BUILDING FAQ'S

What type of work requires a building permit?

1. Smaller projects, including but not limited to re-roofs, furnace and AC installations or replacements, water heater replacements, windows, siding, electrical upgrades, gas tests, and demolitions all require a "building one stop" permit.
2. Medium projects, including but not limited to tenant finishes, basement finishes, decks, pergolas, gazebos, sheds, detached garages, home additions, accessory dwelling units, carports and patio covers all require an "addition/remodel" or "accessory structure" permit. These require plans showing the work that is intended and usually a plot plan.
3. Solar panel installations require a PV permit. These also require plans, product info and an engineer's letter for the roof structure.
4. New primary structures (single family homes, duplexes, townhomes, multifamily buildings, and commercial buildings) require a "new primary structure" permit. These will require a full plan set, plot plan, soils report, energy report, fire impact fee form, and raw water dedication certification.

What type of work does not require a building permit?

1. Fences. Please keep in mind fences must meet the requirements of Section 18.02.040 of the Evans Municipal Code.
2. Sheds under 120 square feet that do not include electrical.
3. Concrete flatwork. Please keep in mind that driveway expansions may require an Access Permit through the Evans Engineering Department.
4. Roof or siding repairs 100 square feet or less.

Who can apply for a building permit?

1. If a contractor is performing the work, the contractor must have a current business license and apply for the permit in Citizenserve.
2. Design professionals may submit applications if a contractor has not been selected for a commercial project. Contractors must be added to permit prior to issuance.
3. Homeowners may submit permit applications in Citizenserve if they are performing their own work or acting as their own general contractor. Homeowners may only perform their own plumbing and/or electrical work if it is their primary residence.

How long does it take to get a permit?

1. One stop permits are typically processed in one day, however the City has up to three business days to complete them.

2. Addition/remodel and accessory structure permit have a 10 business day review period, however they are typically completed within a week. Incomplete or unclear applications may require revisions which can extend the review period.
3. New residential construction permits have a 10 business day review period, however incomplete or unclear applications may require revisions which can extend the review period.
4. New commercial construction permits have a 20 business day review period. Incomplete or unclear applications may require revisions which can extend the review period.

What does the permit process look like?

1. Applicants will submit their applications in Citizenserve, including any necessary plans and documents.
2. Applications will be processed and, depending on the permit type, reviewed by relevant team members.
3. Once ready, an invoice will be sent for payment, which can be made with a credit card or e-check directly in Citizenserve.
4. After payment, the permit and any approved plans will be made available in the documents tab.
5. The applicant will be responsible for scheduling inspections as needed through Citizenserve.

How long is a permit valid?

1. A permit is valid for 180 days if no inspection activity has occurred. However, each inspection renews the permit for another 180 days for up to a maximum of 2 years. Any requests for extensions must be made in writing prior to the permit's expiration.

What happens if work is done without a permit?

1. Work that is still underway will receive a stop work order. The owner, contractor or authorized agent must contact the City and apply for a permit before continuing work. Permits may be subject to a violation fee equal to that of the construction fee.
2. Work that has already been completed will receive a violation notice. The owner, contractor or authorized agent must contact the City and apply for a permit. Permits may be subject to a violation fee equal to that of the construction fee.
3. Unpermitted work that is not remedied may be removed.

How are inspections scheduled?

1. Inspections are scheduled in Citizenserve.
2. Inspections requests can be made up until 12:00am for next inspections. Requests can also be made for dates further in the future. Same day inspection requests will not be granted unless deemed urgent by the inspector.

3. Results are sent via email to the applicant and are available in Citizenserve once the inspection is complete.
4. Inspections for roofs require a ladder to be set.
5. Inspections for water heaters, furnaces, basement finishes and any other items that require the inspector to be inside the home will need the applicant and/or property owner present.
6. Repeat visits for the same inspection will incur a $75 reinspection fee.