

COMMUNITY DEVELOPMENT

Inspections: (715) 839-4947 Email: inspections@eauclairewi.gov

Online Permit Application Instructions

All permit applications must be applied for online. Below are the steps for obtaining your permit via the online application.

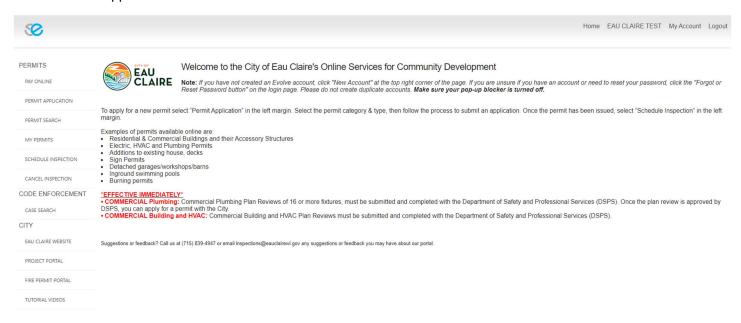
- 1. To get to our online software, go to the City of Eau Claire's website (eauclairewi.gov) and click on the "Inspections" page. Here you will find the link, "Apply for a Permit". Bookmark this page to use in the future.
- 2. DO NOT click the back button in the browser; this will end your application.
- 3. You CANNOT start and save your application for a later time and date.
- 4. Set up a new account by clicking "New Account" in the upper right portion of the page.
- 5. Enter the information needed for your account (yellow fields are required, white are optional but encouraged).
- 6. After setting up your account, begin your permit application (left side of screen, "permit application")
- 7. **Submit** your permit application and required documents.
 - a. Project address: read the instructions on this page for correct entry. Not all 3 boxes can have an entry.
 - b. Check all boxes to agree to continue. DO NOT proceed with the application if you do not have all these items.
 - c. Select "Residential or Commercial" in the Category dropdown that fits your project
 - d. Choose "Type" that best fits your project
 - e. Contacts page: Select your designation (owner, contractor, electrician, architect, etc.)
 - f. Upload required or additional documents
 - i. Site Plan (if requested): This can be hand drawn showing structure and distance from lot lines and house
 - g. To submit, check box and enter your name to finish.
 - h. Select "Finish" to submit the application
- 8. Your application comes in electronically and is reviewed by an inspector on a first come first serve basis. Your application could take up to 4 weeks to be reviewed based on the number of applications submitted ahead of you and staff availability. The status will be "under review" until it has been approved.
 - a. If the Inspector has further questions about your application, they will contact you via phone or email.
- 9. Once the application has been approved you will be contacted via email. This email will allow you to pay online for the permit with a credit card or by mailing in a check.
- 10. Once the permit is paid for, you will automatically be emailed the permit to be posted on the job site.

Bookmark this site for future review of your project and inspection results: https://evolvepublic.infovisionsoftware.com/eauclaire/

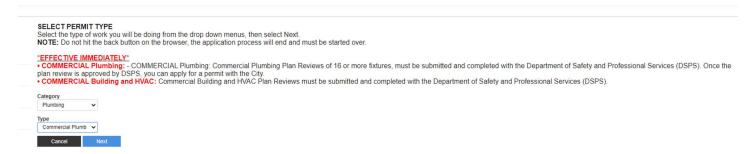
For any further questions, we can be reached at 715-839-4947.

PERMIT APPLICATION SCREEN SHOTS:

Select "Permit Application" from the left side menu.



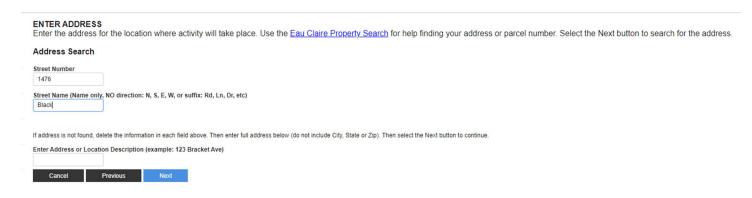
Select appropriate category and type from the drop downs.



This screen is letting you know what documents may be required to be uploaded, and any other pertinent information.

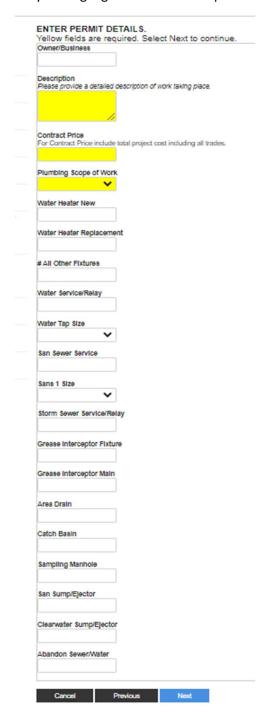


Enter only the info requested in the first two fields, then click next. If the address is not found on the next screen, delete the information in the Street Number and Street Name fields and put the full address in the third field as shown in the example above the field (city, state and zip are not required).



ADDRESS SELECT Check the box beside the address then select Next. 1476 BLACK AVE Cancel Previous Next

Only the highlighted fields are required.



You must select something from each drop down. They can be the same.

SELECT PERMIT CONTACTS

Use The Add Contact button to add subcontractors that do not appear. For Building Permits, all subcontractors are required to be listed only on New 1 & 2 Family Permits. Select a contact type from the drop down list then select "Next" to continue.



After selection, click next.

SELECT PERMIT CONTACTS

Use The Add Contact button to add subcontractors that do not appear. For Building Permits, all subcontractors are required to be listed only on New 1 & 2 Family Permits. Select a contact type from the drop down list then select "Next" to continue.

Add Cont	act						
FINANCIAL CONTACT	CONTACT TYPE	CONTACT TYPE	ORGANIZATION	LAST NAME	FIRST NAME	EMAIL	PHONE
✓	Plumbin; 🗸	Plumbin ₍ ~	CITY OF EAU CLAIRE	TEST	EAU CLAIRE	EauClaireTest@gmail.com	766555000

Click the box and type your name in the blank field. Then click finish.

ESIGNATURE

I hereby testify the information in this application is true and correct. I acknowledge that work under this permit is subject to inspection and shall cooperate with the building inspector or an authorized agent to permit any such inspections during reasonable hours. City Inspectors or their agents will have proper ID, you may ask to see it or may call City Inspections Division at 715-839-4947 with any questions. The information provided is complete and accurate and agree to comply with all applicable codes and ordinances of the City of Eau Claire and the State of Wisconsin and any conditions attached hereto. I further understand that the issuance of this permit is not valid until the fee is paid; and that work under this permit must be completed with three years after which time the permit becomes null and void. I understand this permit may be revoked by the City of Eau Claire according to the law.

I agree to the co	nditions Enter Your N	lame
Cancel	Previous	Finish

Your application will be submitted to our portal. You can check on the application process in your account. If you need/want to add documents or pictures after you have submitted your application, simply log into your account, find the permit (do not click on it). On the far right side will be a list to choose from (Details, Request Inspection, Cancel Inspection, Map), choose Details.



2708 THOMAS DR CITY OF EAU CLAIRE Commercial Plumbing Details Request Inspection Cancel Inspection Map

Once the Details screen has opened, you will scroll down to the bottom of the screen to Documents, then select "Upload New Document". If there are multiple documents you want to upload, you will select "save and add new" after each upload.

← Back to Search Results

PERMIT DETAILS



Request Inspection
Cancel Inspection
Google Maps

Print

Permit Address	2708 THOMAS DR	
Report Code	401 - Commercial Plumbing	
Description	Sprinkler	
Contract Price	\$1,000	
Permit Status	Billed	

CONTACTS

TYPE	NAME	ORGANIZATION
Plumbing	EAU CLAIRE TEST	CITY OF EAU CLAIRE

DOCUMENTS

Upload New Document

GIS

Select Document Name. Select Other to type in your own description. Click on Choose file to select the file for upload. Then click on Upload.

FILE UPLOAD

Select the Choose File button to select your document then select Upload.

Document Name				
Select document name 🔻				
Enter Document Name Select File Choose File No file chosen				
Upload	Cancel			

Example:

FILE UPLOAD

Select the Choose File button to select your document then select Upload.

Document Name		
Other	~	
Enter Document	Name	
Approved Plumb	ing Plans	
Select File Choose File Sta	te Approi	ng Plans.pdf
Unload	Car	icel

If you successfully uploaded the document, it will now be in your list of documents:

DOCUMENTS

Upload New Document

	DATE	DOCUMENT
View	6/9/2023	Approved Plumbing Plans

From you account, you can also schedule or cancel inspections