City of Twin Falls
Building Department
203 Main Ave. East
P.O. Box 1907
Twin Falls, ID 83303-1907

Phone: 208-735-7238
Fax: 208-736-2256
www.tfid.org
Submittals: buildingfax@tfid.org

Residential New Home Permit Application

All information to be filled out in its entirety or application will not be taken in

Required items for plan submittals: **All items must be submitted together or application will not be accepted.**

- ☐ Permit application (all fields) filled out & signed.
- ☐ Designer checklist filled out & signed by designer.
- ☐ Manual J's duct design and calcs from HVAC contractor. (Include outside air in calculations)
- ☐ Energy compliance: Prescriptive approach written on SITE PLAN or ResCheck performance method, etc)
- ☐ Construction plans designed as per ***designer's checklist.*** ***See pg. 2 of application for plan submittal requirements.***
- ☐ If needed:
  - ☐ Engineering & Calc's for walls over 10' or non-prescriptive wall bracing.
  - ☐ Flood plain application/ No-rise certificate from Engineer.
  - ☐ Total building cubic footage for Fire Department (if not in a subdivision or close to a hydrant).

REVISED 5/4/22

PROJECT INFORMATION

Project Address: _____ LAND USE ZONE: _____

Subdivision _____ Lot: _____ Block: _____

PROPERTY OWNER INFORMATION

Name: _____
Business Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

CONTRACTOR INFORMATION

Homeowner? ☐ YES ☐ NO

Business Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____
State Registration # & Expiration Date: _____

PLAN DESIGNER

Business Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

ADDITIONAL CONTACTS:

Business Name: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

Type of Permit Requested (This area to be completed by Designer) (Submit corresponding checklist)

- ☐ Single Family Dwelling
- ☐ Townhouse (separate site only permit required)
- ☐ Duplex
- ☐ Zero Lot Line

**See separate application for manufactured & modular homes

Additional description: _____

First Story:	_____	Sq. Ft.
Second Story:	_____	Sq. Ft.
Basement Finished:	_____	Sq. Ft.
Basement Unfinished:	_____	Sq. Ft.
Garage	_____	Sq. Ft.
Covered Porch/ Patio	_____	Sq. Ft.
Total Sq. Ft.	_____	Sq. Ft.

Not in a subdivision – Total Cubic Feet _____

Project Value: $_____

A. Project Value is used to calculate fees for the building permit. Project Value is the total value of the construction work for which the permit is issued, **including overhead and profit** as well as finish work, painting, roofing, electrical, plumbing, heating/air conditioning, elevators, fire extinguishing systems, other permanent equipment, and owner supplied items. Project value excludes the value of the land.

B. **I certify that the value & scope of work provided above are the most accurate available at this time**:

Print Name _____ Signature _____ Date _____

Plan Submittal Requirements

Single Family Dwellings, Duplexes, Zero lot line, & Townhouses

- **Digital submittals:** A **PDF** is required **(Min. 18" x 24", Max 24" x 36")**. Save the PDF directly from the CAD file instead of a scan if possible so that plans are "intelligent" & file size is smaller. Min ¼" Scale on floor plans, 3/16" =1' or 1"=5' scale for site plans to allow for us to add notes to plans. 1/8" scale only allowed when large lot won't fit on page.
- **Submit electronic plans and application to: buildingfax@tfid.org**
- **If submitting paper plans: Plans may be submitted in paper, but we will give you back a scanned PDF redset.**
- Permit applications are reviewed in the order in which they are received, so in order to avoid any delays, make sure that all of the required information is provided.
- Plans to be designed to the **2018 IRC Code & 2018 IECC**. **(with Idaho amendments)**

Separate Permits or Submittals

- Twin Falls Highway District approach permit (if being built in a non-platted subdivision)
- Canal Company approval letter (if being built in a non-platted subdivision)
- Submit well and septic tank permits, **if applicable** along with stamped site plan from SCDH.
- When the structure is more than two stories in height, 10' single story, or exceeds prescriptive code requirements, plans are required to be engineered (& stamped) for tall walls and sheer by an Idaho licensed engineer or architect. Calculations are also required.
- Additional permits ***are required*** for electrical, plumbing and mechanical installations.

1. **Planning and Zoning Information**
   a. Verified compliance with all setbacks and easements: yes ☐ or no ☐ Flood plain? yes ☐ or no ☐

2. **Curb, Gutter, & Sidewalk**
   1. With new construction, curb, gutter, and sidewalk are required. If your property does not currently have curb, gutter or sidewalk and there is none adjacent to your property, you may be able to defer construction of these items if you are in an area where these are non-existent. You will need to bring in a Warranty Deed showing proof of ownership, then we will provide you the form and notarize the deferral here at the Building Safety Department.
   2. Verify all existing curb cuts in new subdivisions so that garage aligns with existing curb cut.

3. **Fire Department Access & Fire Protection Plan**
   Show the location of the 20-foot fire department access road to within 150 feet to all exterior walls of the building. Show fire department turn-a-round when the access road is longer than 150 feet. When there isn't a fire hydrant within 150' of residence, Residential buildings exceeding 56,000 total cubic feet within the fire district will need to be: 1) divide the building with an approved fire wall, 2) install water storage for fire protection (NFPA1142), 3) install an automatic fire sprinkler system, 4) install a fire/ smoke monitoring system.

NOTICE

All applications expire **180 days** from the date they are received. All permits expire **180 days** from the date of issuance or **180 days** from the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees may be required. Please contact the Building Official with any requests for reactivation or extensions.

USE AND OCCUPANCY OF BUILDING

A Certificate of Occupancy will be issued upon completion of the project and after approval of final inspection.
No occupancy is allowed until issuance of the Certificate of Occupancy. A temporary C of O can be issued for certain incomplete work under extenuating circumstances (such as frozen ground) with a **$1000 refundable fee.**

Residential New Home Checklist

*****Designer: Please fill out and submit with plans to applicant*****

Digital PDF or 2 full sets of plans (Min. page size 18" x 24", Max 24" x 36"). Min ¼" Scale on floor plans, 3/16"=1'-0" or 1"=5' for site plans. Pages to be numbered and stapled. Please save the PDF directly from the CAD file, instead of a scan if possible. Digital plans & application to be submitted to buildingfax@tfid.org

Notice to all applicants: This checklist is designed to provide the basic information needed to allow the various agencies within the city to complete a plan review of your new home. The basic requirements outlined below may not be all inclusive.

Check each item below as you complete it or mark N/A if not applicable.

Building Location

- ☐ **Provide approved subdivision plat from City of Twin Falls engineering department showing all addresses and lot & block numbers, with lot that you are building on highlighted.**

Site Plan

- ☐ Site plan typical scale 1:5 or 3/16". Can be drawn 1:10 or 1/8" when house or lot is very large.
- ☐ Note address on site plan.
- ☐ Verify which land use zone the house is in to apply the correct setbacks & note zoning designation on Site plan.
- ☐ Buildings shall be correctly oriented (no reverse plans), and be site specific.
- ☐ Verify all existing curb cuts in new subdivisions so that garage aligns with existing curb cut.
- ☐ Show orientation with north arrow. **Note**: North arrow does not have to always face straight up on the site plan.
- ☐ Show setbacks from structures to the property lines, lot dimensions and lot square footage.
- ☐ Show location of all existing and new structures (dimensions of and between structures) on the site if applicable.
- ☐ Indicate all easements for water, sewer line, utilities, access, etc.
- ☐ Indicate where water and sewer lines will be tying into city water and sewer mainlines. (New)
- ☐ Show all zoning setbacks (indicate location and dimensions).
- ☐ Show all streets that border lot on site plan (ie. Corner lots or lots with street in front and back)
- ☐ Show any arterial/collector streets & applicable centerline setbacks
- ☐ Show driveway turnaround if no backing is allowed onto street (only required on some collector/arterial streets)
- ☐ Show: (1) the storm water drainage system (typ. Arrows and grades), (2) the drainage from the building. (3) the retention areas.
- ☐ (All drainage must be retained on lot & be maintained after landscaping) "Slope grade away from house, 6" in 10' min."
- ☐ Indicate lot corners including finished grade & finished floor elevation. F.F.E. 12" + 2% above gutter minimum.
- ☐ Show and dimension all existing and proposed concrete work (patios, AC pads, sidewalks, driveways, curb & gutter, etc.) Note:
- ☐ Driveway's & RV pads to be hard surfaced. (SUI zone min. 50' solid surface from roadway required)
- ☐ Cubic feet numbers for Fire Department if no hydrant close by. You may be required to add a hydrant also.
- ☐ Energy Compliance Path (ResCheck current version) or indicate on Site Plan prescriptive method (showing all R-values and types).

Foundation/Floor Framing Plan

- ☐ Foundation and required expanded footing shall include dimensions and reinforcement's type, size, and locations.
- ☐ Detail insulation material types with notes as to R-value, location and weather protection of thermal envelope for slab, foundation stem walls, mono footings, crawlspaces and/or basement walls.
- ☐ Hold-down types or other embedded hardware for framing attachments, including locations.
- ☐ Indicate location of all foundation vents and sizes. (vent crawl space 1:150 no vapor barrier or 1:1500 with vapor barrier) **or** show conditioned crawl space (to be noted on plans). Vents to be 3' max from corners.
- ☐ Indicate location of crawl space access(es) 18" x 24" minimum. 20' min. to underflow cleanouts.
- ☐ Cross section of the foundation and details. Show footing sizes, j-bolts, stem wall sizes & all rebar (quantity & sizes).

- ☐ Vertical rebar for basement walls: 8' wall: #4 @ 16" o.c. or 9' wall: #4 @ 12" o.c. or #5 @ 18" o.c.
- ☐ All floor joists are noted & with dimensions. If using I-joists, please specify manufacturer & type & size of I-joist being used.
- ☐ Show 30" clear in crawl space. Show over dig as applicable.
- ☐ Show 15" min. width footings for bonus rooms & 2 story walls.
- ☐ Show damp proofing on all exterior foundation walls below grade.
- ☐ Clearly note pony walls on plan that support bearing walls above & show blocking if perpendicular to bearing wall.
- ☐ Engineering may be required on spot footings when large point loads are present from girder truss loads above.
- ☐ Add all engineering notes, tie downs or details on plans.

Floor Plan/ Roof Framing Plan

- ☐ A minimum of one fully dimensioned building cross-sections from foundation to roof with all materials specified. Include insulation baffles, roof framing, roof sheathing, roof covering and roof pitch. Please include full cross section for 2 story houses showing both stories.
- ☐ Window and door sizes, type and location. (Mark all egress and tempered windows)
- ☐ Show location of smoke detectors. (Inside each sleeping room, outside of each sleeping room and on each story of a dwelling.) To be hard-wired and interconnected.
- ☐ Carbon Monoxide Detectors outside all bedrooms (if house contains fuel fire appliances, fireplace, or has an attached garage)
- ☐ **Wall Bracing Design** (Exterior and interior) shall be **clearly indicated** and a schedule included which specifies the method of bracing to be used and the foundation attachments. (see IRC 602.10) (Design to be provided on a separate page & include dimensions to BWP's)
- ☐ Label intended use for all rooms and ceiling heights of each room on floor plan.
- ☐ Indicate location and types of fire separations, (including detail and full UL/GA Listing) and construction methods to be used.
- ☐ Provide square footage summary of each of the following: livable area, garage, carport, covered patios, shops, porches, and basement (Finished or unfinished), and any other areas. (Dimensions based upon exterior of foundation). **Provide this on first page of plans**.
- ☐ Detail insulation material types with notes as to R-value at the intersection of floor systems with exterior walls, crawl spaces, basement walls, mass walls, and at conditioned space separation barriers.
- ☐ Show 6-sided assembly detail in bonus rooms. (OSB against trusses, 2x6 stud wall w/ r-20 insulation, & sheetrock)
- ☐ Floor framing plan, showing size of headers and all interior pony walls.
- ☐ **Show/ highlight any interior bearing walls clearly on floor plan, floor framing plans & roof framing plan.**
- ☐ Roof framing plan**.** Showing truss layout, collar ties, overbuild areas and rafter sizes, any interior bearing walls, girder truss locations, and header locations. If roof framing plan is generic and doesn't reflect actual truss layout, include truss layout from truss engineer. Engineering will also be required on job site from Truss manufacturer.
- ☐ Provide actual truss layout & profiles from truss engineer on large and complex roofs.
- ☐ Location, size and design of basement egress window wells; including headers over windows and height from floor.
- ☐ Size and location of attic access to any attic space >30" tall. 22"x30" min.
- ☐ Show how attic will be vented (if applicable).
- ☐ Show bathroom exhaust fan or operable window.
- ☐ Construction details on all steps, stairs and landings. **Provide cross section** showing rise & run, framing, handrails, and head clearance.
- ☐ Size, type and location of all bearing beams and/or headers. Call out continuous headers if using any of the PORTAL FRAME methods.
- ☐ Exterior elevations (North, East, West & South sides) showing finish & height of walls. (Include height from grade to peak)
- ☐ All notes and details from engineering to be transferred to plans by designer.
- ☐ Provide Engineering on all girder load points (headers and spot footings).
- ☐ Provide Engineering for any steel posts or beams.
- ☐ Show height of house on elevations.
- ☐ Show roof pitch on elevations or roof framing plan.

Designer to sign application that they completed check off list: _____

Designer Signature