

# Twin Falls County Planning and Zoning and Building Department

## **COMMERCIAL 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 environment. 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 may 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 IS A BUILDING CONSIDERED COMMERCIAL**

Any building or structure not specifically covered by the International Residential Code (IRC) must be permitted and inspected under the provisions of the International Building Code (IBC).

### **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 not covered by the IRC (International Residential Code) for single-family homes.
- 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.
- D. All pages and documents must have original signature of Idaho Licensed Architect or Engineer. Computer generated signatures will not be accepted.

## 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. Detail on general and handicap parking.
11. 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 including a **Plans Analysis** and the following information and/or drawings:

1. Footing and foundation plan showing the size(s), type, and size of steel reinforcement.
2. Completed plans analysis form.
3. Floor plans showing the size and use of all rooms or areas, door and window locations, headers, stair details, heating, exiting system and exit signs, emergency lights, etc.
4. Location of egress windows and smoke detectors, if required.
5. Size and location of attic and crawl space access, if applicable.

6. Crawl space venting system, if applicable.
7. Floor framing systems showing type, direction of joist or details on concrete floor.
8. Location, type, and size of beams, piers, columns, and point load supports.
9. Handicap access and restroom facilities.
10. Detail drawings for stairs, including treads, risers, landings, handrails, guardrails, and headroom.
11. Typical construction details showing method of construction, type of material, and location of all items from footing through the roof construction.
12. Minimum of two (2) elevations (front and back) of the structure.
13. Heating, ventilation, and insulation details.
14. Completed Energy Conservation Certification form. "Com-check" for heated buildings. [www.energycodes.gov](http://www.energycodes.gov).
15. Type and location of fire extinguishers.

## **INTERIOR REMODELING**

A building permit is required for all interior remodeling, including modifications of non-load bearing 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 listed 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.

## **USE AND OCCUPANCY OF BUILDINGS**

1. 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.
2. An Occupancy Permit, and in some cases a building permit, is required **PRIOR** to the use or occupancy of existing buildings or portion of such where the new use is considered to be a change in the type of use. Example: Conversion of an office or retail space to 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.**
3. Please allow ample time between the project completion and planned occupancy for the required inspections and Occupancy Approval.

## **REGULAR INSPECTIONS**

An Inspection Record Card will be provided with 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. A Certificate of Occupancy and/or Occupancy approval cannot be issued when any of the required inspections have 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 9:00 a.m. will be completed the same day. Requests received after 9:00 a.m. 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 by 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 on the return inspection.

## **BUILDING PERMIT FEES**

Building permit fees are based on a square foot valuation established for the various types of construction and the proposed type of use, such as a garage, warehouse, dairy, retail or wholesale store, etc. The square footage of each type of use is multiplied times the valuation established by the jurisdiction to arrive at a total building valuation. The Building Permit Fee Schedule based on the computed valuation is used to determine the actual permit fee.

## **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.

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

## **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. (Applications and permits are available by calling 1-800-955-3044 or going 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
- 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.