



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

Phone: 208-735-7238
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www.tfid.org

11/30/17

To our valued customers,

Starting January 2, 2018, the City of Twin Falls will be changing the required submittal process for Commercial Plans.

Commercial plans can either be submitted fully electronic or if you want to submit paper plans you must also provide an electronic copy. The submittal process details are as follows:

- **Electronic Plans:** Plans saved (actual size pages will be printed) as PDF & combined together. We prefer plans to be saved directly from CAD (instead of scanned) so the file is "intelligent", Digital signature ok
- **Paper Plans:** 1 complete sets of stamped plans & an electronic set (signature can be a scanned/copy or digital)
- Electronic plans can be submitted via thumb drive, email or ftp site (contact Building Dept office 208-735-7238 to have ftp site set up)
- A completed building permit application must be electronically submitted with the 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 confirmation via e-mail or in person
- 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 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 the approved plans will be provided by thumb drive, email, or download to the ftp site
- If fully electronic plans were submitted the permit holder will need to print out a full size colored set of approved plans and have them onsite for the inspections
- If paper plans were submitted the applicant will receive the approved set of paper plans to have onsite for the inspectors
- **All change order and revisions will need to be submitted through the same process as the original submittal**

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