



# 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

## Site Only Commercial Permit Application

Has the Engineering Dept. approved lot for building permits?      YES              NO

**\*\*\*NOTE\*\*\* ANY PROJECT CONTAINING MORE THAN ONE BUILDING IS REQUIRED TO SUBMIT A SEPARATE SITE ONLY PERMIT APP.**

<b>PROJECT INFORMATION</b>		<b>Special Use Permit required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Project Address: _____		Subdivision: _____	
Business/Tenant using space: _____		Lot / Block/ Parcel #: _____	
*Check address with Engineering before submitting application*		Zoning District/PUD/ZDA Name: _____	
<b>PROPERTY OWNER INFORMATION</b>		<b>CONTRACTOR INFORMATION</b>	
Business name: _____		Business Name: _____	
Contact name: _____		Contact Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
		State Registration # & Expiration Date: _____	
<b>ARCHITECT INFORMATION</b>		<b>ENGINEER INFORMATION</b>	
Business Name: _____		Business Name: _____	
Contact Name: _____		Contact Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	
<b>ADDITIONAL CONTACTS: Project Manager, other designers, contacts, etc</b>			
Business Name: _____		Business Name: _____	
Contact Name: _____		Contact Name: _____	
Address: _____		Address: _____	
City, State, Zip: _____		City, State, Zip: _____	
Phone: _____		Phone: _____	
Email: _____		Email: _____	

1. Project Description: \_\_\_\_\_

I certify that the scope of work provided above is accurate according to my knowledge:

(applicant) \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. Project Value:** Value of site work (curb, gutter, sidewalk, storm water retention, parking, and landscaping to be included in value of each building permit.

**3. Planning & Zoning Info** A. Land Use Zone: \_\_\_\_\_ B. Special Use permit required? Yes or NO  
C. Req'd Landscaping provided SF#: \_\_\_\_\_ D. Parking Spaces \_\_\_\_\_

**4. Engineering Info** A. Flood Plain? \_\_\_\_ yes \_\_\_\_ no B. Site Drainage Area w/ Calcs \_\_\_\_\_  
B. Water Tap Size \_\_\_\_\_ C. Sewer Tap Size \_\_\_\_\_

**5. Building & Fire Info**

\*\*\*Attach a site-specific letter from the engineering department or other public water provider stating fire flow at hydrants. Include static pressure if fire sprinklers are to be installed.\*\*\*

A. Fire Flow: \_\_\_\_\_

B. Static Pressure: \_\_\_\_\_

C. Is there a fire alarm system? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Partial

D. Is the building fully fire sprinkled? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Partial

\*\*\*FYI...Fire sprinklers plans and Elevators plans to be submitted to the State for review.\*\*\*

G. Occupancy Class(s): \_\_\_\_\_ H. Construction Type: \_\_\_\_\_

I. Building Height: \_\_\_\_\_ J. Number of Stories: \_\_\_\_\_

\*\*\*NOTICE\*\*\*

All permits expire 180 days from the date of their issuance or 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 will be required on all permits. Furthermore, any application that has not been issued or picked up after 180 days will become null and void.

\*\*\*New commercial projects/ and or additions with all the required submittals are not expected to exceed 4-6 weeks for the initial review, but could take longer depending on needed revisions or current workload. Please let the Building Department know if there are any unusual time constraints and we will work with you to move your project forward as quickly as possible. Please keep in mind that any missing information from the following checklist will cause delays in the review & processing of the permit application.

**General Requirements for all plan submittals (Plans to be “FOR CONSTRUCTION”):**

Digital Plans required for submittal: Save plans “to scale” (actual size pages will be printed) as a PDF & combined together. We prefer plans to be saved directly from CAD (instead of scanned) so the file is “intelligent”. **Digital signatures OK.** \*Please call permitting help line at **208-735-7238** to coordinate best way to transfer files for application. Small files email to [buildingfax@tfid.org](mailto:buildingfax@tfid.org)

**Commercial Site Only Plan Review Checklist**

**Notice to applicants:** This checklist is designed to provide the basic information needed to allow the various agencies with the City to complete a plan review of the proposed project. The basic requirements outlined below may not be all inclusive.

\*\*\* (DESIGN PROFESSIONAL TO GO THROUGH LIST AND CHECK OFF THAT ALL REQUIREMENTS HAVE BEEN PROVIDED ON PLANS.) \*\*\*MISSING ITEMS BELOW WILL DELAY ISSUANCE OF THE BUILDING PERMIT\*\*\*

**Civil Site Plan** (This is REQUIRED separate from the architectural site plan) To include:

Scale and format to be standard scale at between 1:10 to 1:60 scale;

Digital paper size typically 24x36, but other sizes may be approved on a case by case basis.

Legal description and/or record of survey for the property and a vicinity map w/ north arrow.

Property lines and lot dimensions, including minimum building setbacks from property lines to be **clearly shown** on site plan. We recommend using a legend to clearly designate the different line types.

Right-of-way details including access, easements, utilities, drainage, wastewater, right of way to be dedicated;  
 Right-of-way improvements, both existing and proposed; along with right of way dedication according to the master transp. plan.  
 Accessible route of travel from parking spaces to the building entrance and connecting to the public right-of-way.  
 Fire department all weather access (access must be 20 feet wide with a 75,000 pound load capacity and reach within 150 feet of any/or all portions of the exterior walls of the building(s).  
 Fire hydrants within 1000 feet & fire line location must be shown on the site plan; a water model may be required to determine fire flow. Identify existing and new.  
 Grading plan including finished floor elevations, accessible route and top of curb elevations.  
 Utility services – Number of water services including size and location; sewer location and proposed connection to the main; irrigation service size and location, grease interceptor (including a detailed design) for all food service occupancies;  
 Parking lot layout, including fully dimensioned space & aisle layout, detailed handicapped parking spaces & accessible route from right of way to entrance.  
 Storm Drainage – Show site retention design, and or waterways.  
 Storm Drainage Calculations – To be designed & stamped by an Idaho Registered Civil Engineer or Landscape Architect.  
**Geotechnical report** – when building within 100' of canyon rim. 50' closest allowed to canyon rim.  
 Water tap size needed (or well permit, if applicable) & location shown on plans.  
 Sewer lateral location, & sewer tap size.  
 All public water or sewer mains to have a 15' easement min.  
 Proposed and existing curb, gutter, sidewalk, and driveway approaches.  
 Flood Plain indicated if within 100 year or less flood zone.

**Architectural Site Plan** (This is **REQUIRED** in addition to the civil site plan) To include:

- Scale typically 1/8" per foot for large projects and 1/4" per foot for smaller ones. Other sizes allowed on a case by case basis.
- Location of new and existing structures and distance between.
- Show any areas used for the storage or use of materials regulated by the IFC;
- Show required square footage of Landscaping – Including all types and locations of landscape areas showing berms, trees, bushes, fencing, and retaining walls.
- Exterior lighting fixtures showing lumens per foot (City Code 10-11-4)
- Show property lines with dimensions, corner pin designations, easements, and building setbacks from property lines.
- Show trash enclosure/ mechanical equipment areas with method of screening, loading docks, storage areas, & pedestrian ways.
- Location of new and existing structures with fully dimensioned measurements to property lines & other structures;
- Parking lot design – Including fully dimensioned spaces, isles, and landscape islands per city code 10-10. **Include accessible parking design.**
- Drive thru isle with extra escape lane (if applicable).
- If applicable...required improvements per SUP, PUD, ZDA, or HPC conditions.

**CODE/ PLAN ANALYSIS** – Required information is detailed on the example code Analysis form within the application. Example plans analysis to only be used as a guide, and not the actual plans analysis. Specify use and occupancy class in plans analysis. This is crucial for us to check setbacks from property lines per IBC table 602.

**Architectural Plan Overview** Provide architectural plans that show floor plans & elevations. This can be preliminary so we can get an idea of scope of project, accessibility, square footages, etc.

*I (the designer in responsible charge) hereby certify that I have read and examined the above application and checklist, and that all of the information provided and items **checked** are included as part of the initial permit application submittal and are true to the best of my knowledge.*

Architect's Signature \_\_\_\_\_

Date \_\_\_\_\_

Civil Engineer Signature \_\_\_\_\_

Date \_\_\_\_\_

# SAMPLE PLANS ANALYSIS:

(THIS INFO TO BE PROVIDED ON PLANS) \*\*\*MAY NOT BE ALL INCLUSIVE\*\*\*

Applicable codes: (List all currently adopted codes in COTF on plans)		
OCCUPANCY CLASS(S): (A, B, M, S-1, E, R-2, ETC...)		
OCCUPANCY USE: (DAYCARE, HAIR SALON, DOCTORS OFFICE, ETC.)		
CONSTRUCTION TYPE:		
SEISMIC DESIGN CATEGORY:		
ALLOWABLE STORIES (SEE IBC TABLE 505.4):		
ALLOWABLE BUILDING HEIGHT:		
ALLOWABLE AREA INCLUDING CALC'S: (SEE IBC TABLE 506.2)		
ACTUAL AREA (SHOW AREA PER STORY AND TOTAL):	BASEMENT:	1 <sup>ST</sup> :
	2 <sup>ND</sup> :	3 <sup>RD</sup> :
	4 <sup>TH</sup> :	5 <sup>TH</sup> :
	TOTAL:	
AUTOMATIC SPRINKLER SYSTEM?	YES	OR NO
ALLOWABLE AREA SEPARATION REQUIRED?	YES	OR NO
OCCUPANCY SEPARATION OR NON-SEPARATED USE?		
FIRE RATED WALLS REQUIRED? (SPECIFY TYPE & RATING)	YES	OR NO
PENETRATIONS? SHOW APPROVED LISTED PRODUCTS ON PLANS:		
FIRE RESISTANCE RATINGS OF BUILDING ELEMENTS (SEE IBC TABLE 601) (IF YES, SPECIFY RATING)		
RATED STRUCTURAL FRAME (ROOF SUPPORTS ONLY):	YES	OR NO
RATED BEARING WALLS-EXTERIOR:	YES	OR NO
RATED BEARING WALLS-INTERIOR	YES	OR NO
RATED BEARING WALLS-INTERIOR (ROOF SUPPORTS ONLY):	YES	OR NO
RATED NONBEARING WALLS-EXTERIOR (>30' FIRE SEPARATION):	YES	OR NO
RATED NONBEARING WALLS-EXTERIOR (10'-30' FIRE SEPARATION):	YES	OR NO
RATED NONBEARING WALLS-INTERIOR	YES	OR NO
RATED FLOOR CONSTRUCTION:	YES	OR NO
RATED ROOF CONSTRUCTION:	YES	OR NO
MINIMUM ROOF CLASS: (SEE IBC TABLE 1505.1)		
RATED CORRIDORS: (SEE IBC SECTION 1020.1)	YES	OR NO
EXTERIOR WALL OPENINGS: SEE IBC 705.8		
FIRE DOORS: IBC TABLE 716.1.2		
FIRE ALARM SYSTEM: (SEE IBC 907.2)		
FIRE FLOW AND DURATION:		
FIRE HYDRANTS: SHOW LOCATIONS AND DISTANCE TO STRUCTURE		
BUILDING EXITING (REQUIRED EXITS PER OCCUPANT LOAD): SEE IBC TABLE 1006.3.2		
EXITS REQUIRED PER FLOOR:		
CORRIDOR WIDTH: (SEE IBC TABLE 1020.2)		
FURTHEST TRAVEL DISTANCE: (SEE IBC TABLE 1006.2.1 & 1017.2)		
AREAS OF REFUGE REQUIRED: (SEE IBC SECTION 1009.2,3,4)	YES	OR NO
PORTABLE FIRE EXTINGUISHERS ON PLANS: (SEE IFC SECTION 906)	YES	OR NO
CLASSIFIED AREAS? IF YES, SHOW ON PLANS & SHOW AREAS	YES	OR NO
VESTIBULE REQUIRED?	YES	OR NO
SPECIAL INSPECTIONS REQUIRED?:	YES	OR NO
LIGHTING LAYOUT AND COM CHECK?	YES	OR NO