



TWIN FALLS COUNTY COMMUNITY DEVELOPMENT SERVICES

630 Addison Avenue West, Suite 1100, Twin Falls, Idaho 83301
Ph. 208-734-9490 Fax. 208-733-9645 www.twinfallscounty.org

Residential / Commercial Building Permit Application Checklist

The following items are **required to be submitted with your application OR uploaded in the Citizen Connect Portal** when you apply for a building permit. The following documents are required for all residential and commercial building permit applications (New construction, modular homes, additions, accessory structures, pools, fences, etc).

- Authorization Form Signed by Property Owner if Applicant is not the property owner
- Deed showing ownership
- Construction Plans: A **PDF** is required for digital submittals.
 - Plans may include:
 - Plans Analysis – *Required for all Commercial Building Plans*
 - Stamped by an Idaho Licensed Architect or Engineer
 - *(If required – i.e. Commercial projects, engineered homes)*
 - Site Plan
 - Floor plans with dimensions
 - Elevation views
 - Footing and foundation dimensions with reinforcing
 - Typical construction detail
 - Cross section and stair detail
 - Truss and floor joist details
- South Central Public Health Approval/Permit & Approved Stamped Site Plan
- Highway District Approval/Comment
- Canal Company Approval/Comment
- Fire District Approval/Comment

Residential Interior Remodel Building Permit Application Checklist

The following items are **required to be submitted with your application OR uploaded in the Citizen Connect Portal** when you apply for a residential interior remodel permit, *not adding square footage to the building footprint, or stories, basement, etc.*

- Authorization Form Signed by Property Owner if Applicant is not the property owner
- Deed showing ownership
- Construction Plans: A **PDF** is required for digital submittals.
- Floor Plan with dimensions, existing and proposed
- South Central Public Health Approval/Permit – required only if increasing number of bedrooms or bathrooms
- Fire District Approval/Comment – required if the area being remodeled is currently an unfinished basement or garage and/or the total floor area within the roof line exceeds 4,500 square feet



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Residential Manufactured Home Permit Application Checklist

The following items are **required to be submitted with your application OR uploaded in the Citizen Connect Portal** when you apply for a manufactured home on a foundation or a temp set.

- Authorization Form Signed by Property Owner if Applicant is not the property owner
- Deed showing ownership
- Construction Plans: A **PDF** is required for digital submittals.
 - Plans may include:
 - Site Plan
 - Detailed construction plans for set up, tie downs, footings, foundation, steps, landings, garages, patios, decks, etc.
- South Central Public Health Approval/Permit & Approved Stamped Site Plan
- Highway District Approval/Comment
- Canal Company Approval/Comment
- Fire District Approval/Comment

Demolition / Relocation Permit Application Checklist

The following items are **required to be submitted with your application OR uploaded in the Citizen Connect Portal** when you apply for a demolition/relocation permit.

- Authorization Form Signed by Property Owner if Applicant is not the property owner
- Deed showing ownership
- Site Plan showing all structure(s) on the property and location of the structure(s) being removed.



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Contact Information for Agencies that may require approval:

- ✓ **South Central Public Health District – 208-737-5916 or 208-737-5900**
1020 Washington N (CSI Campus), Twin Falls
 - Septic Permit or comment letter for any proposed construction
 - Two (2) sets of stamped/approved site plans

- ✓ **Fire Districts:** (Please provide total cubic feet of structure to fire district)
 - **Bliss Fire Department – 208-352-4320** – 120 Hwy 30, Bliss
 - **Buhl Fire Department – 208-543-5664** – 201 Broadway Ave N, Buhl
 - **Castleford Fire Department – 208-410-3928** – 3590 N 900 E, Castleford
 - **Filer Rural Fire District – 208-326-4111** – 100 Hwy 30, Filer
 - **Hagerman Fire District – 208-837-4552** – 150 East Salmon St, Hagerman
 - **Rock Creek Rural Fire District – 208-423-4336** – 1559 Main St N, Kimberly
 - **Salmon Tract Rural Fire District – 208-655-4222** – 2411 E 2450 N, Twin Falls
 - **Twin Falls Fire District – 208-735-7232** – 345 2nd Ave E, Twin Falls

- ✓ **Highway Districts:**
 - **Buhl Highway District – 208-543-4298** – 1500 West Main St, Buhl
 - **Filer Highway District – 208-326-4415** – 220 Midway St, Filer
 - **Murtaugh Highway District – 208-432-5469** – 108 Archer, Murtaugh
 - **Twin Falls Highway District – 208-733-4062** – 2620 Kimberly Rd, Twin Falls
 - **Idaho Transportation Dept (ITD) – 208-886-7800** – 216 S Date St, Shoshone

- ✓ **Canal Companies:**
 - **Dept. of Water Resources – 208-736-3033** – 650 Addison Ave W, Ste 500, TF
 - **Milner Irrigation District – 208-432-5560** – 5294 E 3610, Murtaugh
 - **Twin Falls Canal Company – 208-733-6731** – 357 6th Ave W, Twin Falls
 - **Salmon River Canal Company – 208-655-4220** – 2700 Hwy 93, Hollister

- ✓ **City of Castleford – 208-537-6544** – 100 West Main, Castleford
 - Approval Letter is Required if the parcel is located inside Castleford City Limits

- ✓ **City of Hollister – 208-655-4225** – 2392 Main, Hollister
 - Approval Letter is Required if the parcel is located inside Hollister City Limits



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Site Plan Instructions

- A. Site plan may be computer generated or hand-drawn, on a minimum of 11'x17' paper.
- B. Site Plan should include and show the following:
 - a. Boundaries of the parcel (property lines), including dimensions.
 - b. Location and dimensions of all existing buildings and structures.
 - c. Location of the proposed structure, including the dimensions, and distances to property lines and existing structures.
 - d. Location of all proposed/existing utilities (power, water, sewer, drainfields, etc.)
 - e. Location and dimensions for all existing/proposed roads, parking, easements, etc.)

