



**CITY OF EAGLE  
COMMERCIAL BUILDING  
PERMIT APPLICATION**

660 E. Civic Lane, Eagle, Idaho 83616  
Phone: (208)489-8760 [www.cityofeagle.org](http://www.cityofeagle.org)

**BLDG PERMIT NO:** \_\_\_\_\_

**ZONING CERTIFICATE:**  Yes  No

**DEPOSIT:** \_\_\_\_\_

----- City Date Stamp -----

THIS PERMIT APPLICATION is subject to the regulations contained in the 2018 IBC, 2018 IECC and Zoning Regulations of the City of Eagle. All applications expire **180 days** from the date they are received. Expired applications will require reactivation at such time that the responsible party decides to move forward with the project. Reactivation fees may be required. Please contact the Building Official with any requests for reactivation or extensions.

PROJECT SITE	
Business / Tenant / Project Name:	<b>Design Review#:</b> _____
Project Address:	City/State/Zip: _____
Assessor Verified Address: <input type="checkbox"/> Yes <input type="checkbox"/> No	Parcel #: _____
Subdivision:	Block: _____ Lot: _____
Major Cross Streets:	Lot Size: _____
<b>Is property in 100-Year Floodplain?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is this a NEW or RELOCATED business to Eagle?</b>	<input type="checkbox"/> New <input type="checkbox"/> Existing Business Relocating
<b>Construction is for:</b>	<input type="checkbox"/> Interior Only <input type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior/Façade Only <input type="checkbox"/> Site Work Only
TYPE OF PERMIT	
<input type="checkbox"/> New Building (w/tenant) <input type="checkbox"/> New Building (no tenant) <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Demolition <input type="checkbox"/> New Tenant in an Existing Space <input type="checkbox"/> Tenant Improvement (w/existing tenant) <input type="checkbox"/> Tenant Improvement (no tenant) <input type="checkbox"/> Fire Restoration (attach scope of work) <input type="checkbox"/> Certificate of Occupancy ONLY (Change of tenant - no remodel or improvements being done) <input type="checkbox"/> Other	
<b>PRIOR USE</b> within tenant space or building:	_____

PROPOSED USE OR ACTIVITY FOR THIS PERMIT (Chapter 3 IBC)			
<input type="checkbox"/> Assembly/Church	<input type="checkbox"/> Industrial / Manufacturing	<input type="checkbox"/> Restaurant	
<input type="checkbox"/> Bar / Brewery / Tavern	<input type="checkbox"/> Mercantile / Retail	<input type="checkbox"/> Shell Bldg. (no tenant)	
<input type="checkbox"/> Beauty/Barber Shop	<input type="checkbox"/> Multi-Family (3+ units)	<input type="checkbox"/> Sign(s)	
<input type="checkbox"/> Duplex (under IBC)	<input type="checkbox"/> Office / Professional	<input type="checkbox"/> Storage / Warehouse	
<input type="checkbox"/> Educational / Daycare	<input type="checkbox"/> Parking Facility	<input type="checkbox"/> Winery / Tasting Room	
<input type="checkbox"/> Fence / Wall / Retaining Wall	<input type="checkbox"/> Pool (Commercial)	<input type="checkbox"/> Other:	
<input type="checkbox"/> Hospital / Institutional	<input type="checkbox"/> SF Residential (under IBC)		
<input type="checkbox"/> Hotel / Motel			
PROJECT VALUATION			
Project Value is the total value of all construction work for which the permit is issued (including overhead and profit), as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment.			\$
DESCRIPTION OF WORK			
Please provide a complete description of work to be done under this permit:			
BUILDING DATA (Chapter 5 IBC)			
<input type="checkbox"/> Single-Story (Single-Tenant) Building <input type="checkbox"/> Single-Story (Multi-Tenant) Building <input type="checkbox"/> Multi-Story (Single-Tenant) Building <input type="checkbox"/> Multi-Story (Multi-Tenant) Building			
<b># of Stories:</b>		<b># of Buildings on Site:</b>	
<b>Max. Height of Bldg:</b>		<b>Allowable Height:</b>	
<b># of Residential Units:</b>		<b>Occupant Load:</b>	
<b>NEW Building Square Footage (by floor):</b>	<b>1<sup>st</sup> Floor:</b>		<b>1<sup>ST</sup> Floor:</b>
	<b>2<sup>nd</sup> Floor:</b>		<b>2<sup>nd</sup> Floor:</b>
	<b>3<sup>rd</sup> Floor:</b>		<b>3<sup>rd</sup> Floor:</b>
	<b>Basement</b>		<b>Basement:</b>
	<b>Occupied Roof:</b>		<b>Occupied Roof:</b>
	<b>TOTAL</b>		<b>TOTAL</b>
<b>Fire Sprinklered Building(s):</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Suppression System Type:</b>	<input type="checkbox"/> NFPA-13
<b>Fire Alarms:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> NFPA-13R
			<input type="checkbox"/> NFPA-13D
<b>Occupancy Separation Options (IBC 508)</b>	<input type="checkbox"/> Non-Separated Occupancies <input type="checkbox"/> Separated Occupancies <input type="checkbox"/> Accessory Occupancy		
<b>Special Inspections Req'd?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Inspection Agency:</b>	

<b>TYPE OF CONSTRUCTION (Chapter 6 IBC)</b>			
<input type="checkbox"/> I-A <input type="checkbox"/> I-B <input type="checkbox"/> II-A <input type="checkbox"/> III-A <input type="checkbox"/> III-B <input type="checkbox"/> IV-A <input type="checkbox"/> IV-B <input type="checkbox"/> V-A <input type="checkbox"/> V-B			
<b>OCCUPANCY CLASSIFICATION (Chapter 3 IBC)</b>			
<input type="checkbox"/> A-1 <input type="checkbox"/> A-2 <input type="checkbox"/> A-3 <input type="checkbox"/> A-4 <input type="checkbox"/> A-5 <input type="checkbox"/> B <input type="checkbox"/> E <input type="checkbox"/> F-1 <input type="checkbox"/> F-2 <input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> H-3 <input type="checkbox"/> H-4 <input type="checkbox"/> H-5			
<input type="checkbox"/> I-1 <input type="checkbox"/> I-2 <input type="checkbox"/> I-3 <input type="checkbox"/> I-4 <input type="checkbox"/> M <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> S-1 <input type="checkbox"/> S-2 <input type="checkbox"/> U			
<b>COMMERCIAL POOL INFORMATION (if applicable)</b>			
<b>Type of Pool/Spa:</b> <input type="checkbox"/> Fiberglass <input type="checkbox"/> Vinyl Liner <input type="checkbox"/> Concrete/Gunite <input type="checkbox"/> Other:			
<b>Pool / Spa is:</b> <input type="checkbox"/> Above Ground (storable/portable) <input type="checkbox"/> Above Ground (permanent) <input type="checkbox"/> In-Ground			
<b>Height of Pool/Spa Above Ground:</b>		<b>Pool/Spa Depth:</b>	
<b>Setbacks: (Front)</b>		<b>(Side)</b>	<b>(Rear)</b>
<b>Pool Barrier:</b> <input type="checkbox"/> Structure Wall <input type="checkbox"/> Solid Fence <input type="checkbox"/> Rod Iron Fence <input type="checkbox"/> Pool Structure as Barrier			
<b>Barrier Materials:</b>		<b>Height of Barrier:</b>	
<b>UTILITIES</b>			
<b>Water:</b>		<input type="checkbox"/> Public <input type="checkbox"/> Well	<b>Sewer:</b> <input type="checkbox"/> Public <input type="checkbox"/> Septic
<b>Property is Served By:</b>		<input type="checkbox"/> Electric Only <input type="checkbox"/> Electric and Gas	
<b>PROPERTY OWNER / BUILDING OWNER</b>			
Owner Name:		Phone:	
Owner Address:		City/State/Zip:	
Owner Email:			
<b>CONTRACTOR INFORMATION</b>			
Company Name:			
Contact Name:		Phone:	
Contractor Email:			
Contractor Address:		City/State/Zip:	
Contractor State License #:		Expiration Date:	
<b>ARCHITECT INFORMATION</b>			
Company Name:			
Contact Name:		Phone:	
Architect Email:			
Architect Address:		City/State/Zip:	
<b>ENGINEER INFORMATION</b>			
Company Name:			
Contact Name:		Phone:	
Engineer Email:			
Engineer Address:		City/State/Zip:	

ELECTRICAL CONTRACTOR (if applicable)		
Company Name:	Lic#:	Exp:
Contact Name:	Phone:	
Email:		
Address:	City/State/Zip:	
MECHANICAL CONTRACTOR (if applicable)		
Company Name:	Lic#:	Exp:
Contact Name:	Phone:	
Email:		
Address:	City/State/Zip:	
PLUMBING CONTRACTOR (if applicable)		
Company Name:	Lic#:	Exp:
Contact Name:	Phone:	
Email:		
Address:	City/State/Zip:	

### BUILDING PERMIT ISSUANCE

Building permits **WILL NOT BE ISSUED** until confirmation is received the sewer, water, and ACHD fees have been paid.

### BUILDING PERMIT VALIDITY

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the codes or any other ordinance of the City of Eagle. Permits presuming to give authority to violate or cancel the provisions of the code or other ordinances shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Building Official from requiring the correction of errors in the construction documents and other data. The Building Official is authorized to prevent occupancy or use of a structure where in violation of the adopted codes or of any other ordinances of the City of Eagle.

All permits expire **180 days** from the date of issuance or **180 days** from the date of the last inspection. Expired permits will require reactivation at such time that the responsible party decides to complete the project. Reactivation fees may be required. Please contact the Building Official with any requests for reactivation or extensions.

### INSPECTIONS

ALL inspection requests must be called in or submitted on-line by **4:00pm** to receive an inspection the next business day. Inspection requests called in or submitted on-line after 4:00pm will not be scheduled the following business day.

Inspection Requests called in or submitted on-line after **4:00pm on a Friday** will be scheduled for the following Tuesday. If a Holiday lands on a Monday, then all Inspections received after 4:00pm on a Friday will be scheduled for the following Wednesday.

ALL INSPECTION REQUESTS RECEIVED ON A WEEKEND WILL BE SCHEDULED FOR THE FOLLOWING TUESDAY. ALL On-Line permit applications or Walk-In applications received after 4:00pm will not receive a next day inspection if requested.

**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). Temporary Certificate of Occupancy's are valid for three (3) months for a fee of \$50.00.

**Note:** Planning and Zoning requires a minimum of two (2) days' notice for all inspections plus an inspection fee. Please call (208) 939-0227.

**APPLICANT SIGNATURE AND DECLARATION**

**By signing below:**

1. The undersigned is the owner of the indicated property or acting as the owner's authorized representative.
2. The undersigned declares that the above provided information is true and accurate and acknowledges that failure to provide true and accurate information may result in rejection of this application, possible revocation of the permit where wrongfully issued and subject the undersigned to any applicable penalties.  
The undersigned hereby understands that all work performed under this permit must comply with locally adopted codes and ordinances, and state and federal laws.
3. THE UNDERSIGNED HEREBY APPLIES FOR A PERMIT FOR THE WORK HEREIN INDICATED OR AS SHOWN AND APPROVED IN THE ACCOMPANYING PLANS AND SPECIFICATIONS:

Applicant's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

City Staff Comments: \_\_\_\_\_

Signature of receipt by City Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

**PLANNING AND ZONING**

**NOTES:**

**Zone:**

**Flood Zone:**

**BUILDING DEPARTMENT**

**NOTES:**

**Valuation Verified:**  Yes  No

**Construction Type:**

**Occ. Group:**

**FEES**

Building Application		Deposit Rec'd:	Deposit Date:
Deposit:	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bldg. Permit Fee	\$		
Bldg. Plan Review Fee	\$		
IECC Fee	\$		
Mech Review Fee	\$		
P & Z Review Fee	\$		
Dev. Impact Fee	\$		
ACHD Impact Fee	\$		
Police Impact Fee	\$		
Fire Impact Fee	\$		
<b>BUILDING PERMIT TOTAL DUE:</b>	\$		
<b>Minus Deposit</b>	\$		
City of Eagle Water	\$		
<b>TOTAL DUE W/WATER</b>	\$		

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CITY OF EAGLE  
COMMERCIAL TENANT IMPROVEMENT & REMODEL  
PERMIT SUBMITTAL CHECKLIST

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**All submittals must be complete. Incomplete submittals will not be accepted and reviewed.**

**SEPARATE SUBMITTALS REQUIRED**

The following submittals are the responsibility of the applicant and is separate from the submittals made to the City of Eagle:

**Please check the following for acknowledgement.**

Applicant is responsible to **separately** deliver plans to the following agencies:

- **One (1) complete set of plans to the Eagle Sewer District**

Eagle Sewer District  
44 N. Palmetto Ave.  
Eagle, ID 83616  
Phone: 208-939-0132

- **One (1) complete set of plans to the Eagle Fire Department** OR the Meridian Fire Department (depending on the district you are located in)

Eagle Fire Department  
1119 E. State Street  
Eagle, ID 83616  
Phone: 208-939-6463

Meridian Fire Department  
33 E. Broadway Ave. #210  
Meridian, ID 83642  
Phone: 208-489-0458

- **One (1) complete set of plans to the Ada County Highway District**

Ada County Highway District  
3775 Adams Street  
Garden City, ID  
Phone: 208-387-6170

The applicant is responsible for contacting Central District Health to determine if a set of plans is required.

Central District Health  
707 N. Armstrong Place  
Boise, ID  
Phone: 208-327-7499

*Note: It is recommended to contact CDH prior to submitting your plans to the City of Eagle in case changes are required, especially for restaurants, food service or manufacturing (A-2, B or F-1 occupancies).*

- The applicant is responsible for contacting Idaho Health and Welfare (Assisted Living and Memory Care Facilities) for licensing.

Idaho Health & Welfare  
3232 Elder Street  
Boise, ID 83705

- The City of Eagle has three (3) water providers. If the water provider is not the City of Eagle Water, contact the appropriate water provider below:

Eagle Water Company	Suez Water
172 W. State Street	208-362-7304
208-939-0132	

**GENERAL SUBMITTAL DOCUMENTS**

**The following checklist needs to be completed and all items shown must accompany the completed application.**

- | Applicant<br>Use   | STAFF<br>USE             |   |
|--|--------------------------|---|
| <input type="checkbox"/>   | <input type="checkbox"/> | Completed submittal checklist.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | A complete Commercial Building Permit Application form (it is the applicant’s responsibility to use a current application).   |
| <input type="checkbox"/>   | <input type="checkbox"/> | A minimum of one (1) set of scaled construction drawings, project manuals and calculations, <b>AND</b> one (1) high resolution digital copy of pdf files. Each pdf file shall be divided into separate file categories (e.g. Civil, landscape, architectural, structural, mechanical, electrical, plumbing, project manual, structural calculations, energy calculations, etc.) |
| <i>Note: All plans must be stamped and signed by a design professional licensed in the State of Idaho.</i> |                          |   |
| <input type="checkbox"/>   | <input type="checkbox"/> | Projects located in Floodplain zones <b>MUST</b> have a Floodplain Permit and documentation as required by <a href="#">Title 10 of Eagle City Code</a> .  |
| <input type="checkbox"/>   | <input type="checkbox"/> | Payment of application fees (DEPOSITS) are due at application submittal.  |
| <input type="checkbox"/>   | <input type="checkbox"/> | ARCHITECTURAL PLANS AND SUBMITTALS SHALL BE STAMPED AND SIGNED BY AN IDAHO LICENSED ARCHITECT UNLESS OTHERWISE APPROVED BY THE BUILDING OFFICIAL.   |
| <input type="checkbox"/>   | <input type="checkbox"/> | STRUCTURAL, MECHANICAL, ELECTRICAL AND PLUMBING DRAWINGS AND SUBMITTALS SHALL BE STAMPED AND SIGNED BY AN IDAHO LICENSED PROFESSIONAL ENGINEER UNLESS OTHERWISE APPROVED BY THE BUILDING OFFICIAL.  |



## REQUIRED DOCUMENTS

Applicant  
Use

STAFF  
USE

- Design Review Zoning Certificate** issued from the Planning and Zoning Department must accompany the application.
- Completed Building Permit Application.** The application shall include the following fees:
  - Deposit of \$100.00 that will be applied to the cost of the plan reviews.

*Note: If the application is withdrawn after the plans have been reviewed, the deposit is forfeited.*
- Completed Design Professional in Responsible Charge** form if 1,500 square feet and greater.
- Completed Contractor Registration Verification** form.
- Completed Commercial Certificate of Value** form.
- A minimum of one (1) set of scaled construction drawings, project manuals and calculations, AND one (1) high resolution digital copy of pdf files.** Each pdf file shall be divided into separate file categories (e.g. Civil, landscape, architectural, structural, mechanical, electrical, plumbing, project manual, structural calculations, energy calculations, etc.) Plans must be designed to meet compliance with the adopted Codes. All plans and calculations must be stamped and originally signed by the appropriate design professional currently licensed in the State of Idaho. All contractors must be currently licensed in the State of Idaho.
- Code Analysis/Building Data** on front sheet of plans which includes: Code year and references, occupancy group(s), type of construction, floor areas for all floors & building total floor area, building height, fire suppression system, fire alarm or smoke control system. (See Code Analysis Document).

## SITE & LANDSCAPE PLANS

Applicant  
Use

STAFF  
USE

- Architectural Site Plan** shall include:
  - Site plan w/ North directional arrow.
  - Building location, landscaping, and parking (stalls, driveways, and aisles).
  - If exterior work is being done, the site plan must be dimensioned and drawn to a minimum scale of 1/8" per foot. **Additional information may be required on the site plan based on the scope of work.**
- Civil Plans - May be required** depending on scope of work. Please check with the City of Eagle to find out what your requirements may be. Some items that would trigger civil plans are, but not limited to: Change to storm drainage, adding/changing utilities, adding fire sprinklers,

redesign/paving of parking lot, conversion from residential to commercial occupancy

- Landscape Plan** stamped by a licensed Landscape Architect or an authorized designee appointed by the licensed landscape architect shall be provided if the tenant improvement or remodel impacts the landscaping or if site improvements are required by Planning and Zoning. **If required**, the plan shall include the following:
  - Scale and North Arrow
  - Boundaries, property lines, and dimensions
  - Existing trees and vegetation identified by species and size.
  - The location and design of areas to be landscaped.
  - The location and labels for all proposed plants.
  - Plant lists or schedules with the botanical and common name, quantity, and spacing and size of all proposed landscape material at the time of planting.
  - Location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, street furniture, lights, and courts or paved areas.
  - Planting and installation details as necessary to ensure conformance with all required standards.

**Note:** Where trees are approved by the city to be removed, replacement with a species identified in [section 8-2A-7Q](#) of Eagle City Code is required. For each caliper inch of deciduous tree removed, an equivalent amount of caliper inches shall be replanted. For each vertical foot of coniferous tree removed, an equivalent amount of vertical feet shall be replanted.

## ARCHITECTURAL PLANS

Applicant Use      STAFF USE

- Floor Plan** to include all exit and egress components (exit signs and emergency lighting), accessible building elements, exterior wall openings, door swings, use designations, exit signage, location of fire extinguishers, high pile storage areas, smoke and heat vent locations, standpipe locations, fire pump/riser room.
- Elevations** of the North, South, East, and West of all structures are required **IF EXTERIOR WORK IS BEING PROPOSED.** Elevations must show existing and proposed exterior grades.
- Building Sections and Details** shall include sections of walls, fire rated assemblies, stairways, and roof/ceiling and floor/ ceiling Assemblies. Details for all suspended ceilings, veneer, or brick applications, UL listed fire stop details, etc. and showing insulation.
- Room and Finish Schedules** to include finishes for ceilings, walls, and floors with classification per chapter 8, IBC. Also include schedules for all windows and doors, indicating the type, size, safety glazing, and door hardware.

## ACCESSIBILITY INSIDE THE BUILDING

Applicant Use      STAFF USE

- Interior Ramps, Maneuvering Clearances, Doors & Passages.** Location, dimensions, type,

and details. (if applicable to the scope of work)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Floor Plan with Fixture Locations / Dimensions and Elevations</b> for restroom fixtures, counter heights, sinks and public amenities with required dimensions and clearances. (if applicable to the scope of work) |
|--------------------------|--------------------------|---|

## STRUCTURAL PLANS

Structural plans and calculations stamped by the Design Professional may be required depending on the scope of work. (if applicable)

Applicant Use	STAFF USE
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- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Structural Plans</b> (stamped by the Design Professional performing the structural calculations) – Roof framing plan including roof top equipment loads, floor framing plan, header and beam schedules, strap locations, structural details, shear walls, bracing, shear wall schedule, lintels, lintel schedule and all other structural information as indicated in the calculations or required by the Building Official. Also specify design loads and material specifications. (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Special Inspections.</b> Provide a note on the plans for all required special inspections. (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Structural Calculations.</b> Two (2) sets of Structural engineering calculations are required for all new construction, additions, or structural improvements/remodels/retrofits within existing buildings. Calculations shall be stamped and signed by an Idaho Registered Engineer or Architect. (if applicable)  |

## MECHANICAL, ENERGY, PLUMBING & ELECTRICAL

Applicant Use	STAFF USE
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- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b>IECC Complying COMchecks for Building Envelope, Interior/Exterior Electrical Lighting and Mechanical.</b> Visit <a href="http://www.energycodes.gov">http://www.energycodes.gov</a> for new commercial or high-rise residential buildings, additions, and alterations to determine IECC and ASHRAE Standard 90.1 energy compliance. REScheck or COMcheck required for multi-family buildings three stories or less in height above grade, such as apartments, condominiums, and townhouses. (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Conservation Elements</b> - Insulation R-values, glazing U-Factors, glazing solar heat gain coefficient (SHGC) value, rough opening sizes, air sealing notes. (if changing or adding)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Mechanical Plans</b> - Equipment schedule listing the make and model of the equipment and other information pertinent to compliance with IECC; duct insulation R-values, mechanical system control schematic, load calculations. Information regarding all fire rated penetrations for smoke dampers, fire dampers and a Mechanical ComCheck Report. (if changing or adding)  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Plumbing Plans</b> - (if changing any plumbing) Plumbing plan, isometrics, grease/sand interceptor details (T.I.'s to create a restaurant will be required to provide grease interceptor information) and calculations to determine actual interceptor sizing according to the requirements in the currently adopted Plumbing Code. Be sure to include the sewer connection location, type and location of reduced pressure backflow device(s), gas line piping   |

materials and calculations, water line piping layout and materials, and drain/waste/vent piping layout and materials.

- Electrical Plans** shall include the following:
  - A Power Plan showing proposed locations for all new electrical devices requiring power including receptacles, service equipment, panels and sub panels, receptacles, HVAC equipment and disconnects.
  - A Lighting Plan including all proposed lighting, exit signage, emergency lighting, and any required lighting controls such as, required light switching, occupancy sensors and day light harvesting and a complete lighting fixture schedule. Location of exit signage and emergency lighting shall coordinate with floor plan or reflected ceiling plan.
  - Include an Electrical COMcheck per the currently adopted Energy Code.
  - A Panel Schedule showing all panel details including voltage, ampacity, single phase or three phase power, over current protection and branch circuit details, total connected load and all pertinent load calculations per the currently adopted version of the NEC, article 220.
  - A One-Line Diagram of the electrical service showing the utility transformer, service entrance conductors, metering and service equipment and sub panels. Include conduit and wire type and size. Also, show required neutral bonding at the service equipment and a grounding detail per the NEC article 250, including required grounding electrodes, grounding electrode conductor, and required concrete encased electrode.
  - Submitted items must bear the stamp of a State of Idaho Licensed Electrical Engineer.

#### MISC. SUBMITTAL REQUIREMENTS

Applicant  
Use

STAFF  
USE

- MSDS Sheets.** (2) Two copies of the Material Safety Data Sheets and the location and quantities of storage of such materials shall be provided with the building permit submittal where any chemicals or hazardous materials may be present.

#### ADDITIONAL SUBMITTAL REQUIREMENTS FOR BUSINESSES

**Please check the following for acknowledgement.**

- Business License.** All businesses are required to obtain an Eagle Business License. Business license applications and renewals can be made online at <https://www.cityofeagle.org/204/Business-License-Application-and-Renewal>. Contact the Eagle City Clerk's office at 208-939-6813 with any questions.
- Liquor Licenses.** If manufacturing, selling, warehousing, distributing, or serving liquor (including beer and wine) – State, County and City licenses are required. Contact the Eagle City Clerk's office at 208-939-6813 with any questions.

#### PRIOR TO BUILDING PERMIT ISSUANCE

**Please check the following for acknowledgement.**

- Pre-Construction Meeting.** The City will require a preconstruction meeting to be held for all new commercial construction projects, additions to commercial buildings, and tenant improvements to commercial shells.

- Building Permits will not be issued until confirmation is received that the Sewer, Water, ACHD and Fire fees have been paid.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature

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# BUILDING CODE ANALYSIS

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The following code analysis information IS REQUIRED on all commercial plans submitted to the Building Department for review and approval.

ANALYSIS ITEMS	CODE REFERENCES
<input type="checkbox"/> Type of Construction	IBC Chapter 6
<input type="checkbox"/> Occupancy Classification	IBC Chapter 3 and Table 508.3.3
<input type="checkbox"/> Actual and Allowable Area	IBC 506, Table 506.2
<input type="checkbox"/> Actual and Allowable Height	IBC 504.3
<input type="checkbox"/> Actual and Allowable Stories	IBC 504.4
<input type="checkbox"/> Occupant Load (per use)	IBC Table 1004.5
<input type="checkbox"/> Exits Required and Provided	IBC 1006 and 1006.2
<input type="checkbox"/> Required Fire Resistance of Exterior Walls	IBC 705
<input type="checkbox"/> Required Opening Protection	IBC Table 705.8
<input type="checkbox"/> Fire Resistive Construction Requirements	IBC Table 601
<input type="checkbox"/> Special Inspection(s) Required	IBC Chapter 17
<input type="checkbox"/> Code Editions Used in Design	

## ADOPTED CODES

2018 International Building Code (IBC)  
2018 International Residential Code (IRC)  
2018 International Energy Code (Residential)  
2018 International Energy Code (Commercial)  
2018 International Mechanical Code (IMC)  
2018 International Fuel and Gas Code (IFGC)  
2018 International Fire Code (IFC)  
2017 National Electrical Code (NEC)  
2017 Idaho State Plumbing Code (ISPC)



**CITY OF EAGLE**  
**CERTIFICATE OF**  
**PROJECT VALUATION**

660 E. Civic Lane, Eagle, Idaho 83616  
Phone: (208) 489-8760 [www.cityofeagle.org](http://www.cityofeagle.org)

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**Certificate of Value Instructions:**

1. The Certificate of Value is for the use of commercial permit applicants.
2. All permit applicants should sign where appropriate indicating that the scope of work and values submitted are either initial or final. Initial values should be within 80% of the expected final value. Final values must be the contract value of all work performed including all change orders. Both initial and final may be signed off if the city is satisfied that a contract review will confirm that there are no significant differences between stated final value and scope of work.
3. Structural permit applicants should fill in the project value line and then show a breakdown of the component trades for the Electrical, Plumbing and Mechanical work. Please remember that project value is the total value of all construction work for which the permit is issued (including overhead and profit), as well as all finish work, painting, roofing, electrical plumbing, heating, air conditioning, elevators, fire extinguishing systems and any other permanent equipment.
4. Plumbing and Mechanical permit applicants should fill in only the lines appropriate to their contract. Please note that structural items, if included in your contract, may not be subtracted out for fee calculation. All items covered by the appropriate code or codes must be used for fee calculation, including items such as process piping and medical gas piping. A Structural permit number must be supplied if any structural work is being done at the project location.
5. Electrical permit applicants should remember that no deductions from contract value may be used in permit fee calculation. A Structural permit number must be supplied if any structural work is being done at the project location.
6. If owner supplied equipment is not included with this Certificate of Value, then a separate permit must be purchased.
7. The Permitting Process Relative to the Certificate of Value:
  - A. Request for inspection will be accepted only for a job with a permit in effect.
  - B. A permit can be issued only when a completed initial certification of value form is received and accepted by the Building Department. The certification of value form can be submitted by Fax

to 208-489-8767, carried in or mailed to the Building Department at 660 E. Civic Lane, Eagle ID 83616.

- C. Jobs will receive a field final in the same manner they always have. Following the field final, the contractor will submit to the Building Division within 30 days, a Final Certificate of Value with updated scope of work and a final contract value. If the job is not selected for review process, final Building Division approval will be noted.

APPLICANT INFORMATION	
Applicant Name:	Phone:
Address:	City/State/Zip:
Email:	Fax:
OWNER INFORMATION	
Owner Same as Applicant Above: <input type="checkbox"/> If same, check the box and skip this section.	
Owner Name:	Phone:
Address:	City/State/Zip:
Email:	Fax:
TENANT INFORMATION (If different than applicant)	
Owner Name:	Phone:
Address:	City/State/Zip:
Email:	Fax:
CONTRACTOR INFORMATION	
Contractor Name:	Phone:
Address:	City/State/Zip:
Email:	Fax:

SCOPE OF WORK



**PLEASE COMPLETE THE FOLLOWING:**

**Total Project Value:** The total value of all construction work for which the permit is issued (including overhead and profit), as well as finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent equipment. \$ \_\_\_\_\_

**Electrical Value:** Total value of all work performed (including overhead and profit) on the job, including the electrical contract and any change orders. \$ \_\_\_\_\_

**Plumbing Value:** Total value of all work performed (including overhead and profit) on the job, including the plumbing contract and any change orders. \$ \_\_\_\_\_

**Mechanical Value:** Total value of all work performed (including overhead and profit) on the job, including the mechanical contract and any change orders. \$ \_\_\_\_\_

**CERTIFICATION**

- I certify that the Initial Values and scope of work given are the most accurate available at this time.
  
- I certify that the Final Values and Scope of Work given represent the total sum of the job Contract, all change orders and all owner supplied elements of this job.

**\*(If an Initial Certificate of Value was previously submitted for this project, it must be resubmitted with the Final Values).**

Applicant's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

Final Fees Due: \_\_\_\_\_ Date: \_\_\_\_\_ Issued By: \_\_\_\_\_

Initial Fees Due: \_\_\_\_\_ Date: \_\_\_\_\_ Issued By: \_\_\_\_\_



# CITY OF EAGLE CONTRACTOR REGISTRATION VERIFICATION FORM

Name of Individual: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor Registration Number: \_\_\_\_\_ Expires: \_\_\_\_\_

If you are exempt from obtaining a contractor registration number pursuant to Idaho Code 54-5205, write "exempt" in the registration number field.

I acknowledge that I am in compliance with the Idaho Contractor Registration Act, Title 54, Chapter 52, of the Idaho Code. If I claim an exemption from obtaining a registration number, I acknowledge that it is my duty to determine if I actually qualify for such exemption. Such duty may include consultation with legal counsel. If I claim an exemption, I will notify the City of Eagle immediately if I cease to qualify for such exemption. If I do not claim an exemption, I will notify the City of Eagle immediately if I fail to renew my contractor registration or if such registration is revoked or suspended.

I further acknowledge that I am required to verify contractor registration numbers for all subcontractors that I employ unless such subcontractor qualifies for an exemption.

I understand that a willful violation of the Idaho Contractor Registration Act, to include but not limited to, providing a false registration number, claiming a false exemption status or hiring unregistered subcontractors that do not qualify for exempt status may result in the immediate suspension or revocation of any building permit issued to me by the City of Eagle that was obtained pursuant to such violation. Such suspension or revocation is in addition to the penalties prescribed in Idaho Code 54-5217, which can include a fine up to \$1,000. and/or six months in jail.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



**CITY OF EAGLE**

**DESIGN PROFESSIONAL  
IN RESPONSIBLE CHARGE**

660 E. Civic Lane, Eagle, Idaho 83616

Phone: (208) 489-8760 [www.cityofeagle.org](http://www.cityofeagle.org)

The OWNER of the submitted project must complete the following information to designate the Architect or Engineer engaged as Design Professional in Responsible Charge for the project in accordance with the 2006 International Building Code Section 106.3.4

The Design Professional in Responsible Charge shall be an Idaho licensed professional responsible for reviewing and coordinating all submittal documents prepared by others for the compatibility with the design of the building. The purpose is to coordinate the diverse submitted documents prepared by various consultants which may include deferred submittals, special inspections, and structural observations.

As the OWNER OF RECORD, I designate the following person as Design Professional in Responsible Charge for the project noted. I understand that the architect/ engineer designated shall be responsible for reviewing and coordinating all submittal documents prepared by others for the duration of the project. I also understand that I must provide written notification to the City of Eagle Building Department if the Design Professional in Responsible Charge is changed.

**Please fill out all the information, print, and sign form:**

Project Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Project Name: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Architect/ Engineering Firm Name: \_\_\_\_\_

Architectural/ Engineer's Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_