



**City of Twin Falls  
Building Department**  
324 Hansen Street East  
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7/13/16

To our valued customers,

Starting July 18, 2016 the City of Twin Falls will be accepting electronic submittals for commercial construction projects. The submittal process details are as follows:

- All digital files are to be dynamic/intelligent files submitted via thumb drive (in person or by mail)
- A completed building permit application must be submitted on the thumb drive with the digital plans. See the City's website for the application with writable fields. (<http://www.tfid.org/DocumentCenter/View/1253> )
- After the digital plans and application are started, the permit applicant will receive a copy of the permit applications via e-mail. The fees shown are approximate and may change due to additional fees like water meters, right-of-way, etc.
- 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 final 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 return the thumb drive with the approved set of plans in a pdf format.
- The permit holder will need to print out **a full size colored set of approved plans** and have them onsite for the inspections.
- All change order and revisions will need to be submitted electronically as well.

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