



**AGENDA**

**PUBLIC MEETING**

**Building Inspection Department Advisory Committee  
February 18, 2015 at 11:30 AM  
City Council Chambers  
305 3<sup>rd</sup> Avenue East Twin Falls, ID 83301**

**BUILDING ADVISORY BOARD MEMBERS**

Gary Bond    Dan Brizee    Darren Hall    Sean Knutz    Roger Laughlin    Scott McClure    James Ray  
Jay Reis    Scott Standley  
Vice-Chair    Chair

**NOTICE OF SPECIAL MEETING**

**Building Inspection Department Advisory committee**

- I.    **CALL MEETING TO ORDER:**
  1.    Confirmation of quorum
  
- II.    **CONSENT CALENDAR:**
  1.    Approval of Minutes from the following meeting(s): September 18, 2014
  
- III.    **ITEMS FOR DISCUSSION:**
  1.    Review and discussion on Downtown Permit Assistance proposal
  2.    Update on progress of online permitting for MEP permits
  3.    Update on Digital plan submittal for residential projects
  
- IV.    **INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD**
  
- V.    **UPCOMING MEETINGS/SCHEDULE:**
  
- VI.    **ADJOURN MEETING:**

**Any person(s) needing special accommodations to participate in the above noticed meeting should contact Wendy Thompson at (208) 735-7238 at least two (2) working days before the meeting.**

**Si desea esta información en español, llame Leila Sanchez al (208)735-7287**



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**PUBLIC MEETING**

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**September 18, 2014 at 11:30 AM**  
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**BUILDING ADVISORY BOARD MEMBERS**

Gary Bond    Dan Brizee    Darren Hall    Sean Knutz    Roger Laughlin    Scott McClure    James Ray

Jay Reis    Scott Standley  
Vice-Chair    Chair

**Members Present: Scott Standley, Dan Brizee, Sean Kuntz, James Ray, Roger Laughlin, Gary Bond**

**Members Absent: Darren Hall, Jay Reis, Scott McClure**

**Staff Present: Mitch Humble, Jarrod Bordi, Raub Owens, Jon Laux, Jon Victor, Stephen Harr, Vern Sanders, Wendy Thompson, Shawn Bariger, Council Liaison**

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**I. CALL MEETING TO ORDER:**

1. Scott Standley, Chair, opened meeting at 11:35
2. Mitch introduced the new Building Official, Jarrod Bordi.

**II. CONSENT CALENDAR:**

1. Approval of Minutes from the following meeting(s): [April 24, 2014](#)

Dan Brizee made a motion to approve the minutes from April 24, 2014. Sean Knutz seconded the motion. The motion passed unanimously.

**III. ITEMS FOR DISCUSSION:**

1. Review permit application draft for existing installation permit (technical service fee)

Jarrold explained we are trying to implement a technical service permit for existing installations when someone is bidding a job or has questions before a permit is issued so we can meet them onsite to discuss any issues. We have a service fee already built into our fee schedule but we have created an application to start issuing permits. This would give us the opportunity to go out on site where there is no permit or construction being done and have a consultation with the contractor or owner about what they would have to do to get code compliance on the project.

Mitch discussed some background issues and reasoning behind creating this permit. This will give us the right to be on the property and do an assessment as well as help out new businesses and owners. The building owner needs to be the applicant requesting this permit so that we can feel confident about going into a building and giving a good assessment without causing us a problem. We are looking for input from the Board about is this a good or bad idea, fee or no fee, and then make a motion to take this to the council.

The board held discussion, asked questions, and voiced concerns regarding the new permit type. Questions and concerns were addressed by both Jarrod and Mitch.

Gary Bond made motion to approve the draft form of the consultation permit, all commercial requests are one hour minimum, and in addition the owner's signature has to be on the form. Motion Seconded by Sean Knutz. Motion passed unanimously.

2. Monthly billing system for MEP permits

Jarrod explained what the basis is behind having a billing system. Board discussed and asked questions regarding the process for the system. Jarrod and Mitch answered questions and addressed concerns.

**IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD**

Mitch reported that as of October 1<sup>st</sup> new Impact fees will go into effect.

Jarrod introduced the new Mechanical Inspector, Vern Sanders.

**V. UPCOMING MEETINGS/SCHEDULE:**

Try to get back on schedule which would be November 20th

**VI. ADJOURN MEETING:**

Scott Standley adjourned the meeting at 12:27pm

**Si desea esta información en español, llame Leila Sanchez al (208)735-7287**



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**Building Department**  
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## **Downtown Permit Assistance Program**

(Points for Advisory Board Discussion)

February 18, 2015

**GOAL:** To serve building/business owners by providing a seamless process in order to obtain their building permit and subsequent Certificate of Occupancy. Provide the help to navigate the entire permit process from start to finish. Provide communication and consistency in the permit process.

**PURPOSE:** To encourage “downtown” revitalization as outlined in Focus Area 6 of the City’s Strategic Plan (Goal PC1). The building permit process can often be viewed as a stumbling block in the “downtown” area. The sooner business owners open their doors the sooner the opportunity to be successful.

### **Services offered-**

**Pre-project research** - This service will offer pre-project research for a location provided by the applicant to see if the location will meet their needs. The Downtown Permit Assistance advocate with the City of Twin Falls will be specialized in the International Existing Building Code, city ordinances, etc. Coordination with P&Z and Fire will be included.

**Assistance completing the required documents** –Business and/or commercial property owners do not know the difference in the applications and the parts of the applications to be submitted. This will eliminate the wasted time and focus on only what is needed.

**Single Point of Contact**-There is no need for the “downtown” business owner to learn how to navigate our system and remember all of the different departments involved with in a project. Their point of contact will gather all of the information and figure out what it means and how it can impact the business owner. They will also help coordinate with the other pertinent departments.

**Problem Solving**-This program will provide the opportunity to have someone with expert code knowledge be available to help navigate through the codes to help find solutions. Meetings can be arranged between the small business owner’s design professional and the City to work together to find solutions that work.

**Fees**-This program can possibly offer some relief on building permit fees. Any fee change would require action by the City Council.

### **Additional items to discuss and consider:**

- Reducing or waiving the plan review fee (current fee resolution attached)
- Reducing or waiving the building permit fee (current fee resolution attached)
- Program to be offered for existing commercial buildings only (within boundary map).
- Boundary area for DPA service (see attached map).

RESOLUTION NO. 1905

COPY

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TWIN FALLS, IDAHO, ADOPTING A SCHEDULE OF PERMIT FEES FOR THE BUILDING DEPARTMENT OF THE CITY OF TWIN FALLS.

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF TWIN FALLS, IDAHO:

That the following schedule of permit fees is hereby adopted for application in the City of Twin Falls. All previous permit fees in conflict with this schedule are hereby repealed.

**“Building Permit Fee Schedule**

**New Construction:**

1. Project Value

Applicants for a building permit shall declare the project value of the work being performed on their building permit application. The project value is the total value of all construction work for which the permit is issued (including overhead and profit), as well as finish work, painting, roofing, mechanical, electrical, plumbing, owner supplied equipment, elevators, fire extinguishing systems, and other permanent equipment. The Building Official may require documentation to support the declared value if that value significantly varies from average construction values.

For 1 and 2 family residential buildings, the declared value shall not be less than 20% less, or more than 20% more, than the average per square foot value of all 1 and 2 family homes permitted in Twin Falls during the prior fiscal year. The average per square foot value for 1 and 2 family homes shall be \$70.00 per square foot until after September 30, 2013.

2. Building Permit Fee – The building permit fee shall be based on the declared value of the work being performed.

<u>Building Value</u>	<u>Fee</u>
\$1.00 to \$500.00	\$22.00
\$501.00 to \$2,000.00	\$22.00 for the first \$500.00 plus \$2.75 for each additional \$100 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$63.00 for the first \$2,000.00 plus \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$352.00 for the first \$25,000.00 plus \$9.00 for each additional \$1,000 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$580.00 for the first \$50,000.00 plus \$6.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$895.00 for the first \$100,000.00 plus \$5.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$2,855.00 for the first \$500,000.00 plus \$4.25 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$4,955.00 for the first \$1,000,000.00 plus \$2.75 for each additional \$1,000 or fraction thereof

**Plan Review Fee:**

- 1. Commercial Plan Review Fee = 65% of the building permit fee amount
- 2. Residential Plan Review Fee = 30% of the building permit fee amount

Other Building Permit Fees:

- |   |   |
|---|---|
| 1. Residential Demolition Permit  | = \$22  |
| 2. Commercial Demolition Permit   | = \$42  |
| 3. Moving Permit  | = \$42  |
| 4. Swimming Pool Permit   | = \$50  |
| 5. Roofing/Re-roofing Permit  | = \$50  |
| 6. Re-inspection Fee  | = \$50  |
| 7. Inspections for which no fee is specified                            | = \$42.00 hour, minimum ½ hour*   |
| 8. Inspection outside of business hours                                 | = \$42.00 hour, minimum 2 hours*  |
| 9. Stamping duplicate plan set  | = \$22  |
| 10. Additional Plan Review required by changes, additions, or revisions | = \$50  |
| 11. Temporary Certificate of Occupancy                                  | = \$1,000 (will be refunded upon approved inspection of outstanding work items) |
| 12. Use of outside consultant for plan review or Inspection             | = Actual Cost**   |

\*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

\*\*Actual costs include administrative and overhead costs.

**Mechanical, Electrical, and Plumbing Permit Fee Schedule**

Residential (1 and 2 family dwellings):

1. New Construction – Flat fee based on the floor area of the home including finished and unfinished basements, but excluding garages and covered patios.
  - 0 – 2,500 square feet = \$120
  - 2,501 – 4,000 square feet = \$155
  - 4,001+ square feet = \$200
2. Other Installations – Including, but not limited to, temporary construction electrical service, change of electrical service, and electrical wiring for installation of residential spas, hot tubs, hydro massage tubs, swimming pools, electrical space heating, air conditioning, signs, and outline lighting.
  - Flat fee of \$50 per permit.

Commercial (including 3 or more family dwellings):

Fees for all work based on the contract price of the work, including value of owner supplied equipment.

- \$10,000 or less = \$60 + \$0.02 x job value
- \$10,001 – \$100,000 = \$260 + \$0.01 x job value
- \$100,001 or more = \$1,160 + \$0.005 x job value

Other Fees:

- Requested Inspections of existing installations = \$42.00 per hour (1/2 hour minimum, includes travel time)
- Re-inspection = \$50.00
- Plan check fee/technical service fee = \$42.00 per hour (1/2 hour minimum)

Small Work Permit:

The City of Twin Falls hereby establishes a Small Work permit for Mechanical, Electrical, and Plumbing jobs. Small Work is defined as a job with a total cost that does not exceed five hundred dollars (\$500). Small Work does not include any job with a specifically designated fee in this resolution. Small Work also includes, regardless of total cost, the installation of:

- Residential water heaters up to 100 gallons,

- Water softeners and other single unit appliances,
- Sprinkler system backflow prevention
- Bath fans,
- Dryer ducts, and/or
- Extension of forced supply and return ducts up to 25 feet.

The permit fee for Small Work permits shall be \$10.00

**Work without a Permit Penalty**

Permit fees are due upon commencement of the work and must be paid prior to inspections being performed. The Building Official may assess an escalating penalty as established herein, for failure to obtain a permit and pay the required fee. Penalties are assessed in addition to the permit fee.

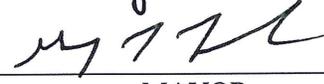
1. First violation: \$100 or double the required permit fee, whichever is greater.
2. Second violation: \$250 or double the required permit fee, whichever is greater.
3. Third violation: \$500 or double the required permit fee, whichever is greater.
4. Fourth and subsequent violations: \$1,000 or double the required permit fee, whichever is greater.”

PASSED BY THE CITY COUNCIL

May 6, 2013.

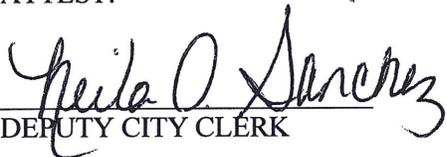
SIGNED BY THE MAYOR

May 6, 2013.



MAYOR

ATTEST:

  
 DEPUTY CITY CLERK

# Downtown Assistance Program Boundary

Reference Only

