

How to Complete the Village Building Permit Application

<p><b>A</b></p>	<ul style="list-style-type: none"> <li>• Enter names and contact information for the person applying for the permit, the architect and the contractor. If you are using a contractor, the contractor should take out the permit. The permit holder is responsible for scheduling all inspections, re-inspections, fees and remediation of any non-compliant work.</li> </ul>
<p><b>B</b></p>	<ul style="list-style-type: none"> <li>• Enter date of application.</li> <li>• Enter the type of construction, using terms like “house”, “shed”, “garage”, “office building”, etc.</li> <li>• Enter street address of the improvement.</li> <li>• Enter the legal description of the property. This can be found on your deed or property tax statement.</li> </ul>
<p><b>C</b></p>	<ul style="list-style-type: none"> <li>• Enter the value of the improvement. A bid, an estimate or similar information can be used. If you are doing the work yourself, both the material cost and a reasonable value for the labor you are putting into the work must be included. If the costs do not seem reasonable, the value will be adjusted based on the costs of similar work in the area.</li> <li>• General costs are everything except electrical. Land value is not included.</li> <li>• Enter the value of the electrical work. A separate permit from the State Electrical Inspector may be required.</li> <li>• Add up the general and electrical costs for the total.</li> <li>• Explain how you determined these costs. Use terms like “estimate”, “bid”, “materials + labor”, etc. Do not use the term “guess”.</li> </ul>
<p><b>D</b></p>	<ul style="list-style-type: none"> <li>• By signing this statement, you are accepting responsibility for obeying all laws and codes applicable to the work you are planning. Read the statement carefully and sign. A permit will not be issued if this statement is not signed.</li> </ul>
<p><b>E</b></p>	<ul style="list-style-type: none"> <li>• Plan submittal requirements include:             <ul style="list-style-type: none"> <li>• Stamp by registered architect or engineer (usually required on larger or commercial projects).</li> <li>• RESCheck of COMCheck for all new buildings, as required by the state energy code.</li> <li>• Topographical survey to indicate the proposed site grading plan. Not generally required for projects that do not impact grading.</li> </ul> </li> <li>• Approvals include:             <ul style="list-style-type: none"> <li>• Homeowners Association Approval (if required)</li> <li>• Conditional Use Approval (if required)</li> <li>• Board of Adjustment Approval (if required)</li> </ul> </li> <li>• Minimum plan requirements are details that need to be shown on the plans you submit. Lack of sufficient detail may require re-submittal. A site plan is required for all permits. Houses and outbuildings over 400 square feet in area require complete plans. Decks, small sheds and outbuildings may be submitted using supplier plans or cut sheets.</li> </ul>
<p><b>F</b></p>	<ul style="list-style-type: none"> <li>• Indicate source of water, if the work involves a new service.</li> <li>• Indicate the sewer connection to be used, if work involves a new service.</li> <li>• The Village requires separate permits for certain work involving Village property. These permits are handled by the Village Clerk. They include:             <ul style="list-style-type: none"> <li>• Water taps</li> <li>• Sewer taps</li> <li>• Approach (the part of your drive between the street and your property)</li> </ul> </li> <li>• Some site improvements are mandatory, including:             <ul style="list-style-type: none"> <li>• Sidewalks (when a new house is constructed or the work exceeds a certain value)</li> <li>• Off-street parking (usually for commercial and multi-family residential construction)</li> <li>• ADA (Americans with Disabilities Act) requirements</li> </ul> </li> </ul>

# Village of Eagle

# Building Permit Application

This application must be completed in **full** and **signed** to obtain permit.

The granting of a permits does not presume to give authority to violate or cancel the provisions of any other state or federal laws regulating construction or the performance of construction.

Applicant		Owner	
<b>A</b>	Name	Name	
	Address	Address	
	Phone	Phone	
	E-Mail	E-Mail	

Architect/Engineer		Contractor	
Name		Name	
Phone		Phone	

<b>B</b>	Application Date:	<b>C</b>	<b>TOTAL IMPROVEMENT VALUE</b> (Material Cost + Labor Value or Contract Amount)
	Type of Construction:		GENERAL: \$
	Property Address:		ELECTRICAL: \$
	Legal Description:		TOTAL: \$
		How were cost determined?	

<b>D</b>	I hereby certify that I have read and understand this application, and that all information provided herein is true and correct. All provisions of law and ordinances governing this work will be complied with whether specified or not.
	The undersigned hereby applies for a Building Permit for construction within the jurisdiction of the Village of Eagle. By making said application, the undersigned acknowledges responsibility to abide by the Ordinances of the Village of Eagle, as well as any and all Building Codes which may be applicable.
<b>Applicant Signature</b> _____	

<b>E</b>	<b>Plan Submittal Requirements:</b>	<b>F</b>	<b>Water Source:</b>
	Architect/Engineer Stamp		City
	RESCheck/COMCheck		Well
	Topographical Survey		Rural
	<b>Approvals:</b>		<b>Sewer:</b>
	Homeowners Assn. Approval		City
	Conditional Use Approval		Private
	Board of Adjustment Approval		SID
	<b>Minimum Plan Requirements:</b>		<b>Required Village Permits:</b>
	Site Plan		Sewer Tap
	Footing Plan and Cross-section		Water Tap
	Framing Cross-section		Approach
All Dimensions Indicated	Curb Cut		
Building Plan & Elevations	<b>Required Site Improvements:</b>		
Insulation Values	Sidewalk		
Window/Door Sizes	Parking		
Stair Rise/Run	ADA Access		
Railing Detail			