

**TWIN FALLS COUNTY**  
 PLANNING & ZONING ADMINISTRATION  
 630 ADDISON AVENUE WEST, SUITE 1100, TWIN FALLS, ID 83301  
 TELEPHONE (208) 734-9490 FAX (208) 733-9645

**RESIDENTIAL /COMMERCIAL**  
**HVAC PERMIT APPLICATION**

**PROPERTY OWNER OF RECORD**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell or other #: \_\_\_\_\_

Is the property owner doing the construction?  
 Yes or  No

**CONTRACTOR**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell or other #: \_\_\_\_\_

Idaho Registration #: \_\_\_\_\_

Expiration date: \_\_\_\_\_

1. **Parcel No.** \_\_\_\_\_ (i.e. RP10S18E150000 or RPOK3838999100 - obtained on your tax information or from the County Assessor's Office at the County West Building)
2. If in a subdivision: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_
3. **Address of Project:** \_\_\_\_\_ **City:** \_\_\_\_\_
4. **Description of work:** \_\_\_\_\_  
 \_\_\_\_\_
5. **Driving directions:** \_\_\_\_\_  
 \_\_\_\_\_
6. **Person to notify regarding the permit:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_

**PRIOR TO FIRST INSPECTION**

**Property address must be posted at public road entrance, (Lot # if in a subdivision)**

I hereby apply for a permit to do the work stated above, and acknowledge that I have read this application and hereby certify that the above information is complete and correct and, as the applicant, I accept the responsibility to insure that all work, material and inspections will be in accordance with State and County adopted codes, ordinances, and Building Dept. inspections prior to use or occupancy.

Signature of Owner or Applicant \_\_\_\_\_ Date \_\_\_\_\_

\* \* \* \* \*

OFFICE USE: Plans reviewed by: \_\_\_\_\_ Plans approved by: \_\_\_\_\_  
 Notification to pick up: \_\_\_\_\_

# HVAC FEE SCHEDULE

## RESIDENTIAL

- **New: Single family dwelling, duplexes, townhomes:**

Fee based on living space (see definition below)

- Up to 1,500 sq/ft -- \$100
- 1,501 to 2,500 sq/ft -- \$150
- 2,501 to 3,500 sq/ft -- \$200
- 3,501 to 4,500 sq/ft -- \$250
- Over 4,500 sq/ft -- \$250 plus \$50 for each additional 1,000 sq/ft. or portion thereof \$250 + (\$50 x # of additional 1,000 sq/ft or portion thereof)

- **Replacement or retrofit systems in existing structures:**

\$50 fee plus \$10 per piece of additional \*mechanical equipment being installed, up to a maximum of the corresponding \*living space sq/ft (\$50 + (\$10 x # of additional pieces of mechanical equipment) = \$ \_\_\_\_\_

- Dwelling (per unit)     Manufactured or Mobile Home     Detached shop/garage
- Exhaust / Ventilation Ducts
- Gas Line
- Solid Fuel Appliance / Gas Heating Appliance
- Hydronic Heating: \$50 + (\$10 x # of manifolds / zones) = \$ \_\_\_\_\_

## MISCELLANEOUS ITEMS

\$50 + (\$10 x # of additional pieces of mechanical equipment) = \$ \_\_\_\_\_

- New detached structures (i.e. shop, garage, pool house, pole barn, farm shop, shed, etc.)
- Exhaust / Ventilation Ducts
- Gas Line
- Solid Fuel Appliance / Gas Heating Appliance
- Hydronic Heating: \$50 + (\$10 x # of manifolds / zones) = \$ \_\_\_\_\_

## COMMERCIAL / INDUSTRIAL

Fee based on construction valuation chart

Total cost, to include labor and materials. Job Value Amount: \$ \_\_\_\_\_

\* Mechanical equipment includes but is not limited to appliance, gas line, ducts, exhaust vent, etc.

\*\* Living Space is defined as space in a dwelling unit intended for human habitation which may reasonably be utilized for sleeping, eating, cooking, bathing, washing, recreation, and sanitation purposes. An unfinished basement is considered part of the living space.

**All NEW HVAC systems require Manual J calculations to be submitted with application.**

Further questions should be directed to the Twin Falls County Planning and Zoning Department.