



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

Phone: 208-735-7238  
 Fax: 208-736-2256  
[www.tfid.org](http://www.tfid.org)  
[bsdpermits@tfid.org](mailto:bsdpermits@tfid.org)

## Residential Addition (enclosed)

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

Revised 5/17/23

<u>PROJECT INFORMATION</u>	
Project Address: _____	LAND USE ZONE: _____
Subdivision _____	Lot: _____ Block: _____
<u>PROPERTY OWNER INFORMATION</u>	<u>CONTRACTOR INFORMATION</u>
Name: _____	Business Name: _____
Business Name: _____	Address: _____
Address: _____	City, State, Zip: _____
City, State, Zip: _____	Phone: _____
Phone: _____	Email: _____
Email: _____	State Registration # & Expiration Date: _____
<u>PLAN DESIGNER</u>	<u>ADDITIONAL CONTACTS:</u>
Business Name: _____	Business Name: _____
Contact Name: _____	Contact Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

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

Addition \_\_\_\_\_ Sq. Ft.  
 Garage \_\_\_\_\_ Sq. Ft.  
 Sunroom \_\_\_\_\_ Sq. Ft.

Total: \_\_\_\_\_ Sq. Ft.

Existing bedrooms? \_\_\_\_\_ Proposed bedrooms? \_\_\_\_\_

Additional description: \_\_\_\_\_

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**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

- **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 1/4" 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" or 1:10 scale only allowed when large lot won't fit on page.
- **Submit electronic plans and application to:** online permit [portal](#) or [bsdpermits@tfid.org](mailto:bsdpermits@tfid.org)
- **If submitting paper plans:** 1 set of plans (Min. 11" x 17", Max 24" x 36") Min 1/4" 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.
- Additional permits **are required** for electrical, plumbing and mechanical installations.
- 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.
- 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.
- Plans to be designed to the **currently adopted IRC & IECC. (with Idaho amendments)**

### **1. Required items for plan submittals (to be completed and submitted with application): (see *designer's checklists* for all others):**

- Permit application (all fields) filled out & signed.
- Designer checklist filled out & signed.
- Construction plans designed as per **designer's checklist & completed checklist filled out by designer.**
- If needed:
  - a. Engineering & Calc's for walls over 10', non-prescriptive wall bracing, or non-prescriptive type construction.
  - b. Flood plain application/ No-rise certificate from Engineer.
  - c. Total building cubic footage for Fire Department (if not in a subdivision or close to a hydrant).

### **2. Planning and Zoning Information**

- a. Verified compliance with all setbacks and easements: yes  or no  Flood plain? yes  or no

### **3. Curb, Gutter, & Sidewalk**

1. When over a 25% increase to total square footage, 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. Contact City Engineer for deferral approval.
2. Verify all existing curb cuts in new subdivisions so that garage aligns with existing curb cut.

### **4. 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 Addition (enclosed) Checklist

## (Addition to living space, garage, or sunroom)

**\*\*\*Designer: Please fill out and submit with application\*\*\***

1 copy of paper plans OR digital PDF (Min. 11" x 17", Max 24" x 36") Min 1/4" Scale on floor plans, 3/16" or 1"=5' for site plans (smaller paper may be allowed on small jobs). **For digital plan review, please save the PDF directly from the CAD file, instead of a scan if possible. Plans to be submitted to online permit [portal](#) or [bsdpermits@tfid.org](mailto:bsdpermits@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 the proposed project. 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.

### Site Plan (provide on a separate page)

- Site plan typical scale 1:5 or 3/16". Can be drawn 1:10 or 1/8" when house or lot is very large.
- Show orientation with north arrow.
- 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.
- Show all minimum 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 and dimension all existing and proposed concrete work (patios, AC pads, sidewalks, driveways, curb & gutter, etc.) **Note: Driveway's to be hard surfaced for all parking and maneuvering & connect up to existing asphalt.**
- Show prescriptive energy code on first page of plans. (R-38 attic, R-20 ext. walls, R-11 perimeter or R-30 floor, & .35 u-value lo-e windows)

### Foundation/Floor Framing Plan

- Show pier footing sizes & depth. (24" min. below grade for frost protection)
- 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 stems, 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 1:150) **or** show conditioned crawl space (to be noted on plans).
- Indicate location & size of crawl space access(s). 18"x24" min. access.
- Show attachment to existing foundation. (Drill & epoxy 1-#4 rebar in footer & stem wall, 3" min. penetration)
- Cross section of the foundation and details. Show footing sizes, stem wall sizes & all rebar (quantity & sizes).
- All floor joists are noted & with dimensions. If using I-joists, please specify manufacturer & type & size of I-joist being used.
- Show 30" minimum clear below floor joists in crawl space. Show over dig as applicable.
- Show 6"x15" min. width footings for bonus rooms & 2 story walls.
- Show damp proofing on all foundation walls below grade.
- Show pony wall footings & note blocking over pony walls on plans that support bearing walls above.
- Engineering may be required on spot footings when large point loads are present from girder truss loads above.

### Floor Plan/Roof Framing Plan

- Show & label the rooms in the addition and expanded floor plan (& label) of areas adjacent to the addition.
- Provide square footage summary of addition on plans. (Dimensions based upon exterior of foundation).
- Roof framing plan. Showing truss layout, any interior bearing walls, girder truss locations, and header size & locations. Truss engineering will also be required on job site from Truss manufacturer.
- Size and location of attic access to any attic space >30" tall. (22"x30" min.)
- 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.
- 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, roof pitch, hurricane ties, wall height, etc. Please include both stories for 2 story houses.

- 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.)
- 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)
- Indicate location and types of fire separations, (including detail and full UL or GA Listing) and construction methods to be used.
- Show 6-sided assembly detail in bonus rooms. (OBS against trusses, 2x6 stud wall w/ r-20 insulation, & sheetrock)
- Provide actual truss layout & truss profiles from truss engineer on large and complex roofs.
- Show how attic will be vented (if applicable).
- Location, size and design of basement egress window wells; including headers over windows and height from floor.
- Show bathroom exhaust fan or operable window.
- Exterior elevations (North, East, West & South sides) showing finish & height of walls. (Include height from grade to peak)
- Provide Engineering for any steel posts or beams or non-prescriptive type structures.**
- Provide Engineering if walls are over 10' tall.** Engineering to be provided on stud size & spacing, shear (sheathing & nailing pattern), and any additional tie downs or footing requirements. Calculations to be provided as well.

New construction: Smoke detectors shall receive their primary power from the building wiring. They shall be interconnected for cross activation of alarms and shall also be equipped with a battery backup.

Existing Dwellings: Smoke detectors must be provided as above when any changes to the home are made. Interconnection and hard-wiring of smoke alarms in existing areas shall not be required where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes. Interconnected battery powered smoke detectors will be allowed in inaccessible areas.

**Designer to sign application that they completed check off list:** \_\_\_\_\_

Designer Signature