



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

Phone: 208-735-7238  
Fax: 208-736-2256  
[www.tfid.org](http://www.tfid.org)

Submittals: [bsdpermits@tfid.org](mailto:bsdpermits@tfid.org)

## Change Order Resubmittal Form

**Required items for plan re-submittals:** **All items must be submitted together to [bsdpermits@tfid.org](mailto:bsdpermits@tfid.org)**

- Resubmittal form (all fields) filled out & signed.
- Revised project value if project value has increased. \$ \_\_\_\_\_
- Revised square footage if building size has increased. \_\_\_\_\_

Permit Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Resubmittal Date: \_\_\_\_\_

Person requesting change order: \_\_\_\_\_

**Check one:**

- Deferred submittal.** Include description of the deferred submittal in the field provided below.

\_\_\_\_\_  
\_\_\_\_\_

- Change Order to Approved Plans.** Describe a broad overview of the changes you are proposing in the field provided below. Changes should be clouded with a delta number assigned for ease of identification, and a revision date. Failure to provide description of revisions may result in plan review delays.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- a. Provide a full list of changes made including page numbers affected.

**\*\*PLEASE NOTE\*\*** If new work is proposed and the permit has been finalled or expired (e.g., finishing a basement area, adding decks or porches, or increasing scope of work that was not approved in the original permit), you must submit a new application and the required sets of plans for a new permit.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature