



BUILDING PERMIT APPLICATION COMPLIANCE SHEET

448 East First Street, Suite 112 Salida, CO 81201 Phone: 719-530-2626 Fax: 719-539-5271 Email: planning@cityofsalida.com

The Community Development Department requires 3 sets of plans for Residential construction and 4 sets of plans for Multi-Family and Commercial construction. A site plan drawn to a usable engineer scale is required of all new structures with location of all structures, improvements and setbacks to all property lines shown.

Owner Name: \_\_\_\_\_ Email Address: \_\_\_\_\_ Project Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Document Check List: See Chaffee County Building Permit Application for Additional Requirements

- Site Plan Floor Plans Elevations Warranty Deed Drainage Plan\* Commercial/Multi- Family

Work Type:

- Interior Exterior\*

\*All new exterior lights are fully shielded Sec.16-8-100

Building Type: Check all that apply

- Single Family Multi-Family (# of units) Commercial Addition Remodel Detached Garage Accessory Structure Accessory Dwelling Unit

\*ACCESSORY DWELLING UNITS REQUIRE ADMINISTRATIVE REVIEW

Water/Sewer Tap Fees Required: Yes No Tap size Meter size

\*Please contact the Utility Department for fee information 530-2622

Dimensional Compliance: \*Please refer to the back of this sheet for zoning district requirements

Zone District: \_\_\_\_\_ Overlay District: \_\_\_\_\_

(Proposed) Front Setback: (Proposed) Rear Setback: (Proposed) Side Setbacks: /

Building Height: Number of Dwelling Units: \_\_\_\_\_

Parking Spaces Proposed: \_\_\_\_\_

Lot Size (sq.ft.): \_\_\_\_\_

Lot Coverage for all Structures (sq.ft./ Lot Size (sq.ft.) X 100 = %

Uncovered Parking/Access (sq.ft.): / Lot Size (sq.ft.) X 100 = %

Landscape area: Number of Trees required per section 16-8-90: \_\_\_\_\_

Street Improvements Required \*Hwy 50/Hwy 291 Overlays: Yes No

A processing fee paid to the City of Salida is required for all building permit applications. The processing fee is 20% of the Chaffee County Building Department permit fee. The minimum processing fee for commercial & multi-family projects is \$100.00. The minimum processing fee for all other projects is \$50.00. Please make checks payable to the City of Salida.

I certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.

Signature of applicant/agent Date

Signature of property owner Date

Staff Use Only:

Permit #: Staff member assigned: Fee: Receipt #:

Staff Comments:

**TABLE 16-F**  
**Schedule of Dimensional Standards**

| <b>Dimensional Standard</b>  | <b>R-1</b> | <b>R-2</b> | <b>R-3</b> | <b>R-4</b> | <b>RMU</b> | <b>C-1</b> | <b>C-2</b>  | <b>I</b> |
|--|------------|------------|------------|------------|------------|------------|-------------|----------|
| Min. lot size (sq. ft.)  | 7,500      | 5,625      | 5,625      | 4,000      | 5,625      | 5,625      | N/A         | 5,625    |
| Density (Lot sq. ft./Min. lot area per dwelling unit)  | 3,750      | 3,125      | 2,400      | 2,400      | 3,125      | 2,800      | N/A         | 2,800    |
| Min lot size (sq. ft.) – attached units  | N/A        | 3,125      | 2,400      | 2,400      | 3,215      | 2,800      | N/A         | 2,800    |
| Min. lot frontage  | 50'        | 37' - 6"   | 37' - 6"   | 37' - 6"   | 37' - 6"   | 37' - 6"   | N/A         | 37'-6''' |
| Min. lot frontage – attached units   | N/A        | 20'        | 15'        | 15'        | 20'        | 20'        | N/A         | 20'      |
| Max. lot coverage: structures (additive coverage total for structures and uncovered parking cannot exceed 90% except in C-2)                     | 35%        | 40%        | 45%        | 45%        | 45%        | 60%        | 100%**<br>* | 60%      |
| Max. lot coverage: uncovered parking/access (additive coverage total for structures and uncovered parking cannot exceed 90% except in C-2) ***** | 10%        | 15%        | 25%        | 25%        | 25%        | 60%        | No Req.***  | 30%      |
| Min. landscape area  | 55%        | 45%        | 30%        | 30%        | 30%        | 10%        | No Req.*    | 10%      |
| Min. setback from front lot line   | 30'        | 20'        | 20'        | 15'        | 15'        | 10'        | No Req.     | 10'      |
| Min. setback from side lot line for a primary bldg.  | 8'         | 5'         | 5'         | 5'         | 5'         | 5'**       | No Req.     | 5'**     |
| Min. setback from side lot line for a detached accessory bldg.   | 3'         | 3'         | 3'         | 3'         | 3'         | 3'         | No Req.     | 3'       |
| Min. setback from rear lot line: principal bldg.   | 30'        | 20'        | 20'        | 15'        | 15'        | 5'**       | No Req.     | 5'**     |
| Min. setback from rear lot line: accessory bldg.   | 5'         | 5'         | 5'         | 5'         | 5'         | 5'         | N/A         | 5'       |
| Max. building height for a primary bldg.   | 35'        | 35'        | 35'        | 35'        | 35'        | 35'        | 35'         | 35'      |
| Max. building height for a detached accessory bldg.  | 25'        | 25'        | 25'        | 25'        | 25'        | 25'        | 25'         | 25'      |

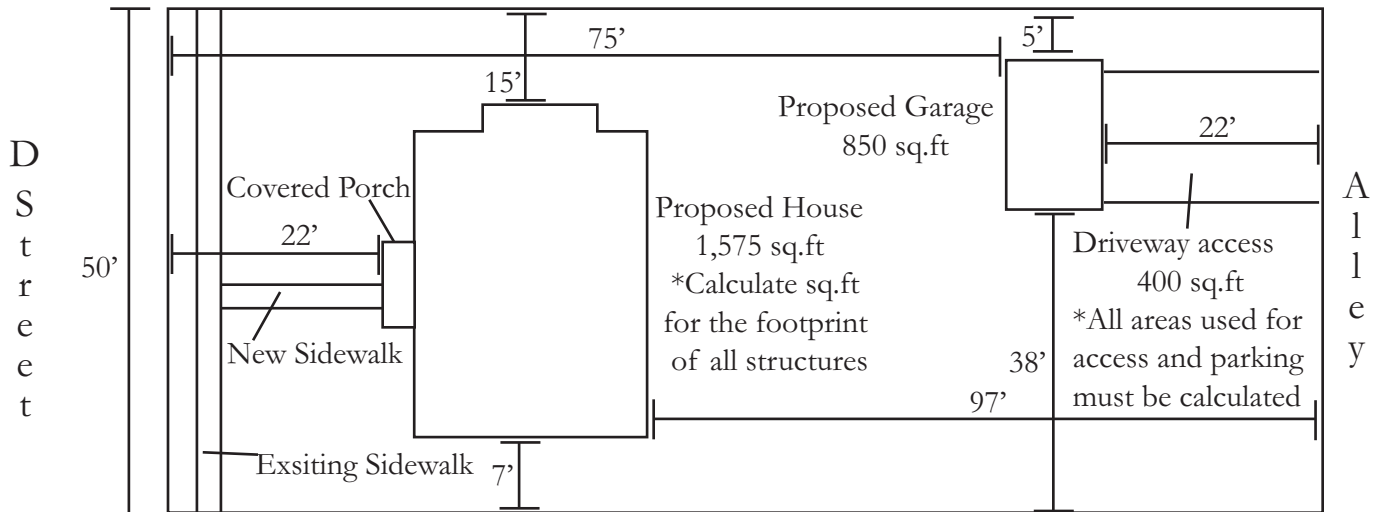
**Notes:**

- \* If a property does not utilize the zero setback allowance, the minimum landscape area shall be 10%.
- \*\* If the property adjoins a residential zone district, setbacks on the side and rear lot line shall be the same as those in the residential zone.
- \*\*\* Existing structures are not required to meet off-street parking requirements. New structures and additions shall meet off-street parking requirements.
- \*\*\*\* A covered porch may encroach into the front yard setback by twenty-five (25) percent.
- \*\*\*\*\* If a front-loaded garage is set back at least ten (10) feet behind the primary street-facing building façade, the lot coverage between the garage entrance and the primary, street-facing, building façade, shall not be included in the calculation of lot coverage for uncovered parking/access.

# Site Plan Example

Lot Dimensions

Front, Rear, and Side Setbacks must be shown for all structures. Parking and any other improvements must be shown.  
150'



Scale 1" = 20'

Address: 2999 D Street



North Arrow

\*All scales must be engineering

## Helpful Definitions

*Lot coverage* means that area or portion of a lot which is occupied or covered by all buildings on that lot. The area included as coverage shall be that area defined herein as building area.

*Landscape area* means an area which has been improved through the planting and maintenance of living plants such as trees, shrubs, plants, vegetative groundcover and turf grasses. Landscape area may include natural nonliving elements such as rock, stone and bark, as well as structural features, including but not limited to walks, trail connections, fences, benches, works of art, reflective pools or fountains and outdoor recreation facilities, such as swimming pools, tennis courts and the like, but shall not include areas covered by buildings, parking or access areas.

*Uncovered parking and access area* means that portion of a parcel which is used for or intended to be used for vehicle parking or loading areas, circulation areas to and within vehicle parking and loading areas, and access driveways from a public or private right-of-way, whether such areas are kept in paved, gravel or other surface.

## Fully Shielded Lighting

*Fully Shielded* means lighting fixtures must be constructed in such a manner that all light emitted by the fixture, either directly from the lamp or diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal. All new exterior lights must be fully shielded.



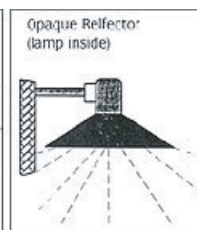
Not Allowed



Permitted



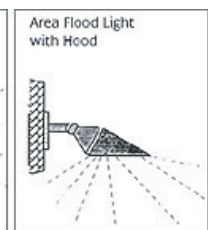
Not Allowed



Permitted



Not Allowed



Permitted



## 2015 Fees and Charges – Fire Department

| TYPE OF SERVICE / FEE | FEE |
|-----------------------|-----|
|-----------------------|-----|

### Commercial:

#### Plans Review and Construction Inspections:

##### Plans Review and Construction Inspections

|              |              |                                 |
|--------------|--------------|---------------------------------|
| 0-1,000      | Square Feet: | \$50                            |
| 1,001-2,500  | Square Feet: | \$75                            |
| 2,501-5,000  | Square Feet: | \$100                           |
| 5,001-7,500  | Square Feet: | \$200                           |
| 7,501-10,000 | Square Feet: | \$250                           |
| 10,001-      | Square Feet: | \$250 + \$ 0.02 per square foot |

**Site Plans:** \$100

**2<sup>nd</sup> Review of above plans:** No charge

**Each Review Beyond 2<sup>nd</sup>:** \$ ½ of original fee

*Note: The City of Salida reserves the right to send out plans to an outside reviewing agency and plan review charges will be based upon the amount charged by the reviewing agency.*

#### Business Inspections:

**New Business Fire Inspection Fees:** \$ 35 per hour or any part thereof (Initial Visit)  
 No charge (First Follow-up Visit)  
 \$ ½ of original **hourly** fee (Any additional follow-up visits)

**Existing Business Inspections :** \$30 per hour or any part thereof (Initial Visit)  
 No charge (First Follow-up Visit)  
 \$ ½ of original **hourly** fee (Any additional follow-up visits)

**Existing Business Self Inspection:** No charge

## Residential:

**Residential Voluntary Home Inspection:** No charge

Subdivision/Multi-Family Dwelling Plan review:

|                          |                          |
|--------------------------|--------------------------|
| 3-5 Residential Units:   | \$25                     |
| 6-30 Residential Units:  | \$100                    |
| 31-50 Residential Units: | \$200                    |
| 50 + Residential Units:  | \$200 + \$5/home or unit |

**2<sup>nd</sup> Review of above plans:** No charge

**Each Review Beyond 2<sup>nd</sup>:** \$ 1/2 of original fee

*Note: The City of Salida reserves the right to send out plans to an outside reviewing agency and plan review charges will be based upon the amount charged by the reviewing agency.*

**Cistern/Dry Hydrant Inspection/Test (6,000 gal):** \$150  
**(15,000 gal):** \$150 + \$50 for each additional cistern

## Additional User Fees:

### Fire works:

|                                       |       |
|---------------------------------------|-------|
| Retail Sales:                         | \$100 |
| Fireworks Displays Safety Inspection: | \$100 |

### Fire Reports (Copies):

|                    |           |
|--------------------|-----------|
| Homeowner:         | No charge |
| Commercial         | No charge |
| Insurance Company: | \$25      |

**Fire Investigation Reports: (Copies)** \$25+ any additional expenses

# STATE OF COLORADO

Bill Owens, Governor  
Dennis E. Ellis, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

4300 Cherry Creek Dr. S.      Laboratory Services Division  
Denver, Colorado 80246-1530      8100 Lowry Blvd.  
Phone (303) 692-2000      Denver, Colorado 80230-6928  
TDD Line (303) 691-7700      (303) 692-3090  
Located in Glendale, Colorado  
<http://www.cdphe.state.co.us>



Colorado Department  
of Public Health  
and Environment

## **BUILDING RENOVATION AND DEMOLITION WHAT YOU NEED TO KNOW!**

### ***Are you Remodeling, Renovating or Demolishing?***

You are subject to State and Federal Regulations requiring inspection for asbestos. Avoid penalties and delays: have your project inspected for asbestos by a Colorado-certified asbestos building inspector before commencing work.

### ***It is illegal to improperly disturb asbestos containing materials!***

Asbestos can be found in these and other common building materials: Ceiling textures, vinyl floor coverings and mastic, boiler and pipe insulation, heating and cooling duct insulation, ceiling tile, roofing products, clapboard shingles, etcetera. These materials are regulated; a certified asbestos inspector can determine which materials contain asbestos and which are regulated. Buildings of **any** age may contain asbestos; even those newly built may have asbestos-containing materials.

### ***For ALL Renovation Projects:***

- Buildings of **any** age may contain asbestos; even those newly built may have asbestos containing materials.
- **Inspection:** the structures/components to be disturbed **must be inspected for asbestos** by a state-certified asbestos inspector. Contact CDPHE or go to our web site for a current list of Asbestos Inspectors <http://www.cdphe.state.co.us/ap/asbeshom.asp> or Asbestos Building Inspector Consulting firms can be found in the yellow pages section of most telephone books, under the heading "Asbestos Consulting and Testing".
- If the amount of asbestos-containing material to be disturbed exceeds the following trigger levels than an abatement contractor must remove the material.
  - Trigger levels means amounts of material as follows:
    - With regard to single-family residential dwellings, the trigger levels are 50 linear feet on pipes, 32 square feet on other surfaces, or the volume equivalent of a 55-gallon drum.
    - With regard to all areas other than single-family residential dwellings, the trigger levels are 260 linear feet on pipes, 160 square feet on other surfaces, or the volume equivalent of a 55-gallon drum.
- A certified removal contractor (General Abatement Contractor) must remove asbestos-containing materials that are regulated or may become regulated before they are disturbed by renovation or demolition activities. Contact CDPHE or go to our web site for a current list of General Abatement Contractors <http://www.cdphe.state.co.us/ap/asbeshom.asp> or Contractors can be found in the yellow pages section of most telephone books, under the heading "Asbestos Abatement".
- **Notification:** A **written notification** to CDPHE, payment of a notification fee and **ten (10) working day waiting period** is required before the removal (abatement) of regulated asbestos containing materials.

- Regulated asbestos-containing waste material must be disposed of at an approved asbestos waste disposal site.

## ***Demolitions, Destructive Salvage, House Moving***

If you demolish, perform destructive salvage, perform de-construction, burn, destroy, dismantle, dynamite, implode, knock down, level, pull down, pulverize, raze, tear down, wreck all of a structure or structural components or you move a house you are subject to State and Federal Regulations **even when there is NO asbestos in the facility.**

### *Prior to Demolition:*

- **Inspection:** the building **must be inspected for asbestos** by a state-certified asbestos inspector. Contact CDPHE or go to our web site for a current list of Asbestos Inspectors <http://www.cdphe.state.co.us/ap/asbeshom.asp> or Asbestos Building Inspector Consulting firms can be found in the yellow page section of most telephone books, under the heading "Asbestos Consulting and Testing".
- **Asbestos Removal** (if necessary) must be performed by a Colorado-certified General Abatement Contractor. **Any** asbestos containing material that is friable or will be made friable during demolition activities must be removed prior to demolition. Removal, in accordance with Regulation No. 8, is required if the amount of asbestos-containing material that is friable or will become friable during demolition exceeds the trigger levels.
- **Notification of Demolition Form** must be submitted to the CDPHE, **even if no asbestos was found during the inspection**, payment of a notification fee and **ten (10) working day waiting period** is required before the demolition can proceed.

### *During Demolition:*

- Recycling of materials, such as concrete or wood, that are bonded or contaminated with asbestos-containing material (ACM), such as floor tile or mastic, is NOT permitted.
- Demolition of a building that has non-friable asbestos containing VAT or tar-impregnated roofing materials remaining must be completed without causing the asbestos-containing materials to become friable. Concrete floors covered with floor tile shall be removed in as large sections as possible. Operations such as crushing, pneumatic jacking, etc. of materials containing asbestos are not permitted.
- When imploding or burning a structure, ALL asbestos-containing material, regardless of quantity, must be removed prior to demolition.

## ***For More Information, please contact:***

Asbestos Compliance Assistance Group  
Asbestos and Demolition Permit Coordinator  
Phone: (303) 692-3100  
Fax: (303) 782-0278  
Toll Free: 1-800-886-7689  
Web page: <http://www.cdphe.state.co.us/ap/asbeshom.asp>  
Email address: [asbestos@state.co.us](mailto:asbestos@state.co.us)

All asbestos abatement and demolition permit application forms are available from our web site or by calling the asbestos program.

**HAVE YOUR PROJECT INSPECTED BY A COLORADO-CERTIFIED ASBESTOS  
BUILDING INSPECTOR BEFORE YOU BEGIN**

**Violation of asbestos regulations can result in monetary penalties and project delays.**



## **Colorado House Bill 09-1091**

### **A Requirement that Carbon Monoxide Alarms be Installed in Residential Properties**

**Effective July 1, 2009**

This Act enacted by the General Assembly of the State of Colorado created a new section in the Colorado Revised Statutes addressing carbon monoxide safety. This section is found in Title 38, Article 45 of the Colorado Revised Statutes.

**All building permits for residential structures will now require the installation of carbon monoxide alarms if the structure has an attached garage or contains fuel-fired appliances.**

**Operational carbon monoxide alarms must be installed within fifteen (15) feet of each bedroom in the residence.**

This Act applies to all new residential structures or existing residences that have an attached garage or fuel-fired appliances. The alarms must be installed in existing residences prior to sale of the property or when a building permit is issued for interior alterations, repairs, fuel-fired appliance replacements or additions or where bedrooms are added to the residence.

The Chaffee County Building Department will enforce this state law for **all residential building permits that have not received a Certificate of Occupancy by July 1, 2009**. Carbon monoxide alarms must be installed prior to issuance of any certificate of occupancy for such permits.



## **Fast Track Standards**

Construction documents for most projects consist of drawings, specifications and appropriate calculations. All elements shall complement each other. Completeness and coordination of all necessary information are the responsibility of the registered architect or professional engineer. Construction documents submitted to the building official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

- ❖ Life Safety
- ❖ Means of Egress
- ❖ Barrier Free Accessibility
- ❖ Structural Integrity
- ❖ Building Code Compliance
- ❖ Definition of Scope of Work

The required construction documents will depend upon the size, nature and complexity of the project. The following is a suggested standard of the minimum required construction documents for review by building officials.

### **COVER SHEET**

- ❖ Project identification
- ❖ Project address and a location map
- ❖ All licensed architects and engineers identified
- ❖ The licensed architect or engineer in responsible control (the professional responsible for project co-ordination) shall be identified. All communications should be directed through this individual.
- ❖ Design Criteria List:
  - I. Occupancy group
  - II. Type construction classification
  - III. Location of property
  - IV Seismic risk
  - V. Design loads
  - VI. Structural systems
  - VII. Square footage/allowable floor area
  - VIII. Fire sprinkle systems
  - IX. Height and number of stories
  - X. Occupant load
  - XI. Land use zone

### **SITE PLAN**

Show proposed new building or structure and any existing buildings or structures, all property line with dimensions, all streets, easements and setbacks. Show all water, sewer, communication services, natural gas, telephone, and cable TV. Electrical points of connection, proposed utility service routes and existing utilities on the site. Show all required parking, drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. A topographical survey should be provided with a benchmark elevation. Show north arrow. Show dimensions for the location and size of components delineated on the site plan.

### **GEOTECHNICAL REPORT**

Provide a geotechnical report for the proposed structure at that site.

### **EXTERIOR ELEVATIONS**

Show each view. Show vertical dimensions and heights. Show openings and identify materials and show lateral bracing system where applicable. Show dimensions and schedules.

**FOUNDATION PLAN**

Show all foundations and footings. Indicate size, locations, thickness, materials and strengths, and reinforcing. Show all imbedded anchoring such as anchor bolts, hold-downs, post bases, etc. Show dimensions for the location and size of all components delineated on the foundation plan.

**FLOOR PLAN**

Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. Provide door and window schedules. All fire resistance rated assemblies, areas of refuge, occupancy separations, fire blocking and draft stopping shall be shown.

**FRAMING PLANS AND ROOF FRAMING PLANS**

Show all structural members, their size, methods and details of attachment, connections, location and materials for floors and roofs. Show roof plan. Show dimensions for the location and size of all components delineated on the roof plan.

**SCHEDULES**

Room finishes, doors, hardware, windows, plumbing, mechanical, electrical and structural.

**ADDENDA AND CHANGES**

It shall be the responsibility of the individual identified on the cover sheet as the licensed architect or engineer in responsible control to notify the building official of any and all changes throughout the project and provide revised construction documents, calculations or other appropriate documentation prior to commencement of that portion of the construction.

**REVISIONS**

The party submitting changes shall be identified at the beginning of the approved process. For clarity, all revisions should be identified and clouded on the construction drawings and appropriately marked in the project manual or resubmitted as a new set of construction documents.

**BUILDING SECTIONS WALL SECTIONS**

Show materials of construction, non-rated and fire resistance rated assemblies and fire resistance rated penetrations. Show dimensions.

**MECHANICAL SYSTEM**

Show the mechanical system. Include all units, their sizes, mounting details, all ductwork and duct sizes. Indicate all fire dampers where required. Provide equipment schedules. Submit energy conservation calculations. Show dimensions.

**PLUMBING SYSTEM**

Show all fixtures, piping, slopes, materials and sizes. Show point of connections to utilities, septic tanks, pre-treatment sewer systems and water wells. Show dimensions.

**ELECTRICAL SYSTEM**

Show all electrical fixtures (interior, exterior and site), wiring sizes and circuiting, grounding, panel schedules, single line diagrams, load calculations and fixture schedules. Show point of connection to utility. Show dimensions.

**FIRE SPRINKLE SYSTEM**

Show all sprinkler heads, piping valves, alarms, tamper switches, materials and sizes. Show point of connection to the water system and fire alarm system. Show dimensions for the size and location of components delineated on the fire sprinkler system drawings.

**STRUCTURAL SYSTEMS**

Show foundation, structural members and where required provide structural calculations for the structural systems of the project. Include calculations indicating compliance with seismic, wind, snow and other design loads. Completeness of the necessary calculations is the responsibility of the registered design professional.

**SPECIFICATIONS**

Prepare specifications to further define the construction components, the quality of the materials, delineation of the materials and methods of construction, wall, floor and ceiling finishes, exterior finishes, and descriptions of all pertinent equipment. Schedules may be incorporated into the project manual in lieu of being delineated on the construction drawings.



## CHAFFEE COUNTY

### DEVELOPMENT SERVICES DEPARTMENT

104 Crestone Ave., Room 125

P.O. Box 699

Salida, Colorado 81201

(719) 539-2124 FAX: (719) 530-9208

bdepartment@chaffeecounty.org

## COMMERCIAL PERMIT APPLICATION

These instructions and procedures must be followed to obtain a Building Permit. **All spaces on this application must be filled out and all pages must be submitted.** If the question asked is not applicable in your case, put NA, meaning not applicable. This permit package is applicable to all of Chaffee County including the Towns of Poncha Springs, Buena Vista and the City of Salida. Zoning approval by the Town, City or County is required before a Building Permit can be issued.

**The following items are required in addition to the completed application to process a Commercial application: PLEASE PLACE A CHECK MARK IN THE BOXES**

- A.  Copy of deed – To show proof of ownership (If ownership has changed within the past 6 Mos.)
- B.  Copy of approved OWTS, a copy of well Permit or proof of municipal or central water or sewer service provided.
- C.  County Road Driveway Permit Application or State or Municipal Access Permit.
- D.  **Two** scaled site plans (Three if in the Municipalities) including the scale used, direction North arrow, Setbacks from the property line to ALL sides of the structure and also showing the following: (See below for *Electronic Submittal Requirements.*)

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Lot dimensions           | <input type="checkbox"/> Bridges                         | <input type="checkbox"/> Existing buildings                            | <input type="checkbox"/> Proposed improvements |
| <input type="checkbox"/> Legal access to property | <input type="checkbox"/> Any easements                   | <input type="checkbox"/> Building envelope and/or dedicated open space |  |
| <input type="checkbox"/> Road grade               | <input type="checkbox"/> Ditches, streams, rivers, lakes | <input type="checkbox"/> Utilities                                     | <input type="checkbox"/> OWTS                  |
| <input type="checkbox"/> Well                     | <input type="checkbox"/> Drainage                        | <input type="checkbox"/> Any slopes steeper than a 30 percent grade    |  |

Locate **all existing and proposed utilities** on your site plan. Underground utilities could possibly create an inconvenience or danger if cut. If you do not know where your electric, gas, telephone, water line, well, sewer line and septic system are located, contact the proper representative to locate them. (Utility Notification Center Call 811)

- E.  **ONE** sets for the County or **TWO** sets for the municipalities of SCALED Engineered or Architectural working drawings showing the following: (See next page for *Electronic Submittal Requirements.*)
  - Unless exempt per Colorado State Statues 12-25-303
  - Footing/foundations
  - Floor plans
  - All elevations
  - Floor structure
  - Wall Structure and Bracing Panels
  - Roof structure
  - All load bearing members
  - Windows & doors with header sizes
  - Insulation-Per 2006 IECC
  - Electrical Plan
  - Plumbing Plan
  - Mechanical Plan
- F.  Fire Department application along with their appropriate fee (If Required)
- G.  The fee for the building permit according to the attached schedule.

### Electronic Submittal Requirements:

All of the items listed above are required for your electronic submittal. Be sure that all documents are completed and that a person of contact is listed. Be sure that files are sent in PDF format or that a Dropbox link is provided. All files must be enabled to allow review notes "redlines". Plans must be sent directly from the Architect/Engineer of record and must include an electronic stamp & signature. Once full submittal has been made please contact the Permit Technician to make payment. Applications will not be processed until full payment has been received. If your project is within a municipality you are responsible for contacting them to see if they accept electronic submittals.

[eplans@chaffeecounty.org](mailto:eplans@chaffeecounty.org)

## **INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**

The applications, plans and specifications will be checked by the Plans Examiner. After verification that the proposed project described in the application and the plans filed therewith conform to the requirements of the 2015 International Building Code as adopted by the County, City or Town, and other pertinent laws and the fee has been paid, the department will return a copy of the Building Permit Application and one set of plans to the applicant and retain one for our files. **It is our goal to issue Commercial building permits within (3) three to (4) four weeks.**

The Inspectors will be in the office between the hours of 8:00 A.M. to 9:00 A.M. Inspections will be made from 9:00 AM to 4:30 PM. **Requests for inspections are to be made by 3:30 P.M. the business day PRIOR to the requested inspection and after the work is completed.** A.M. or P.M. inspection REQUESTS shall be reserved for concrete only and may not be feasible dependent on inspection loads.

**NO WORK SHALL BEGIN BEFORE AN APPROVED BUILDING PERMIT HAS BEEN ISSUED.** Work commenced before a permit is issued will be subject to a **double permit fee**. **Partial inspections and re-inspections are subject to an additional fee.** All electrical, plumbing, and mechanical work requires a **separate permit**, which must be obtained before work is commenced.

### **A FINAL INSPECTION, MUNICIPAL SIGN-OFF, FIRE DEPARTMENT SIGN-OFF AND APPROVAL TO ISSUE CERTIFICATE OF OCCUPANCY IS REQUIRED PRIOR TO USE**

#### **REPAIR, REMODEL, AND ALTERATIONS**

Valuation shall be determined by the actual total value of all work being completed. All materials, labor, architectural, engineering, structural, electrical, plumbing, excavation, and mechanical work shall be included. If a contractor is being used, the applicant must provide the certified bid or estimate provided by the contractor, both for the initial scope of work and for any change orders. If a contractor is not being used, the applicant must provide a schedule showing anticipated cost, including a reasonable allocation for labor that would be charged by a contractor. In either case, the valuation must be a reasonable, good faith estimate. The Building Department may, in its discretion, determine valuation by obtaining an estimate of the work completed or to be completed from a qualified contractor or other expert.

#### **PERMITS EXPIRATION**

**Chaffee County Resolution No. 2010-22, Section 12, regarding building permit effective periods and extensions:**

**Section 12.01** Notwithstanding provisions in the applicable Building Codes to the contrary, permits issued under the County Building Codes shall remain active for one (1) year or, if longer shall remain active without request by the applicant, provided no more than 365 days have elapsed between inspections.

**Section 12.02** If more than 365 days have elapsed between inspections, upon a written request for an extension by the applicant, a permit may be extended for an additional one-year period. Up to (2) two extensions may be requested provided that a permits may not be valid for more than (3) three years or for more than (2) two years following the adoption of a new version of the applicable building code, whichever is less, unless a permit has been automatically extended by obtaining an inspection within 365 days for the last inspection, or a waiver has been obtained from the Building Official, upon a showing that unusual circumstances or hardship has prevented the issuance of a certificate of occupancy within the above time period and reinstatement would not be substantially impair the intent of the building codes. For example, if a plumbing permit is issued on February 1, 2010 and a new version of the plumbing code is adopted on May 1, 2010, the maximum date to which the permit can be effective, including extensions, would be April 30, 2012 (unless a waiver is obtained or no more than 365 days have elapsed between inspections).

**Section 12.03** With respect to reinstatement of permits where rough-in inspections have been completed the Building Official will act under the code in effect when the permit was originally issued and may charge fees adequate to cover the cost of required inspections. Otherwise, a new full permit fee is required.

**CHAFFEE COUNTY**

DEVELOPMENT SERVICES DEPARTMENT

(719) 539-2124 FAX: (719) 530-9208

[bdepartment@chaffeecounty.org](mailto:bdepartment@chaffeecounty.org)

COMMERCIAL PERMIT APPLICATION

Building site address \_\_\_\_\_ owner's present mailing address:
name: \_\_\_\_\_
address: \_\_\_\_\_
Subdivision: \_\_\_\_\_ phone: \_\_\_\_\_
e-mail: \_\_\_\_\_

Contact/representative: \_\_\_\_\_ phone: \_\_\_\_\_

Location: Unincorporated Chaffee County  Salida  Buena Vista  Poncha Springs

Description of work: \_\_\_\_\_

Check one: New  Addition  Alteration  Repair  Change of Occupancy Use

Use of Building (Occupancy Group): See Page 5 \_\_\_\_\_

Type of Construction: Circle Applicable IA IIA IIB IIIA IIIB IVA IVB VB \_\_\_\_\_

Total Square Footage: First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_ Basement \_\_\_\_\_

Covered Entries: \_\_\_\_\_ Deck/Patio: \_\_\_\_\_ Other \_\_\_\_\_

Water Supply Source: \_\_\_\_\_ Sewer System: \_\_\_\_\_

Building Height: \_\_\_\_\_ Elevation of construction site: \_\_\_\_\_

Type of Heating \_\_\_\_\_ Will structure be supplied by: Natural gas \_\_\_\_\_ Propane \_\_\_\_\_

Engineer/Architect: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Electric: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Plumbing: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total Valuation \_\_\_\_\_ X.007= Building Permit Fee \_\_\_\_\_ (see page 4 for table)

Permit Fee \_\_\_\_\_ x.10= \_\_\_\_\_ Plan Review Fee. Total due to Chaffee County= \_\_\_\_\_

Paid By: \_\_\_\_\_ Date: \_\_\_\_\_ Method: \_\_\_\_\_

Zoning Office Use Only: JURISDICTION: \_\_\_\_\_ ZONE: \_\_\_\_\_
Minimum Setbacks Per Zone Plat Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_
Setback, area, and height compliance Yes \_\_\_\_\_ No \_\_\_\_\_
Use compliance or Special Use Permit Yes \_\_\_\_\_ No \_\_\_\_\_
Located inside of the 100 year floodplain Yes \_\_\_\_\_ No \_\_\_\_\_
APPROVAL OF ZONING OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_
(Building Department Use Only)
Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_ Parcel No. \_\_\_\_\_

## BULDING PERMIT FEE SCHEDULE

Building Valuations shall be determined by the latest valuation data as provided by The International Code Council. The Building Valuation Date (BVD) will be updated and printed at six-month intervals, February and August of each year. The BVD table provides the "average" construction costs per square feet which can be used in determining permit fees. The permit fees can be established by using the BVD table and a Permit Fee Multiplier.

The Square Foot Construction Cost considers everything for site and foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

**Example: Commercial** permit for a restaurant of Exterior 2,000 sq. ft. According to the chart provided by ICC BVD (Classification A-2, Type of Construction VB) += 2,000 X \$142.92 = \$285,840.00 valuation. Then multiply the valuation times the modifier of .007 (\$285,840.00 x .007 = \$2000.88 fee).

### REINSEPCION FEE \$50.00 / PER INSPECTION

### PLAN CHANGE REVIEW FEE \$50.00

### MINIMUM FEE \$110.00

Square Foot Construction Costs <sup>a, b, c</sup>

| Group (2018 International Building Code)                   | IA     | IB     | IIA    | IIB    | IIIA   | IIIB   | IV     | VA     | VB     |
|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A-1 Assembly, theaters, with stage                         | 246.61 | 238.50 | 232.82 | 223.18 | 209.86 | 203.80 | 216.12 | 191.69 | 184.50 |
| A-1 Assembly, theaters, without stage                      | 225.65 | 217.54 | 211.85 | 202.22 | 189.15 | 183.09 | 195.16 | 170.98 | 163.79 |
| A-2 Assembly, nightclubs                                   | 191.96 | 186.56 | 182.12 | 174.70 | 164.94 | 160.39 | 168.64 | 149.29 | 144.33 |
| A-2 Assembly, restaurants, bars, banquet halls             | 190.96 | 185.56 | 180.12 | 173.70 | 162.94 | 159.39 | 167.64 | 147.29 | 143.33 |
| A-3 Assembly, churches                                     | 226.69 | 218.58 | 212.89 | 203.26 | 191.60 | 185.54 | 196.20 | 173.43 | 166.24 |
| A-3 Assembly, general, community halls, libraries, museums | 190.63 | 182.52 | 175.84 | 167.20 | 153.09 | 148.07 | 160.14 | 134.97 | 128.78 |
| A-4 Assembly, arenas                                       | 224.65 | 216.54 | 209.85 | 201.22 | 187.15 | 182.09 | 194.16 | 168.98 | 162.79 |
| B Business   | 197.81 | 190.62 | 184.70 | 175.70 | 160.65 | 154.63 | 168.95 | 141.15 | 134.99 |
| E Educational  | 209.43 | 202.23 | 196.97 | 188.01 | 175.28 | 166.43 | 181.55 | 153.08 | 148.70 |
| F-1 Factory and industrial, moderate hazard                | 117.60 | 112.19 | 105.97 | 101.84 | 91.54  | 87.26  | 97.61  | 75.29  | 70.95  |
| F-2 Factory and industrial, low hazard                     | 116.60 | 111.19 | 105.97 | 100.84 | 91.54  | 86.26  | 96.61  | 75.29  | 69.95  |
| H-1 High Hazard, explosives                                | 109.99 | 104.58 | 99.35  | 94.22  | 85.14  | 79.87  | 89.99  | 68.89  | N.P.   |
| H234 High Hazard   | 109.99 | 104.58 | 99.35  | 94.22  | 85.14  | 79.87  | 89.99  | 68.89  | 63.56  |
| H-5 HPM  | 197.81 | 190.62 | 184.70 | 175.70 | 160.65 | 154.63 | 168.95 | 141.15 | 134.99 |
| I-1 Institutional, supervised environment                  | 197.83 | 191.05 | 185.12 | 177.91 | 163.28 | 158.81 | 178.06 | 146.98 | 142.33 |
| I-2 Institutional, hospitals                               | 330.92 | 323.73 | 317.81 | 308.81 | 292.72 | N.P.   | 302.06 | 273.22 | N.P.   |
| I-2 Institutional, nursing homes                           | 229.68 | 222.49 | 216.58 | 207.57 | 193.53 | N.P.   | 200.83 | 174.02 | N.P.   |
| I-3 Institutional, restrained                              | 224.86 | 217.67 | 211.75 | 202.75 | 188.96 | 181.94 | 196.00 | 169.45 | 161.29 |
| I-4 Institutional, day care facilities                     | 197.83 | 191.05 | 185.12 | 177.91 | 163.28 | 158.81 | 178.06 | 146.98 | 142.33 |
| M Mercantile   | 142.95 | 137.54 | 132.11 | 125.68 | 115.38 | 111.83 | 119.62 | 99.73  | 95.77  |
| R-1 Residential, hotels                                    | 199.70 | 192.92 | 186.99 | 179.78 | 164.90 | 160.43 | 179.93 | 148.60 | 143.96 |
| R-2 Residential, multiple family                           | 167.27 | 160.49 | 154.56 | 147.35 | 133.71 | 129.23 | 147.50 | 117.40 | 112.76 |
| R-3 Residential, one- and two-family <sup>d</sup>          | 155.84 | 151.61 | 147.83 | 144.09 | 138.94 | 135.27 | 141.72 | 130.04 | 122.46 |
| R-4 Residential, care/assisted living facilities           | 197.83 | 191.05 | 185.12 | 177.91 | 163.28 | 158.81 | 178.06 | 146.98 | 142.33 |
| S-1 Storage, moderate hazard                               | 108.99 | 103.58 | 97.35  | 93.22  | 83.14  | 78.87  | 88.99  | 66.89  | 62.56  |
| S-2 Storage, low hazard                                    | 107.99 | 102.58 | 97.35  | 92.22  | 83.14  | 77.87  | 87.99  | 66.89  | 61.56  |
| U Utility, miscellaneous                                   | 85.30  | 80.55  | 75.51  | 71.75  | 64.72  | 60.49  | 68.56  | 51.18  | 48.73  |

- a. Private Garages use Utility, miscellaneous
- b. For shell only buildings deduct 20 percent
- c. N.P. = not permitted
- d. Unfinished basements (Group R-3) = \$22.45 per sq. ft.

### NOTICE

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

(Office Use Only)

Building Use Classifications \_\_\_\_\_ Type of Construction \_\_\_\_\_

\_\_\_\_\_

Date

\_\_\_\_\_

Approved: Chaffee County Building Department