



City of Twin Falls
Building Department
203 Main Ave. East
P.O. Box 1907
Twin Falls, ID 83303-1907

Phone: 208-735-7238
Fax: 208-736-2256
www.tfid.org
bsdpermits@tfid.org

Res. Detached accessory Bldg. Permit Application

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

PROJECT INFORMATION	
Project Address: _____	LAND USE ZONE: _____
Subdivision _____	Lot: _____ Block: _____
PROPERTY OWNER INFORMATION	CONTRACTOR INFORMATION
Name: _____	Business Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____
	State Registration # _____
	& Expiration Date: _____
PLAN DESIGNER	ADDITIONAL CONTACTS:
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 (This area to be completed by Designer) **(Submit corresponding checklist)**

- ☐ Detached Accessory Structure (ie., shed >200 Sq. ft.)
☐ Misc. Fence/ Pool/ Deck

Detached Garage _____ Sq. Ft.
Detached Carport _____ Sq. Ft.
Pool or detached Deck _____ Sq. Ft.
Detached Shed _____ Sq. Ft.

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

Detached accessory building

- **Submit electronic plans and application to:** bsdpermits@tfid.org or to our online [permit portal](#).
- **If submitting electronically:** A PDF is required (same scale as paper plans). Save the PDF directly from the CAD file instead of a scan if possible so that plans are "intelligent" & file size is smaller.
- **If submitting paper plans: 1 full sets of plans (Min. 18" x 24", Max 24" x 36")** Min 1/4" Scale on floor plans, 3/16" +1' or 1"=5' scale for site plans (smaller paper may be allowed on small jobs).
- 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.
- When the structure is more than two stories in height, over 10' single story, or exceeds prescriptive code requirements, plans & calculations are required to be engineered (& stamped) for tall walls and shear by an Idaho licensed engineer or architect.
- Plans to be designed to the **2018 IRC & IECC** codes with Idaho amendments.

1. Required items for detached accessory building submittals: (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)

Construction plans designed as per ***designer's checklist & completed checklist filled out by designer.***

If needed:

- a. Engineering for walls over 10' or non-prescriptive wall bracing.
- b. Flood plain application/ No-rise certificate from Engineer.
- c. Lot not in a subdivision: Total building cubic footage for Fire Department, Highway District permit, and Canal Company Permit.
- d. South central public health district approval letter & stamped site plans if building is on well & septic.

2. Planning and Zoning Information

a. Verified compliance with all setbacks and easements? yes ☐ or no ☐ Flood plain? yes ☐ or no ☐

b. Declared use of building? _____

3. Curb, Gutter, & Sidewalk

1. When increasing the square footage of buildings on your property more than 25%, curb, gutter, and sidewalk are required in most zones. If your property does not currently have curb, gutter or sidewalk and there is none adjacent to your property, you may be able to defer construction of these items if you are in an area where these are non-existent. You will need to bring in a Warranty Deed showing proof of ownership, then we will provide you the form and notarize the deferral here at the Building Safety Department.
2. Solid surface driveways required to all garages used for parking and or maneuvering.

4. Fire Department requirements:

Verify locations of fire hydrants. May require additional fire protection if detached building is over 56000 cubic feet.

*****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 or Letter of Completion 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 Detached Accessory Bldg. Checklist

(Garage, Shop, Shed, Playhouse, Gazebo, Greenhouse, Deck... > 200 sq. ft.
& Pools greater than 24" deep)

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

1 set of plans (Min. 18" x 24", Max 24" x 36") Min 1/4" Scale on floor plans, & 3/16" or 1"=5' for site plans (smaller paper may be allowed on small jobs). Pages to be numbered and stapled.

A PDF is required for digital plan review. Please save the PDF directly from the CAD file, instead of a scan if possible. Digital plans to be submitted to bsdpermits@tfd.org

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.

Site Plan

Site plan typical scale 1:5 or 3/16". Can be drawn 1:10 or 1/8"=1'-0" when building or lot is very large.

Buildings shall be correctly oriented w/ north arrow and be site specific.

Show zoning setbacks from structures to the property lines, lot dimensions and lot square footage. Detached accessory building to be **10' min.** away from any part of the house. (Measured to edge of house or post of existing covered porch or patio)

Show location of all existing and new structures (dimensions of and between structures) on the site if applicable.

Indicate all easements for water, sewer line, utilities, access, etc.

Show all streets that border lot on site plan (ie. Corner lots or lots with street in front and back)

Indicate lot corners including finished grade & finished floor elevation. TYP. F.F.E. > / = 15" min. above curb.

Show and dimension all existing and proposed concrete work (patios, AC pads, sidewalks, driveways, curb & gutter, etc.)

Note: All parking and maneuvering to be solid surfaced (concrete, asphalt, or pavers).

Twin Falls Highway District or City of Twin Falls approach permit (if adding a new approach).

Foundation/Floor Framing Plan

Foundation and required expanded footing shall include dimensions and reinforcement's type, size, and locations.

Hold-down types or other embedded hardware for framing attachments, including locations.

Cross section of the foundation and details. Show footing sizes, stem wall sizes & all rebar (quantity & sizes).

Fasteners that penetrate conc. or P.T. lumber to be hot dipped galvanized or equal.

If not using a prescriptive IRC foundation design, engineering & calcs will be required on tie/hold downs.

Floor Plan/Roof Framing Plan

Wall Bracing Design shall be **clearly indicated** and a schedule included which specifies the method of bracing to be used and the foundation attachments. (see IRC 602.10) (Design to be provided on a separate page & include dimensions to BWP's)

Label intended use for all rooms and ceiling heights of each room on floor plan.

Provide square footage summary of accessory structure.

Show 6-sided assembly detail in bonus rooms. (OBS against trusses, 2x6 stud wall w/ r-20 insulation, & sheetrock) (If applicable)

Roof framing plan. Showing truss layout, any interior bearing walls, girder truss locations, and header locations. Truss pack will be required on job site from Truss manufacturer.

Provide actual truss layout & profiles from truss engineer on large and complex roofs.

Size and location of attic access to any attic space >30" tall.

Show how attic will be vented (if applicable).

Construction details on all steps, stairs and landings. Provide cross section showing rise & run, framing, handrails, and head clearance.

Size, type and location of all bearing beams and/or headers. Call out continuous headers if using any of the PORTAL FRAME methods.

Energy Compliance Path (**ResCheck current version**) or indicate on Site Plan prescriptive method (showing all R-values and types).

A minimum of one fully dimensioned building cross-sections from foundation to roof with all materials specified. Include insulation baffles, roof framing, roof sheathing, roof covering and roof pitch.

Exterior elevations (North, East, West & South sides) showing finish & height of walls. (Include height from grade to peak)

Provide Engineering (& calcs) if walls are over 10' tall or if not using a prescriptive IRC foundation design. Engineering to be provided on stud size & spacing, shear (sheathing & nailing pattern), and any additional tie downs or footing requirements.

Provide Engineering on any free-standing post and beam or pole barn structure. (Some exceptions may apply)

Provide Engineering for any steel posts or beams.

Note: Special use permits may be required in certain zones if your accessory building exceeds a certain size. See City Staff for further info.

New accessory dwelling units: Smoke detectors shall receive their primary power from the building wiring. They shall be interconnected for cross activation of alarms and shall also be equipped with a battery backup.

Existing Dwellings: Smoke detectors must be provided as above when any changes to the home are made. Interconnection and hard-wiring of smoke alarms in existing areas shall not be required where the alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available which could provide access for hard wiring and interconnection without the removal of interior finishes. Interconnected battery powered smoke detectors will be allowed in inaccessible areas.

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

Note: Certificate of Completion will be given after completion of all inspections.