



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.

Home EAU CLAIRE TEST My Account Logout

PERMITS

- PAY ONLINE
- PERMIT APPLICATION**
- PERMIT SEARCH
- MY PERMITS
- SCHEDULE INSPECTION
- CANCEL INSPECTION
- CODE ENFORCEMENT
- CASE SEARCH
- CITY
- EAU CLAIRE WEBSITE
- PROJECT PORTAL
- FIRE PERMIT PORTAL
- TUTORIAL VIDEOS

WELCOME TO THE CITY OF EAU CLAIRE'S ONLINE SERVICES FOR COMMUNITY DEVELOPMENT

Note: If you have not created an Evolve account, click "New Account" at the top right corner of the page. If you are unsure if you have an account or need to reset your password, click the "Forgot or Reset Password button" on the login page. Please do not create duplicate accounts. **Make sure your pop-up blocker is turned off.**

To apply for a new permit select "Permit Application" in the left margin. Select the permit category & type, then follow the process to submit an application. Once the permit has been issued, select "Schedule Inspection" in the left margin.

Examples of permits available online are:

- Residential & Commercial Buildings and their Accessory Structures
- Electric, HVAC and Plumbing Permits
- Additions to existing house, decks
- Sign Permits
- Detached garages/workshops/barns
- Inground swimming pools
- Burning permits

•EFFECTIVE IMMEDIATELY•
• COMMERCIAL Plumbing: Commercial Plumbing Plan Reviews of 16 or more fixtures, must be submitted and completed with the Department of Safety and Professional Services (DSPS). Once the plan review is approved by DSPS, you can apply for a permit with the City.
• COMMERCIAL Building and HVAC: Commercial Building and HVAC Plan Reviews must be submitted and completed with the Department of Safety and Professional Services (DSPS).

Suggestions or feedback? Call us at (715) 839-4947 or email inspections@eauclairewi.gov any suggestions or feedback you may have about our portal.

Select appropriate category and type from the drop downs.

SELECT PERMIT TYPE
Select the type of work you will be doing from the drop down menus, then select Next.
NOTE: Do not hit the back button on the browser, the application process will end and must be started over.

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• COMMERCIAL Building and HVAC: Commercial Building and HVAC Plan Reviews must be submitted and completed with the Department of Safety and Professional Services (DSPS).

Category
Plumbing

Type
Commercial Plumb

Cancel Next

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

BEFORE YOU BEGIN
Before you begin the selected permit application, the following information/documents may be required for this specific permit to be submitted. Please check all boxes to indicate you understand what may be required to continue.

Commercial Plumbing Plan Reviews of 16 or more fixtures, must be submitted and completed with the Department of Safety and Professional Services (DSPS). Once the plan review is approved by DSPS, you can apply for a permit with the City.

Cancel Previous Next

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).

ENTER ADDRESS
Enter the address for the location where activity will take place. Use the [Eau Claire Property Search](#) for help finding your address or parcel number. Select the Next button to search for the address.

Address Search

Street Number
1476

Street Name (Name only, NO direction: N, S, E, W, or suffix: Rd, Ln, Dr, etc)
Black

If address is not found, delete the information in each field above. Then enter full address below (do not include City, State or Zip). Then select the Next button to continue.

Enter Address or Location Description (example: 123 Bracket Ave)

Cancel Previous Next

If the correct address populates, click next.

ADDRESS SELECT

Check the box beside the address then select Next.

<input checked="" type="checkbox"/>	1476 BLACK AVE
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Only the highlighted fields are required.

ENTER PERMIT DETAILS.

Yellow fields are required. Select Next to continue.

Owner/Business

Description

Please provide a detailed description of work taking place.

Contract Price

For Contract Price include total project cost including all trades.

Plumbing Scope of Work

Water Heater New

Water Heater Replacement

All Other Fixtures

Water Service/Relay

Water Tap Size

San Sewer Service

San 1 Size

Storm Sewer Service/Relay

Grease Interceptor Fixture

Grease Interceptor Main

Area Drain

Catch Basin

Sampling Manhole

San Sump/Ejector

Clearwater Sump/Ejector

Abandon Sewer/Water

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.

Add Contact

FINANCIAL CONTACT	CONTACT TYPE	CONTACT TYPE	ORGANIZATION	LAST NAME	FIRST NAME	EMAIL	PHONE
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	CITY OF EAU CLAIRE	TEST	EAU CLAIRE	EauClaireTest@gmail.com	766555000

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 Contact

FINANCIAL CONTACT	CONTACT TYPE	CONTACT TYPE	ORGANIZATION	LAST NAME	FIRST NAME	EMAIL	PHONE
<input checked="" type="checkbox"/>	Plumbing <input type="text"/>	Plumbing <input type="text"/>	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 conditions Enter Your Name

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

Enter Document Name

Select File

 No file chosen

Example:

FILE UPLOAD

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

Document Name

Enter Document Name

Select File

 State Appro...ing Plans.pdf

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