
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

TENANT IMPROVEMENTS & INTERIOR REMODELS:

IT IS THE APPLICANT'S RESPONSIBILITY TO SUBMIT THE FOLLOWING
INFORMATION FOR A BUILDING PERMIT.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

1. A completed Building Permit Application with a deposit of \$100.00 that will be applied to the cost of the permit.
Note: If the application is withdrawn after the Plans have been reviewed, the deposit is forfeited.
2. A completed 'Design Professional in Responsible Charge' form. *(Required if 1500 sq ft or more)*
3. A completed 'Contractor Registration Verification' form.
4. All building plans shall meet 2012 International Building Code requirements. Submit the following:
 - Two (2) complete sets of construction plans which are to scale; include Tenant Name and Suite # (if applicable)
Note: Plan Review Process takes up to 3 weeks. During Plan Review, if Construction plans have required Corrections, they will be returned to the Applicant and the reprinted corrected plans will need to be resubmitted for a second review. (3 to 5 working days/second review). (Extra charges may apply if corrected plans require additional changes)
5. 2009 IECC on plans or separate form (two signed copies). (Thermal Insulation, Lighting, and Mechanical COMcheck (www.energycodes.gov))
6. A Completed 'Commercial Certificate of Value' form.
7. Pre-Construction Meeting may be required prior to the issuance of the Building Permit. For further details, see the 'Pre-Construction Meeting Overview' document.
8. Applicant is responsible to deliver Plans to the following Agencies:
 - One (1) set of plans to the Eagle Fire Department
[966 E. Iron Eagle Dr., Eagle, ID - phone: 939-6463]
 - One (1) 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 Eagle Sewer District to determine if a set of plans are required.
[44 N Palmetto Ave., Eagle, ID - phone: 939-0132] (Proof of payment/exemption required)
 - The applicant is responsible for contacting Central District Health to determine if a set of plans are required.
[707 N Armstrong Place, 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)

Business License: Call the City Clerks' office for Business License requirements. *[City Clerks' 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 are 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'.

**BUILDING PERMIT WILL NOT BE ISSUED UNTIL CONFIRMATION IS RECEIVED
THE SEWER & ACHD IMPACT FEES HAVE BEEN PAID.**

CERTIFICATE OF OCCUPANCY

No Certificate of Occupancy will be issued by the Building Official until the building permit applicant has obtained all agency signatures on the 'City of Eagle Occupancy Request' 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]*