



THE TOWN OF EAGLE
200 Broadway • PO Box 609 • Eagle, Colorado 81631
Phone 970-328-6354

BUILDING PERMIT APPLICATION CHECKLIST SINGLE FAMILY OR DUPLEX

Construction in the right of way (for access/driveway construction), is normally included as part of the single family/duplex building permit application; however, please be advised that a Permit to Construct within the Public Way may be required from the Public Works Department.

A. Application Form

Please make sure that the following information is filled out on the associated Building Permit:

- Job Address-** physical and 12-digit parcel number (from the County Assessor's Office)
- Legal Description-** lot, block, filing, (where applicable) subdivision
- Owner's Name-** mailing address and phone number that matches Eagle County Assessors
- Contractor's Name/ Contact Person-** mailing address and phone number
(Contact Person will be responsible for handling all correspondence regarding the permit.)
- Architect/ Designer & Engineer-** mailing addresses and phone numbers
- Use of Building-** residential
- Class of Work-** new, addition, alteration, repair, move, remove
- Description of Work-** new single family, basement finish, kitchen remodel, etc.
- Valuation-** (labor and materials) excluding lot costs
- Type of Heating-** natural gas, propane, electric, other
- Lot Information-** acreage or square footage, impervious coverage, lot coverage (includes overhangs)
- Structure Information-** number of stories, number of dwelling units, total square footage of structure, height of structure above grade, # of off-street parking spaces
- Design Review approval date**
- Signature** of contractor or owner and date

B. Building Plans- Plans must be complete, legible, and to scale. If any of the required information is missing, the building permit application can not be accepted.

A **DIGITAL SET** of the following will be required:

1. **SITE PLAN** showing the following:

- Design Review Board-** Stamped or signed by design review board (DRB)
- Legal Description-** Subdivision, Lot, Block, Filing
- Property Lines-** All existing property lines must be shown. Partywall shown for duplexes
- Setbacks, Building Envelope(s), Easements, Dimensions** (An Improvement Location Certificate may be required if any building/structure is within 18” of setback).
- North Arrow and Scale** on each page
- Driveway** - Material, Slope (grade %), Culverts, Adjacent Streets, and any Dimensions
- Structures** - Proposed/Existing, including sheds, barns, decks, patios & any other Structure or building
- Water Features-** Streams, creeks, springs, ponds, ditches, 50' setback from 100-year flood, etc.
- Existing and Proposed Contours-** Grading/drainage around structures, erosion control, etc.
- Drainage Plan** - Include directional indicators for positive drainage away from the building. Drainage to be directed to street or easement off property. The contours must be shown in 2'-10' increments. Elevation of top of foundation required on plans
- Finish Floor Elevations** - Shown on the building footprint
- Connections** from road right of way to the building-water, sewer, gas, propane, phone, electric, cable, etc.; Both sides shown for duplexes.
- Landscaping Plan** - Existing plant materials, ground cover, sidewalks, snow storage
- Construction Parking / Staging**
- Retaining Walls** - Materials, highest and lowest point; Engineer stamped detail required if retaining wall is over four feet.

2. ARCHITECTURAL SHEETS showing the following:

- Floor Plans for Each Level**, complete dimensions, drawing scale noted
- Minimum Four (4) Elevations** North, South, East, and West
- Building Cross Sections** and construction details
- Label Each Room-** (ex- bedroom, living room, kitchen, etc.)
- Location of Mechanical Equipment** is shown on the plans
- Window Sizes & Types-** noted on floor plan or elevations (rough opening sizes and window operation clearly indicated.)
- Guardrail-** details shown
- Roof Covering and siding specified.**
- Roof Slope-** pitch shown
- Attic Ventilation** and crawl space ventilation details
- Minimum Insulation** shown for walls, floor, and roof
- Fireplaces** labeled

3. STRUCTURAL SHEETS showing the following:

- Each Page-** wet stamped / signed by Colorado State Licensed Engineer or Architect
- Soils Report-** Two (2) copies of the **soils report** for the specific lot

Design Specifications Sheet including:

- Roof Live Load-** (snow)
- Floor/Deck Live Load**
- Wind Design**
- Foundation Design-** per soils report
- Soils Report Number Referenced**
- Foundation Plan-** shows complete footing/foundation dimensions
- Footing / foundation-** reinforcement details provided and referenced on plan
- Dedicated Framing Plans-** for each floor level and roof framing (All beams, joists&

rafters clearly shown.)

Framing Details provided

- Correction letters will be issued for incomplete applications and may delay the issuance of the permit.
- Building permit and plan check fees are to be paid at the time of approval of application and an invoice will be sent to you via email.
- Building permits or projects necessitating Town Board or Planning & Zoning Commission review will not be examined until final approval from the reviewing bodies is awarded.

I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will not be accepted.

Applicant's Signature

Date