



**City of Twin Falls  
Building Department**  
324 Hansen Street East  
P.O. Box 1907  
Twin Falls, ID 83303-1907

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www.tfid.org

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2/17/15

To our valued customers,

Starting March 1<sup>st</sup>, 2015 the City of Twin Falls will be accepting electronic submittals for residential construction projects.

The submittal process details are as follows:

- All digital files are to be submitted via e-mail to this address: [buildingfax@tfid.org](mailto:buildingfax@tfid.org)
- A completed building permit application must be submitted with the digital plans. See attached PDF application with writable fields.
- After the digital plans and application are processed, the permit applicant will receive a copy of the permit applications via e-mail.
- After the plans have been reviewed and approved, the permit applicant will receive an e-mail letting them know that the permit is ready to be picked up and the fees due.
- The permit applicant will need to come in and pay for the permit and receive the yellow inspection card. At that time we will e-mail the approved set of plans to the applicant in a PDF file.
- The permit holder will need to print out a **colored** set of the approved plans and have them onsite for the inspections.
- All change order and revisions will need to be submitted electronically as well. **Please reference the building permit number when submitting a change order or revision (please don't use owner's name, lot/block, etc.)**

We look forward to offering this service. As with any new program, we know there may be some unseen hang ups as we begin to implement this; I am confident with your patience and cooperation we can work through those and make this a successful program.

Sincerely,

Jarrod Bordi  
Building Official