

Permit Requirements Guideline

Specific Projects	No Permit Required	Permit(s) Required	Review Required	Site Plan Required
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New Structures, Factory Built Structures, and Manufactured Housing on Private Land

Building of New Residential Structures such as dwellings, sheds over 120 square feet, garages, additions, patio enclosures, and carports.		1, 2, 3, 4, 5, 9, 10, 11	BD, PD, EG	X
Building of New Non-Residential Commercial Structure		1, 2, 3, 4, 5, 9, 10, 11	BD, EH, PD, EG	X
Moving of Existing Structure to New Location		1, 6	BD, PD, EG	X
Moving of Manufactured Housing Into a Mobile Home Park		1, 3, 8	BD, PD	X
Moving and Setting of Factory Built Structure on Building Site		1, 2, 3, 4, 5	BD, PD, EG	X
Changing the use of a structure (ex. Changing a single family residence into a restaurant or shop, to convert a garage into an apartment, or to convert attic space into usable living space).		1, 2, 3, 4, 7, 9, 10, 12	BD, PD, EG	X

Grading With No Other Construction

All Grading		5	EG	X
Non-Structural Sidewalks/Slabs	X			
Sidewalks and driveways more than 30 inches above grade, over any basement or story below, or which are part of an accessible route within property lines		1, 5	BD, PD	X
All non-structural landscaping	X			
Site work, landscaping, or excavation of fill creating a permanent change in property elevation more than 6 inches.		1, 5	BD, PD	X
Retaining walls which are over 4 feet tall in height measured from the bottom of the footing to the top of the wall.		1	BD, EG	X

Condemned Buildings

Demolition of whole or part of building, factory built structures, or manufactured housing.		1	BD, PD	
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Additions, Alterations to Exterior Construction and On-Site Accessory Construction

One story detached building used as tool and storage sheds, playhouses, and similar uses provided the projected roof area exceeds 120 square feet, larger than 8 feet by 10 feet, or the height of said building exceeds 10 feet at peak of roof.		1	BD, PD	X
Any work which involves the installation, removal, or cutting of any structural beams, joist replacement, or bearing support.		1	BD, PD	
Additions and alterations involving bedroom, bathroom, kitchen, living room, or other accessory rooms.		1, 2, 3, 4, 9, 10	BD, PD	X
Additions and alterations involving an attached or detached garage or shop.		1, 2, 3, 4, 5	BD, PD	X
Decks and patios not over 20 square feet and 30 inches above grade with no permanent construction above the floor line.	X			
Decks, entry porches, etc. over 20 square feet and/or 30 inches above grade.		1, 3	BD, PD	X
Fences over 6 feet in height on side or back yard, or		1	BD, PD, EG	X
Fences used for agricultural purposes only or those fences under 6 feet in height on side and back yard.	X			
Replacement of existing fencing, same height, material, and location in the back or side yards.	X			
Fences under 3 feet in front yard with approved materials (picket, wrought iron, etc).	X			
Installation of handicap accessible ramp.		1	BD, PD	X
Erection of exterior signs (except as exempt in zoning resolutions).		7	BD, PD, EG	
Shade cloth structures constructed for nursery or agricultural purposes, provided the floor area does not exceed 120 square feet and said structure is not over 10 feet in height.	X			
Swings and other playground equipment accessory to detached one- and two-family dwellings.	X			
Prefabricated swimming pools less than 24 inches water depth with a surface area of less than 250 square feet and are installed above ground.	X			
Fixed or retractable awnings supported by an exterior wall that do not project over property lines, do not project more than 54 inches from the exterior wall, not more than 40 square feet in projected area, and do not require additional support.	X			

Exterior Repair and Replacement and/or Addition

Replacement of roof when done with new material or replacement of 25% or more of the roof sheathing.		1	BD	
Repair or replacement of exterior siding.		1	BD	
Replacement, addition, or repair of existing windows and frames when modification is made to the opening.		1	BD	
Replacement, addition, or repair of exterior doors and fire-rated interior doors when modification is made to the opening.		1	BD, PD	
Installation of storm windows and doors, glazing, and glass replacement.	X			
Repair or replacement of gutters and downspouts.	X			
New aluminum, steel, or vinyl on soffits, fascia boards, rake boards, and overhangs with no change to existing openings.	X			

Interior Repair and Replacement and/or Addition

Foundation repair when value of job exceeds \$3,000.00 and must be engineered.		1	BD, EG	
Ordinary repairs to residential buildings and structures up to 4 units.	X			
Tuck pointing, plaster patching, exterior and interior painting, floor sanding and refinishing, tiling, carpeting, replacement of flooring with like materials, wall paper, cabinet installation, counter tops, and similar finish work - interior or exterior.	X			
Wall paneling applied directly to wall surfaces.	X			
Acoustical ceiling tile applied directly to ceiling surfaces.	X			
Installation of battery-operated smoke detectors.	X			
Installation of hard-wired smoke detectors.		9	BD	
Installation of fire sprinklers or alarm system.		10	BD	
Replacement of any minor electrical, mechanical, or plumbing part that does not alter approval of equipment or make such equipment unsafe.	X			
The stopping of leaks in drains, water, soil, waste, or vent pipe provided, however, that if any concealed tap, drain pipe, water, soil, waste, or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made.	X			
The clearing of stoppages of the repairing of leaks in pipes, valves, or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.	X			
Portable heating appliance, ventilation equipment, or cooling unit.	X			

Emergency Repairs: Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

(This table is a permit requirement guideline only, and does not take precedence over the International Codes as adopted by the Town of Eagle.)

Key:

- 1 - Building
- 2 - Plumbing
- 3 - Electrical
- 4 - Mechanical
- 5 - Grading
- 6 - Individual Wastewater Disposal
- 7 - Sign
- 8 - Manufactured Housing Hookup
- 9 - Fire Alarm System
- 10 - Fire Sprinkler System
- 11 - Right-of-Way Construction Permit
- 12 - Special Use Permit

Routing Abbreviations:

- BD - Building Department
- EH - Environmental Health
- PD - Planning Department
- EG - Engineering