zoning\*\*](#)

Business License

## Application Process

1. The business permit undergoes review by the following departments: *Planning and Zoning, Engineering, Building, Mapping, and Fire.*
2. Applications should be submitted electronically (refer to the link at the top of the page) and are processed in the order of receipt.
3. A fee will be added after the submission of all correct documents. Once fees are paid, the application will be forwarded to the remaining departments for review and approval.
4. Each department may request resubmission if corrections are necessary.
5. A business permit fire inspection is mandatory. Ensure your application is submitted before requesting an appointment. To schedule an inspection, follow these steps:
  - o For Fire/Life Safety inspection, contact our office at [\(208\) 649-1266](tel:2086491266)
  - o (refer to [Business Permit: Fire/Life Safety Inspection Checklist](#)).
6. After all departments approve their respective portions of the application, the Planning and Zoning Permit Tech will email a copy of the business license to the applicant.

## Application Instructions

1. Collect the required documents (refer to the attached examples).
2. Create a distinct PDF document for each document type (e.g., one PDF for application and checklist, one PDF for all exhibits, one PDF for each study, etc.).
3. For plans, generate a separate PDF for each plan sheet.
4. Ensure electronic files are in high-resolution format.
5. ***Label all documents with the business name and the physical address, including any suite numbers. \*\*Failure to do this will cause a delay in your application.\*\****
6. Ensure all street names are spelled correctly.

## Required Documents Checklist:

### Application:

- Print or type all information clearly and legibly. Complete all blank areas and sign the application to avoid delays in processing.
- The Legal/organization name is usually a corporation, partnership, or owner's name (individuals should list last name first).
- The name that you are Doing Business As (DBA) appears on signage, vehicles, uniforms, business cards, and online/ phone book listings.
- The six-digit North American Industry Classification System (NAICS) Code used on this application should match the NAICS code used on your Federal Tax return.
- If the business has more than one use, please include the NAICS code for each use for which will fall under this permit.

## **Narrative:**

Fully describing:

- The prior business use and proposed business use, and any uses associated with business.
- Nature of the business, products to be sold, and services to be offered.
- Existing parking, landscaping and sidewalks.
- Proposed days and hours of operation and anticipated opening date.
- Name of business and physical address of business, including suite number.

## **Property Owner Acknowledgement:**

If the signatory of the application is not the owner of the property, a notarized statement (property owner acknowledgment) must be signed by the legal owner of record and submitted with the application.

- This document is to verify that the lessor is aware of what the lessee is doing with the property.
- The lessor is to fill it out and signed in front of a notary. This can be done at banks, post offices, and most insurance companies.
- If applicable, be sure the address includes the suite number.

[Property Owner Acknowledgement \(PDF\)](#)

## **Vicinity Map:**

- Label the location of the property and adjacent streets.
- Be sure all streets are spelled correctly.
- Vicinity map shall be labeled with the business name and physical address of business, including suite number.

(Google Maps is helpful in creating the vicinity and site maps.)

[Vicinity Map Example \(PDF\)](#)

## **Site Plan:**

Include the following:

- Location of site and property boundaries of the site.
- Location of existing buildings on the site (labeled as to their use). Note: If your business location is part of a larger building, please show the entire building on the site and mark where your tenant space is located in relation to the floor plan of the entire building.
- Location and dimensions of all existing and proposed parking stalls and drive aisles.
- Location and width of existing and proposed sidewalks and pathways.
- Location, type, and height of existing and proposed fencing.
- Site map shall be labeled with the business name and physical address of business, including suite number.

[Site Plan Example \(PDF\)](#)

**Floor Plan:**

Include the following:

- The physical layout of the establishment with the labeled uses of each room.
- The intended business premises must be outlined in red or highlighted.
- Address and suite numbers for each tenant space or business.
- If your business location is part of a larger building, please show the entire building floor plan and mark where your tenant space is located in relation to the floor plan of the entire building.
- Site map shall be labeled with the business name and physical address of business, including suite number.

[Floor Plan Example \(PDF\)](#)

**State License:**

Provide a copy of State License (if applicable)

**Landscape Plan:**

- New construction, exterior remodeling, exterior renovation, complete rebuilds, and additions.
- Change of use.
- Uses, buildings, or properties that have been vacant or without a tenant for a period exceeding twelve (12) consecutive months. (Ord. 3102, 9-5-2017).

*Landscape Plans* shall be prepared by a landscape architect, a landscape designer or a qualified nursery person and shall be stamped by a licensed landscape architect. Plans shall contain all information as required by [Caldwell City Code Section 10-07-03](#).