

Overview: How to Start or Expand A Business

Overview/Purpose - This process describes how to locate, relocate, or start a new business within the Town of Eagle.

Town Departments & Agencies Involved - This process may involve the Town Clerk, Planning, Building, Public Works, Public Safety/Police, and the Fire Department. The Eagle Chamber of Commerce and/or the Economic Vitality Committee also serve as development liaisons for businesses navigating the municipal process.

Contact Us

[Town of Eagle Staff Directory](#)

[Town of Eagle Economic Vitality Committee](#)

[Town Utilities](#)

[Eagle County Environmental Health](#)

[Greater Eagle Fire Protection District](#)

[Eagle Chamber of Commerce](#)

Step by Step Process - These steps are intended to be read sequentially as written.

1. Verify location is permitted . Estimated Timeframe: 1-2 weeks.

Before signing a lease or purchasing property, contact the Planning Department to verify a lot, building or unit meets Town requirements and is zoned appropriately for your business activity.

- a. By providing a business plan or detailed concept, staff can help make a determination based on a zone district's permitted uses.

2. Obtain a Town of Eagle Business License . Estimated Timeframe: 1-2 weeks.

After zoning verification, apply for an annual business license with the Town Clerk. To comply with the Town's regulations, applicants may need to address referral comments from other departments and third-party agencies before a license is issued.

- a. [Town of Eagle Business License Application](#)
- b. Other Licensing. In addition to a business license, your operation may also require the following. Timeframes for obtaining additional licenses may vary.
[Liquor License](#), [Tobacco License](#), [Environmental Health License](#).

3. Apply for Building Permit (s) . Estimated Timeframe: Varies.

Contact the Building Department when there is a change of tenant, change of occupancy, or if there are alterations to the space (internal or external). Based on the scope of improvements, consulting a design professional (i.e. commercial realtor, architect, professional engineer, general contractor, etc.) may be recommended. The design professional may provide the plan documents, supporting information, advice on options to meet the building code requirements and estimated improvement costs.

- a. A change of occupancy to a more intense use may trigger additional costs such as building improvements, additional development fees, and may increase the required parking which will require a development plan.
 - i. [Building Codes](#)
 - ii. [Do I Need a Building Permit?](#)
 - iii. [Commercial Project Submittal Guidelines](#)
 - iv. [Building Permit Zoning Checklist](#)

v. [Forms, Permits, Fees, Applications](#)

- b. A change of occupancy or alterations may incur Plant Investment Fees (PIFs) (colloquially called “tap fees”). These fees fund the Town’s water and wastewater treatment operations and are assessed by Public Works. **Schedule a site visit with the Town Engineer to evaluate the PIF application against existing fixtures. Cost savings may be available.**
 - i. [Permit Applications for Water & Sewer Taps](#)
- c. Inspection(s) prior to Opening. In addition to a Building inspection, your operation may be subject to Utility, Fire, Public Safety, and Environmental Health inspections.
- d. Estimated timeframes for receiving a Building Permit:
 - i. Small projects (equipment swap outs, re-roofs): 1-3 days
 - ii. Medium projects (interior remodel/adding walls): 3-6 weeks
 - iii. Large projects (new construction): 8-10 weeks

4. **Apply for a Sign Permit** . Estimated Timeframe: 2-3 weeks.

If you are installing a new sign or making improvements to an existing sign, please read the Town’s sign code to verify standards for dimensions, materials, lighting, color, and illegal signs. Sign permits are obtained from the Planning Department.

- a. [Land Use Code, Chapter 4.16 - Signs](#)
- b. [Sign Permit Application](#)

5. **Verify Encroachments.** Estimated Timeframe: 3-4 weeks.

Items such as string lighting, tables and chairs, sandwich boards or planters on the sidewalk may be on the public-right-of-way and require an encroachment permit.

Encroachment permits are reviewed by Public Works and obtained from the Planning Department.

- a. [Public Safety, Section 9.28.060. - Encroachments](#)
- b. Encroachment Permit Application

6. **Establish Utilities:** Estimated Timeframe: Varies

You may need to establish utility services such as electric, gas, water, sewer, trash & recycling, and Broadband. Confirm with your landlord or property manager, then visit the Town’s Utility page to get started.

- a. [Town Utilities](#)