



City of Twin Falls Building Department

203 Main Ave. E.
P.O. Box 1907
Twin Falls, ID 83303-1907

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

Commercial ELECTRONIC plan submittal standards

This document includes the City of Twin Falls file preparation standards for electronic drawings and documents submitted as part of a building permit application. If your documents do not follow these standards, your application may be rejected.

Submission File Format Requirements:

- All documents shall be submitted in PDF format.
- Only vector files shall be submitted. Scanned files are not accepted.
- All text in submitted PDF files shall be searchable.
- PDF files shall NOT require a password to view or to restrict the PDF permissions within the file.
- The file size of each submission file shall not exceed 300 MB.
- PDF Packages / Portfolios are not accepted.
- All text in submitted plans should be black. **Do not** use red as an ink color in drawings or documents.
- If documents require signatures, you may use a digital or electronic signature. Do not lock the file.

File Naming Standards:

- File names of plans and supporting documents should describe the file contents and include the submission order number, for example Architectural Plan Set – Rev01.pdf
- The same file name should be used for revisions, but the submission number should be incremented for each resubmission, for example Architectural Plan Set – Rev02.pdf

Plan Set Standards:

- PDF files containing Plan / Drawing Sheets shall contain a PDF bookmark for each sheet, that contains the Sheet Reference Number. For example, A for Architectural then the Sheet Number, for example A-1, A-2, A-3, etc.
- All Discipline/prefix labels to be uppercase.
- The plan set should be submitted as one file. Do not “folderize” the PDF. **All bookmarks to be in one folder.**
- Plan set sheets should be scaled to 24” x 36” or 30”x48” typically.
- Plans should be generated to a fixed scale, for example ¼” to 1’.
- Include the date the current plan set was saved in the sheet title block.
- Plan sheet reference numbers shall be unique.
- Plan sheets shall be oriented to allow the sheets to be viewed without needing to rotate the sheet, typically Landscape.
- If plans need to be revised and resubmitted, the same plan/drawing sheet reference number shall be used for each subsequent submission version of the same drawing sheet. **Please Note: It is very important that you are consistent in how you label your Plan Set sheets. You must use the same label for a resubmitted sheet.**
- Revisions to include revision number and date.

Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file.
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.

- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Engineering Calculations, FEMA, CEQA, specifications, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait.

Example Level 1 Discipline / Trade Sheet Reference Prefix:

Discipline / Trade	Sheet Reference Prefix
Title Page/ Page Index	T
General	G
Civil	C
Landscape	L
Demolition	D
Architectural	A
Structural	S
Fire	F
Mechanical	M
Plumbing	P
Electrical	E

General Requirements for all plan submittals (FOR CONSTRUCTION):

- Provide phasing plan for multi-building project (IF APPLICABLE).
- Provide supplementary sheet with each separate type of building (showing sq. ft. and project value). *If more than 1 bldg. in project.*
- Plans are to be stamped, signed, and dated by an Idaho Licensed Architect and/or Engineer(s).
- Code/ Plans Analysis must be on all Commercial plans. **See sample in application.**
- An Energy Code Compliance Report must be designed to comply with either ANSI/ASHRAE/IESNA 90.1 or Chapter 4 [CE] and applicable tables for Climate Zone 5 of the 2018 International Energy Conservation Code (IECC). A COMCheck energy code analysis of the structure will be accepted as part of the required compliance report. (COMCheck is a three-part report: Building Envelope, Mechanical & Lighting).
- Separate architectural and civil site plans are required. If your civil engineer would like to draw the architectural site plan, all items from the architectural site plan checklist need to be shown on their plans.

Required minimum items for plan submittals: All items must be submitted together or application will not be accepted.

- Designer checklist filled out & signed by designer in responsible charge. All boxes to be checked or write **N/A** besides box.
- Construction plans designed as per **designer's checklist**. *To be stamped and signed by Idaho architect or engineer. To include, but not limited to the items below:*
 - Mechanical plans & Ventilation calculation per IMC section 401.2 for either natural or mechanical ventilation. **Not required on shell only building (No C of O) permits.**
 - Lighting plans, lighting schedule, and lighting ComCheck. **Not required on shell building (No C of O) permits.**
 - Energy compliance: Prescriptive approach with R values written on Cover Page or ComCheck performance method.
 - Completed Sewer Capacity Fee Worksheet. **(if installing new plumbing fixtures)**
- Structural calculations for gravity & lateral loads. (This is to include engineering calcs for a pre-engineered metal building).
- Waste Water Discharge Survey **(if Industrial)**

*****New commercial projects/ and or additions with all the required submittals are not expected to exceed 5 weeks for the initial review, but could take longer depending on completeness of plans 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.**