



**City of Twin Falls**  
**Building Department**  
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[bsdpermits@tfid.org](mailto:bsdpermits@tfid.org)

# Residential Remodel Permit Application

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

<u>PROJECT INFORMATION</u>	
Project Address: _____	
<u>PROPERTY OWNER INFORMATION</u>	<u>CONTRACTOR INFORMATION</u>
Name: _____	Business Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
Contractor registration exempt? Yes <input type="checkbox"/> or No <input type="checkbox"/>	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: _____
	State Registration # & Expiration Date: _____

## Type of Permit Requested

- Interior Remodel/ Repair  
 Egress Windows (see informational brochure)  
 Conversion from SFD to Duplex

First Story: \_\_\_\_\_ Sq. Ft.  
 Second Story: \_\_\_\_\_ Sq. Ft.  
 Basement Finished: \_\_\_\_\_ Sq. Ft.

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

Is this a duplex or townhouse being remodeled? Yes  No

Description of work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Project Value: \$** \_\_\_\_\_

- A. Building permit valuations shall include total value of work for which the permit is being issued, such as electrical, gas, mechanical, plumbing, equipment and permanent systems, including materials and labor. **Project value only excludes the value of the land.** COTF Resolution No. 2024-011
- 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

**Interior residential Remodels:** (ie., kitchen or bathroom remodel, water or burn damage repairs, finishing or remodeling basement, adding an egress window, creating a duplex from an existing home, moving a wall or tearing down a wall).

- **If submitting paper plans:** **Min ¼" Scale on floor plans. 1 set of plans w/ application.** Paper size determined by size of project (we prefer at least 11x17, but can be as small as 8 ½ x 11). If drawing plans by hand, please use graph paper and a ruler so plans are neat and legible. These plans can be scanned and sent to us electronically as well.
- **If submitting electronically:** A PDF is required (same scale as paper plans). Scan the hand drawing or save the PDF directly from the CAD file instead of a scan if possible so that plans are "intelligent" & file size is smaller.
- **Submit electronic plans and application to:** online permit [portal](#) or [bsdpermits@tfid.org](mailto:bsdpermits@tfid.org)
- Additional permits **are required** for any 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. (**see remodel checklist**)
- When the structure does not meet prescriptive requirements of the code, engineering may be required. (ie., steel beams or posts in basement) Calculations are also required.
- Plans to be designed to the **currently adopted IRC & IECC. (with Idaho amendments)**

### **1. Required items for remodels:** (see *designer's checklists* for all others):

- Permit application (all fields) filled out & signed
- Designer checklist filled out & signed
- Energy compliance: Prescriptive approach or ResCheck energy code method, etc) (If finishing a basement)
- Construction plans designed as per **designer's checklist & completed checklist filled out by designer.**
- If needed: Engineering for non-prescriptive code items. (ie., steel beams and posts or tall walls over 10' tall.)

### **\*\*\*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 may be required. Please contact the Building Official with any requests for reactivation or extension.

## 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 or Certificate of Completion. 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 Interior Remodel Only Checklist**

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

**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.

### **Floor Plans**

- Full floor plan of floor(s) where work is being done. This is required even if doing a bathroom remodel.
- Provide **before** and **after** floor plans ¼" per foot scale or 1 square equals (#) feet. Can be one page if simple remodel. If a burn repair, show all areas affected by burn. Show entire floor where remodel is happening.
- Location, size and design of basement egress windows; including headers over windows and height from floor & window wells (dimensioned). **See egress window brochure for additional info.**
- Window type & size, and door sizes & swing, 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)

- Label intended use for all rooms and ceiling heights of each room on floor plan. **6'-8" Min. ceiling height in basement.**
- Provided dimensions for new walls being built.
- Show plumbing fixtures, bathroom & kitchen cabinets, and HVAC equipment on floor being remodeled.
- Specify insulation R value in exterior walls. Habitable basements require R-15 continuous or R-19 intermittent min.
- Wiring per code required when creating a new space in basement (ie., creating a new bedroom).
- Show exhaust fan or operable window in bathroom.
- Size, type and location of any new bearing beams and/or headers.
- Note pressure treated lumber when lumber touches concrete. (bottom plate of basement walls)
- Roof framing plan (if modifying trusses or opening up a bearing wall) showing truss layout, any interior bearing walls, girder truss locations, and header locations. Engineering will also be required on job site from Truss manufacturer if replacing trusses.
- Indicate location and types of fire separations, (including detail and full UL or GA Listing) and construction methods to be used.  
\*\*\*This requirement is applicable when a single family dwelling is being converted into a duplex or remodeling a duplex.
- Provide Engineering for any steel posts or beams, or new retaining walls in basement.

Existing Dwellings: Smoke detectors must be provided & interconnected (throughout house) where alterations, repairs or additions requiring a permit occur. ***“Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.”*** IRC section R314.4

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

## **LEAD & ASBESTOS:**

The US Environmental Protection Agency requires that Renovation, repair and painting projects that disturb lead-based paint in pre-1978 homes, childcare facilities and schools must be performed by an EPA Certified Renovator working for an EPA Certified Firm and specific work practices must be implemented to prevent lead contamination. More information is available at 1800-424-LEAD [5323] or <http://www2.epa.gov/lead>

### **Laurie Fay**

US Environmental Protection Agency Region 10  
1200 Sixth Avenue  
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Phone: 206-553-1541  
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Email: [fay.laurie@epa.gov](mailto:fay.laurie@epa.gov)

You may also find information about **ASBESTOS** at <http://www2.epa.gov/asbestos> or the State of Idaho has information on their website at <http://deq.idaho.gov/air-quality/air-pollutants/air-toxics/asbestos.aspx>

Please note that EPA R10 in Seattle handles asbestos in schools (AHERA regulation). R10 Seattle no longer handles asbestos NESHAP issues – these are referred to John Pavitt, EPA R10 Anchorage, AK office – his contact information is phone (907-271-3688) and/or email ([pavitt.john@epa.gov](mailto:pavitt.john@epa.gov)).