



# Downtown Permit Assistance Program

City of Twin Falls,  
Idaho

Downtown Boundary Map  
(See Backside)

## HELPING YOU WITH...

- ◆ Pre-project research This program will offer pre-project research for the location provided by the applicant. This will help to see if the location will meet the needs for the intended use. The Downtown Permit Assistance liaison will be versed in the pertaining codes which include the International Existing Building Code, City Ordinances & etc.
- ◆ Document Guidance Business and/or commercial property owners do not typically understand the differences in the various forms and applications that may be required to be submitted. By focusing on what is needed, the potential for wasting valuable time will be greatly reduced.
- ◆ Single Point of Contact A “downtown” business owner should not be expected to learn to navigate the City’s development system and decipher which City departments may be involved with a project. The City’s liaison will gather pertinent information to interpret what it means and how it might impact the applicant. Coordinating project information with the other City departments that are affected will be a focus. If it is deemed necessary, a joint meeting will be setup to discuss the project among all parties.
- ◆ Problem Solving This program will provide the opportunity to have someone with expert code knowledge be available to help navigate through the sometimes confusing codes. Meetings can be arranged between the applicant’s design professional and the City to work together to find what solutions may be available.
- ◆ Project Eligibility This program would be offered to all existing commercial structures located within the associated boundary map. Projects where new buildings are being constructed within the boundary map would follow the normal permit process for a new building.

### For Assistance Please Contact

Jarrod Bordi or Jon Victor

Phone: 208.735-7238

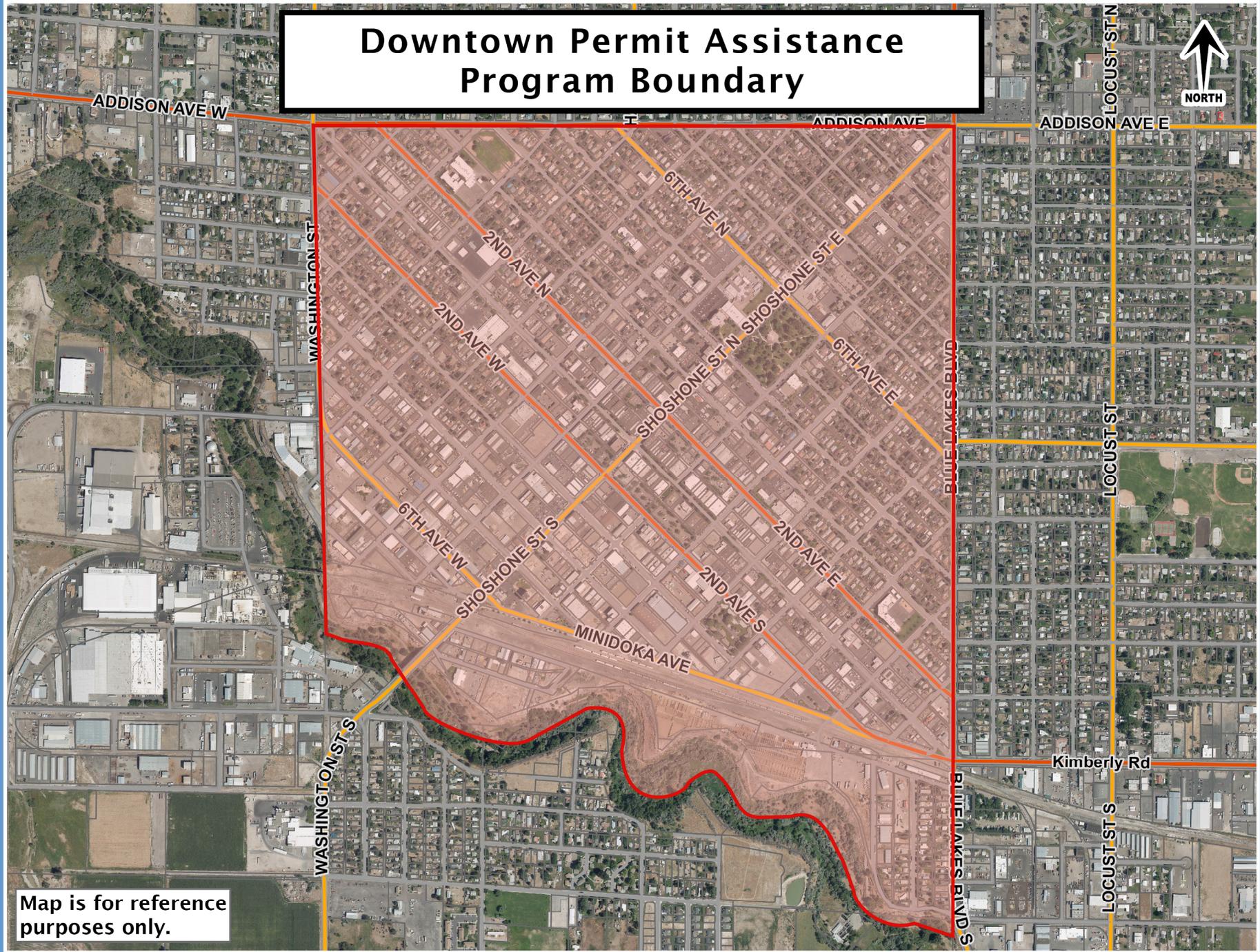
Email: [jbordi@tfid.org](mailto:jbordi@tfid.org) or [jvictor@tfid.org](mailto:jvictor@tfid.org)

### Downtown Permit Assistance Liaison

Jarrod Bordi & Jon Victor have been assigned the task of running the City of Twin Falls’ Downtown Permit Assistance Program.

Jarrod and Jon have a combined experience of over 30 years working with building codes and are uniquely qualified to assist with your project whether big or small.

# Downtown Permit Assistance Program Boundary



Map is for reference purposes only.