

# Twin Falls County Planning and Zoning and Building Department

## **POLE BUILDINGS**

THIS BROCHURE IS INTENDED TO BE A GENERAL GUIDE TO THE BUILDING PERMIT PROCESS. EVERY ATTEMPT HAS BEEN MADE TO INCLUDE THE BASIC REQUIREMENTS; HOWEVER IN THE EVENT THE INFORMATION IS IN CONFLICT WITH ADOPTED CODES, THE CODE PROVISIONS SHALL PREVAIL.

Thank you for making your investment in Twin Falls County. We appreciate your confidence in our area and the opportunity to assist you in obtaining the necessary building permits.

We are proud of our county and the role we play in maintaining a high quality residential and business community. While our primary responsibility is the administration of building and zoning codes, we do view you as our customer and try to accomplish our assigned responsibilities in a positive and constructive manner. We are here to answer your questions and assist you in securing your building permit and during the construction of your project.

In order to expedite the processing of your building permit, we recommend that you review this brochure and contact other agencies that need to issue permits, or approve your plans; such as the local Fire Department, Health Department, Highway District, Canal Company etc.

Please be sure your plans are complete and drawn to scale, since a delay in the permit review process may occur if additional information is needed.

### **WHEN CAN YOU START WORK**

The law requires that a building permit be issued prior to any work being done. To avoid a financial penalty, please allow ample time for us to process your application prior to the start of your project. The minimum penalty for work started without a permit is an amount equal to the building permit fee.

### **WHEN IS A BUILDING PERMIT REQUIRED**

A building permit is required any time a building or structure is erected, constructed, remodeled, enlarged, altered, repaired, moved, removed, converted, or demolished. This includes work within a building that would be considered non-structural, such as moving or erecting non-bearing walls. There are some types of work that are exempt, and the building department can provide you with this information.

## MINIMUM PLANS REQUIRED

- A. Plans stamped by an Idaho licensed architect or engineer are required for all projects involving an engineered structure and buildings not covered by the IRC (International Residential Code).
- B. Two (2) sets of plans drawn to a scale of ¼" to 1'0", or computer-generated plans drawn to not less than 1/8" to 1'0". Plans must include (2) sets of the site plans, which may be drawn to a lesser scale provided all information is legible.
- C. All pages should be numbered and the sets stapled.

## NEW CONSTRUCTION, ADDITIONS, & ENCLOSURES

Any revision to the Site Plan or Building Plans after the permit is issued must be submitted to the Zoning and Building Departments for review and approval **prior to the change being done on the site**. Other departments or agencies may also require prior review and approval. The following information, and/or drawings, are needed on both sets:

### A. Site Plan

1. Drawn to scale and include the grid or legal address, and north orientation arrow.
2. Show all property lines, lot dimensions, and identify official survey corner stake locations.
3. Indicate easements, right-of-ways, well and septic system locations.
4. Show all other buildings and the distance between buildings and property lines.
5. Show proposed new construction, dimensions, distance between buildings, and property lines.
6. Show the front building setback from the property line (not the edge of road, fence, etc.).
7. Indicate on the site plan the surface water drainage system away from the proposed structure.
8. Show finished floor or top of foundation elevation in relationship to crown of the road or other fixed terrain to verify adequate surface drainage. (May use generic elevations such as road crown 100.0 and top of foundation 103.0.)
9. Show driveway or access road location, length, width, and type (i.e. gravel, concrete, asphalt, etc.).
10. Two (2) site plans stamped approved by the South Central Public Health District.

### B. Building Plans

Two (2) sets of plans stamped by an Idaho licensed engineer or architect drawn to scale containing the following information and/or drawings:

1. Size, depth, and spacing of holes for the poles.
2. Type and size of poles.
3. Details on the method of setting the poles (concrete, compacted soils, base material under the poles and uplift restraints, etc.)
4. Window and door sizes, locations, and headers.
5. Roof construction details including anchoring to poles, beams, purlins and covering.
6. Wall framing details including purlins, siding, insulation and interior wall covering.

7. Completed plans analysis form.
8. Floor plan showing the size and proposed use of any interior room, mezzanines, stairs and construction details.
9. Location, type, and size of beams and point load supports.
10. Minimum of two (2) elevations (front and back) of the structure.
11. Handicap access and restroom facilities, if applicable.
12. Detail drawings for stairs treads, risers, landings, handrails, guardrails, and headroom.
13. Typical construction details showing method of construction, type of material and location of all items from footing through the roof construction.
14. Heating, ventilation and insulation details, if applicable.
15. Completed Energy Conservation Certification form. "Com-check" **for heated buildings.**  
[www.energycodes.gov](http://www.energycodes.gov).

## **INTERIOR REMODELING**

A building permit is required for all interior remodeling including modifications of non-structural walls, removal, and installation or modification of window and door sizes. Check with the building department prior to start of any remodeling or repairs for a listing of limited exemptions.

### **Plans and Information Needed:**

1. Two sets of **stamped** scale drawn plans and all applicable items in Section B **EXCEPT** the site plan and items that are not involved in the remodeling.
2. Additional information may be required for complex projects.

## **REGULAR INSPECTIONS**

An Inspection Record Card will be attached to the approved building permit Job Site Plans. In most cases **ALL** of the inspections listed will be required. Each required inspection must be requested and signed off by the inspector **prior** to proceeding to the next phase of construction. The Inspection Record Card and the Approved Job Site Plans must be on site for all inspections. **The Certificate of Occupancy and /or Occupancy approval cannot be issued when any of the required inspections has not been completed.**

Building Department Inspection requests may be submitted by telephone 24-hours a day and 7 days a week by calling 208-734-9490 Ext. 1.

1. **Minimum** information needed:
  - a. Permit Number
  - b. Type of Inspection
  - c. Project address
  - d. Contact information (name and number)
2. The permit holder is responsible for requesting inspections.
3. Whenever possible, inspection requests received by 9:00AM will be completed the same day. Requests received after 9:00 AM will be scheduled for the next work day.
4. Generally, inspectors will start on the east side of the county and work west.
5. Scheduling of regular inspections for a specific time or a general time period is not possible without at least 24 hours prior approval of the Building Official/Inspector.

6. The inspection Record Card and approved Job Site Plans must be on the job site for all inspections.
7. A re-inspection fee may be required to be paid prior to a return inspection for projects not ready as requested or items on a correction notice not completed.
8. **Property pins must be located and property lines clearly marked for the inspector for the setback inspection.** Should there be a question of the location of the property boundary, the inspection will not be approved, and therefore, a survey may be required. A re-inspection may be requested when the lines are marked.
9. Post the job address at the road so that the site can be found easily by the inspectors.

## **SPECIAL INSPECTIONS**

Special inspectors may be required for engineered buildings, structures, or portions of such for concrete, welding, excavation, or erection of engineered steel buildings. Special inspectors may be required by the architect, engineer of building department. All costs associated with required special inspections shall be the responsibility of the permit holder or contractor.

## **USE AND OCCUPANCY OF BUILDINGS**

- A. Building and Zoning Laws require a final inspection and issuance of an Occupancy Permit **PRIOR** to the use or occupancy of any new or remodeled structure.
- B. An Occupancy Permit, and in some cases a building permit, is required **PRIOR** to the use or occupancy of space that is considered to be a change in use, such as a conversion of an office or retail space to a shop, storage building, vehicle repair shop or furniture refinishing, etc. **It is recommended that the building and zoning departments be contacted PRIOR to commitment to determine if the space meets applicable codes for the proposed use.**
- C. Please allow ample time between the project completion and planned occupancy for the required inspections and Occupancy Approval.

## **BUILDING PERMIT FEES**

Building permit fees are based on a square foot valuation established for the various types of construction, and the proposed use of the building or portion of the building. There may be more than one type of use in a single building. The Building Permit Fee Schedule adopted by the local jurisdiction is used to determine the actual permit fee based on the total valuation. The building code valuation could be different than the contract or assessed valuation.

## **ADDITIONAL BUILDING PERMIT APPLICATION INFORMATION:**

Permit applications are reviewed in the order in which they are received, in order to avoid delay, make sure that all of the required information is provided. The estimated time for a residential plan review is usually not more than seven business days. This is contingent upon the submittal of complete plans and specifications along with all of the required supporting documents.

Additional permits are required for any electrical, plumbing and HVAC (mechanical) installations. Please call 1-800-955-3044 or go to [www.dbs.idaho.gov](http://www.dbs.idaho.gov).

The project will be given an approximate address during construction. Final address will be determined prior to final inspection.

All permits expire after 180 days from the date of permit issuance or the date of last inspection. **It is your responsibility to make sure the permit does not expire.**

Twin Falls County adopted the 2012 International Building Code.

**Building Design Criteria and Plan Preparation.** Unless determined differently, based on site evaluation by a qualified design professional, the Design criteria for Twin Falls County shall be:

- Wind Load 90 mph 3 second gust
- Height and exposure adjustment coefficient is "C"
- Snow Load 30 lbs. per sq. ft. (ground)
- Seismic design category "C"
- Design Temperature zero degrees Fahrenheit
- Weathering Probability rating for concrete is "Severe"
- Frost line depth is 24" below finished grade
- Maximum soil bearing pressure is 1500 lbs. per sq. ft. unless a soils investigation is provided
- Foundation walls over 9 ft. height require engineering design
- Foundation walls over 3'- 6" shall be a minimum 8-inch thickness
- Buildings over two-story height or of unusual design may require engineering design
- Truss design drawings shall be in accordance with R802.10 and retained on site.
- Trusses need to be marked on the underside of the truss in the interior of the building.

Any deviation from these criteria must be approved by the Twin Falls County Planning and Zoning Department.

No building or structure shall be placed within six (6) feet of another structure.

No building or structure shall be placed within an easement area. Always check plat map and/or legal description for easements.

## **ASSISTANCE**

If you have any questions concerning your building permit or during the construction, the following county and state departments are here to assist you.

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| County Building and Zoning Department            | 734-9490   |
| State Electrical, Plumbing and HVAC (mechanical) | 1-800-955-3044 or <a href="http://dbs.idaho.gov">dbs.idaho.gov</a> |
| South Central Public Health District             | 737-5900   |
| (for well and septic systems)                    | 737-5918   |
| Fire Districts: Twin Falls                       | 735-7232   |
| Buhl   | 543-5664   |
| Filer  | 326-4353   |
| Rock Creek (Kimberly, Hansen, Murtaugh)          | 423-4336   |
| Salmon Tract                                     | 655-4222   |