

How to Complete the Village Building Permit Application

A	<ul style="list-style-type: none"> • 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.
B	<ul style="list-style-type: none"> • Enter date of application. • Enter the type of construction, using terms like “house”, “shed”, “garage”, “office building”, etc. • Enter street address of the improvement. • Enter the legal description of the property. This can be found on your deed or property tax statement.
C	<ul style="list-style-type: none"> • 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. • General costs are everything except electrical. Land value is not included. • Enter the value of the electrical work. A separate permit from the State Electrical Inspector may be required. • Add up the general and electrical costs for the total. • Explain how you determined these costs. Use terms like “estimate”, “bid”, “materials + labor”, etc. Do not use the term “guess”.
D	<ul style="list-style-type: none"> • 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.
E	<ul style="list-style-type: none"> • Plan submittal requirements include: <ul style="list-style-type: none"> • Stamp by registered architect or engineer (usually required on larger or commercial projects). • RESCheck of COMCheck for all new buildings, as required by the state energy code. • Topographical survey to indicate the proposed site grading plan. Not generally required for projects that do not impact grading. • Approvals include: <ul style="list-style-type: none"> • Homeowners Association Approval (if required) • Conditional Use Approval (if required) • Board of Adjustment Approval (if required) • 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.
F	<ul style="list-style-type: none"> • Indicate source of water, if the work involves a new service. • Indicate the sewer connection to be used, if work involves a new service. • 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"> • Water taps • Sewer taps • Approach (the part of your drive between the street and your property) • Some site improvements are mandatory, including: <ul style="list-style-type: none"> • Sidewalks (when a new house is constructed or the work exceeds a certain value) • Off-street parking (usually for commercial and multi-family residential construction) • ADA (Americans with Disabilities Act) requirements

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
A	Name	Name
	Address	Address
	Phone	Phone
	E-Mail	E-Mail

Architect/Engineer	Contractor
Name	Name
Phone	Phone

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

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