
City of Eagle

660 E Civic Lane – PO Box 1520
Eagle, ID 83616

Building Department (208) 489-8760 (208) 489-8767 fax

Building Official: Steve Nash

NEW COMMERCIAL BUILDINGS & ADDITIONS:
IT IS THE APPLICANTS RESPONSIBILITY TO SUBMIT THE FOLLOWING
INFORMATION FOR A BUILDING PERMIT.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

1. A 'Design Review Zoning Certificate' issued from the Planning and Zoning Department.
 2. A completed Building Permit Application with a Deposit of \$200 that will be applied to the cost of the plan review.
 3. Engineering fees in the amount of \$400.00 for the review of on-site drainage.
 4. P&Z Plan Review fee- \$150.00 New Buildings/\$50.00 for all Other Commercial projects.
Note: If the application is withdrawn after the Plans have been reviewed, the deposit is forfeited.
 5. A completed 'Design Professional in Responsible Charge' form.
 6. A completed 'Contractor Registration Verification' form.
 7. A completed 'Commercial Certificate of Value' form.
 8. All building plans shall meet 2012 International Building Code requirements. Submit the following:
 - Three (3) complete sets of Construction Plans stamped by a Design Professional licensed in the state of Idaho.The construction plans shall also include the following:
 - Site plans detailing setbacks, easements, adjacent streets and names, etc.
 - Civil plans with drainage calculations (calculations can be separate documents).
 - Landscaping Plans
 - Two (2) sets of Structural Calculations
 9. 2009 IECC on plans or separate form (2 signed copies), (if applicable, Thermal Insulation, Lighting, and Mechanical COMcheck (www.energycodes.gov)).
 10. Projects located in Special Flood Hazard areas Shall have permits and documentation as required by Title 10 Eagle City Code.
 - Elevation Certificates are required if structure is in the 100-Year Floodplain.
 - Preliminary 'Certificate of of Elevation' submitted with the Building Permit Application.
 - Post-Construction 'Certificate of Elevation' submitted prior to issuance of the 'Certificate of Occupancy'.
 11. Pre-Construction Meeting is required prior to the issuance of the Building Permit. For further details, see the 'Pre-Construction Meeting Overview' document.
 12. Applicant is responsible to deliver Plans to the following Agencies:
 - One (1) complete set of plans to the Eagle Sewer District (Proof of payment/exemption required)
[44 N. Palmetto Ave., Eagle ID- Phone: 939-0132]
 - One (1) complete set of plans to the Eagle Fire Department.
[1119 E State St. Ste. 240, Eagle ID-Phone: 939-6463]
 - One (1) complete set of plans to the Ada County Highway District. (ACHD Impact Fee Certificate/Letter of Exemption Required)
[3775 Adams St., Garden City ID-Phone: 387-6170]
 - The applicant is responsible for contacting Central District Health to determine if a set of plans is required.
[707 N Armstrong Pl., Boise ID-Phone: 327-7499 (Environmental Health)]
(Recommended to contact CDH prior to submitting your Plans to City of Eagle in case changes are required)
 - If applicable, contact Eagle Water Company [172 W State St., Eagle ID-Phone: 939-0132] or United Water [362-1300]
- Business License:** Call the City Clerks' office for Business License requirements. [City Clerk's phone: 939-6813]
Liquor Licenses: If selling or serving liquor; State, County, and City Licenses are required [City Clerks' phone: 939-6813]

Note: All forms available at the Building Department or on the City of Eagle's web site (www.cityofeagle.org), click on 'Application/Forms', scroll down to 'Commercial & TI Building Permit Submittal Requirements'.

NEW HOME BUILDING PERMITS WILL NOT BE ISSUED UNTIL CONFIRMATION IS RECEIVED
THAT THE SEWER, WATER AND ACHD IMPACT FEES HAVE BEEN PAID.

CERTIFICATES OF OCCUPANCY/COMPLETION

No Certificate of Occupancy or Completion will be issued by the Building Official until the building permit applicant has obtained all agency signatures on the 'Cityof Eagle Occupancy Require' form (issued with the Building Permit). (Temp CO's \$50.00 fee (3 months))

Note: P&Z require a minimum of 2 days notice for all inspections plus inspection fees [phone: 939-0227]