TWIN FALLS COUNTY BUILDING DEPARTMENT
630 Addison Avenue West, Suite 1101, Twin Falls, Idaho 83301
Ph. 208-933-9279 www.twinfallscounty.org

COMMERCIAL BUILDING PERMIT APPLICATION

PROPERTY OWNER OF RECORD

Name:_____

Address:_____

City:_____

Phone:_____

Cell or other #_____

Email:_____

Is the property owner doing the construction?

☐ Yes ☐ No

CONTRACTOR / MANAGER

Name:_____

Address:_____

City:_____

Phone:_____

Cell or other #:_____

Email:_____

Idaho Registration #: _____

Expiration date:_____

Plan Review Fee of 65% of permit fee or $200 (whichever is greater) due when submitting completed application.
Building Permit Fee will be collected when the permit is Issued.

Electronic Plans in PDF format are Preferred; submit plans via email or upload to the Citizens Connect permit portal. Complete and answer ALL questions, provide the necessary comment letters, signed COMChecks when applicable.

1. **Parcel No**._____(i.e. RP10S18E150000 or RPOK3838999100 - obtained on your tax information or from the County Assessor's Office.)
2. **Copy of deed showing ownership including legal description** (Obtained from the County Clerk's Office.)
3. **If in subdivision**: Lot:_____ Block:_____ Subdivision:_____
4. **Address of Project** (if known):_____ **City:**_____
5. **Zone**: ☐Rural Residential ☐Ag Zone ☐Ag Pres. ☐Commercial ☐Impact Area _____
6. **Acreage**:_____
7. **Are there other structures on this parcel**? Yes or No If yes, must be included on the site plan.
8. **Is the parcel 100' or closer to a major waterway?** ☐ Yes ☐ or ☐ No **If yes,** a FEMA Evaluation Certificate will be required before permit can be issued **and** another required before final inspection (for flood maps and forms go to www.fema.gov).
9. **Is the parcel on a canyon rim?** ☐ Yes or ☐ No (setback for any structure is 100' from rim)

Person to notify regarding the permit:_____ **Contact #:**_____

Office Use Only - ***Permit Trax#:*** _____

NO WORK TO BE DONE UNTIL PERMIT IS ISSUED

10. **Construction Type:**_____ **Square Footage:**_____ **Cubic Feet:**_____

Description of work: _____
(i.e.: new office, 10' x 5' office addition, 30' x 25' detached storage bldg [include list of stored items], etc.)

New: 1st floor :_____sq/ft 2nd floor: _____sq/ft 3rd floor: _____Height:_____
Finished basement: _____sq/ft *Unfinished Basement: _____sq/ft
Daylight basement: _____sq/ft
Attached garage: _____sq/ft Attached garage 2nd floor: _____sq/ft
Covered patio: _____sq/ft Covered Deck: _____sq/ft Deck over 30" from grade: _____sq/ft
Covered entry porch/canopy: _____sq/ft

Add/Remodel: Main floor :_____sq/ft 2nd floor: _____sq/ft Height:_____
Finished basement: _____sq/ft *Unfinished Basement: _____sq/ft
Daylight basement: _____sq/ft Attached carport: _____sq/ft
Attached garage: _____sq/ft Attached garage 2nd floor: _____sq/ft
Covered patio: _____sq/ft Covered Deck: _____sq/ft Deck over 30" from grade: _____sq/ft
Covered entry porch/canopy: _____sq/ft

Other: Move: _____sq/ft Detached carport: _____sq/ft
Detached garage/shop: _____sq/ft Detached garage/shop 2nd floor: _____sq/ft
Accessory storage building: _____sq/ft Height:_____

Repair (detailed description of work):_____

_____

Other (detailed description of work):_____

_____

Estimated Value: $_____ **Total Sq/Ft**: _____

*** RESOLUTION 2005-1 STATES:** In cases where the basement is declared unfinished and therefore would be non- habitable space, the homeowner is required to record a statement, attached to the deed, declaring the basement unfinished, prior to the final occupancy being issued. All proposed future bedrooms located within an unfinished basement will be required to meet egress window requirements. At least one window in an unfinished basement must meet egress requirements.

REQUIRED PLANS/INFORMATION TO ACCOMPANY COMPLETED APPLICATION

11. **Energy Code Compliance Certification**. (COMCheck Software may be obtained at www.energycodes.gov.)
12. **Electronic Plans in PDF format are Preferred; submit plans via email or upload to the Citizens Connect permit portal. If submitting paper plans, minimum 11"x17" size required. Plans Must be stamped by an Idaho Licensed Architect or Engineer, as appropriate, and include the following:**
    a. **Plans Analysis**
    b. Site plan (see attached instructions) Stamped by South Central Health District.
    c. Floor plans with dimensions
    d. Elevation views
    e. Footing and foundation with reinforcing dimensions
    f. Typical construction detail and fire wall detail
    g. Cross section and stair detail
    h. Truss and floor joist details (if applicable)

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13. **Required comment/approval letters from the following agencies:**

A. South Central District Health Department: 1020 Washington N. (CSI Campus) Phone #: 737-5900

1. Septic Permit or comment letter for any proposed construction.
2. Two (2) sets of stamped/approved site plans. **(Note:** Take a small site plan for SCDHD to keep.)

B. Highway District approach permit/approval from applicable district:

Buhl Hwy. District	1500 West Main St.	phone: 543-4298
Filer Hwy. District	100 Hwy 30	phone: 326-4415
Murtaugh Hwy. District	108 Archer	phone: 432-5469
Twin Falls Hwy. District	2620 Kimberly Road	phone: 733-4062
Idaho Dept. of Transportation	216 S. Date St., Shoshone, ID	phone: 886-7800

C. Canal Company/or water district approval from applicable district:

Milner Irrigation District	5294 East 3610 North	phone: 432-5560
Twin Falls Canal Company	357 6th Avenue W	phone: 733-6731
Salmon River Canal	2700 Hwy. 93	phone: 655-4220
Dept. of Water Resources (for Rock Creek Water District)	650 Addison Ave. W., Ste. 500	phone: 736-3033

D. Fire District comment/approval from applicable district: (**Note:** provide total cubic feet to the Fire Districts.)

Bliss Fire Department	120 E. Hwy. 30	phone: 352-4320
Buhl Fire Department	201 Broadway Avenue N.	phone: 543-5664
Castleford Fire Department	3590 North 900 East	phone: 410-3928
Filer Rural Fire District	100 Hwy 30	phone: 326-4111
Hagerman Fire District	150 Salmon St East	phone: 837-4552
Rock Creek Rural Fire District (Murtaugh, Kimberly, Hansen)	1559 Main St N, Kimberly	phone: 423-4336
Salmon Tract Rural Fire Protection Dist.	2411 East 2450 North	phone: 655-4222
Twin Falls Rural Fire District	345 2nd Avenue E.	phone: 735-7232

PRIOR TO FIRST INSPECTION

Property address must be posted at public road entrance, (Lot # if in a subdivision)
<u>AND</u> property boundaries must be clearly marked

I hereby apply for a permit to do the work stated above, and acknowledge that I have read this application and hereby certify that the above information is complete and correct and, as the applicant, I accept the responsibility to ensure that all work, material and inspections will be in accordance with State and County adopted codes, ordinances, and Building Dept. inspections prior to use or occupancy.

Signature of Owner – *application MUST be signed by Property Owner* Date

Signature of Applicant Date

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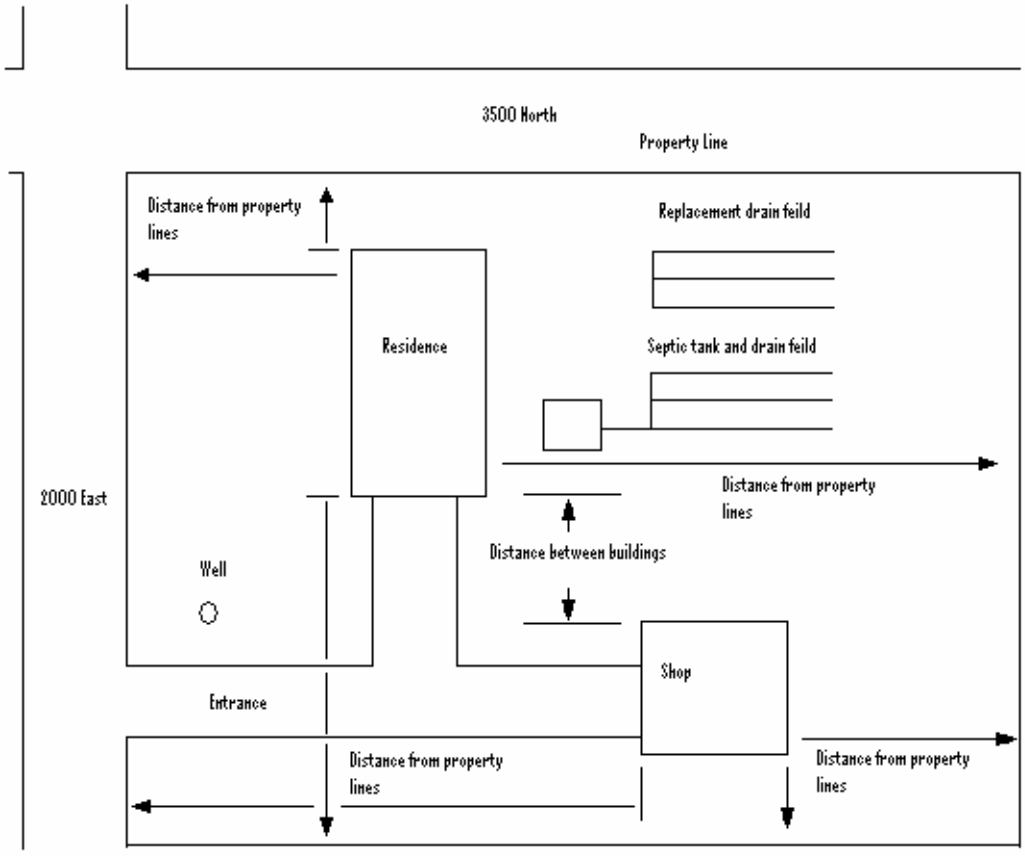
SITE PLAN INSTRUCTIONS

A. The site plan must be a Mechanical Drawing drawn with descriptive precision using the aid of drafting implements such as ruler, T squares, compasses, French Curves, etc. May be drawn either by hand or computer generated.
B. Must be to scale using an accurate drawing scale (for example: “1 in. = 10 ft.”, “1 in. = 100 ft.” etc.) and on a minimum of 11" x 17” paper. Should additional sheets be needed, please use match points.
C. Show the boundaries of the parcel, including the dimensions (found on the survey).
D. Show the location and dimensions of all existing buildings and structures.
E. Show the location of the proposed project or division, including the structure dimensions and distances to property lines and existing buildings and structures.
F. Show the location of all proposed and existing utilities, including power, phone, water, sewer systems, reserve drainfields, etc.
G. Show the location and dimensions of all existing and proposed roads, driveways, parking areas, rights-of-ways, and easements.
H. Show the location of any distinguishing physical features located on or adjacent to the property, including, but not limited to: streams, culverts, drainage ways, wetlands, slopes, bluffs, etc.
I. If you have questions regarding these instructions, please see the example provided below. If you have questions not covered in the example, please call (208) 734-9490, for assistance.

EXAMPLE SITE PLAN ---

Site plan must be computer-generated, to scale, and on a minimum of 11” x 17” paper.



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