



**GARFIELD COUNTY
BUILDING AND PLANNING DEPARTMENT**

**108 8TH STREET, SUITE 401
GLENWOOD SPRINGS, CO 81601
PHONE: 970-945-8212 FAX: 970-384-3470**

MINIMUM PERMIT SUBMITTALS

1. Completed building application & septic when applicable.
2. Parcel number.(obtained through the **assessors** office 970-945- 9134)
3. Completed minimum requirements questionnaire
4. Surveyors stamped site plans (2) indicating the setbacks from property line to building (front, rear & sides) well, septic, water course if closer than 50' to any property line. A hand drawn site plan is acceptable if you are greater than 50' to all property line.
5. Two sets of completed plans (structural & foundation).
6. Owner Signature or Letter from Owner Authorizing agent to sign.
7. Driveway permit or letter from the Garfield County Road & Bridge Dept. Stating one is not needed.
8. #40 Snow-load letter for manufactured homes.
9. Payment for plan check fee.

*Please Note: Most forms and documents are located on-line at
<http://www.garfield-county.com/index.aspx?page=577>*

GARFIELD COUNTY BUILDING PERMIT APPLICATION
 108 8th Street, Suite 401, Glenwood Springs, Co 81601
 Phone: 970-945-8212 / Fax: 970-384-3470 / Inspection Line: 888-868-5306
www.garfield-county.com

1	Parcel No: (this information is available at the assessors office 970-945-9134)			
2	Job Address: (if an address has not been assigned, please provide Cr, Hwy or Street Name & City) or and legal description			
3	Lot No:	Block No:	Subd./ Exemption:	
4	Owner: (property owner)	Mailing Address:	Ph:	Alt Ph;
5	Contractor:	Mailing Address:	Ph:	Alt Ph:
6	Architect / Engineer:	Mailing Address:	Ph:	Alt Ph:
7	Sq. Ft. of Building:	Sq. Ft. or Acres of Lot:	Height:	No. of Floors:
8	Use of Building:			
9	Describe Work:			
10	Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition			
11	Garage: <input type="checkbox"/> Attached <input type="checkbox"/> Detached		Septic: <input type="checkbox"/> ISDS <input type="checkbox"/> Community	
12	Driveway Permit:		Owners valuation of Work: \$	

NOTICE

Authority. This application for a Building Permit must be signed by the Owner of the property, described above, or an authorized agent. If the signature below is not that of the Owner, a separate letter of authority, signed by the Owner, must be provided with this Application.

Legal Access. A Building Permit cannot be issued without proof of legal and adequate access to the property for purposes of inspections by the Building Department.

Other Permits. Multiple separate permits may be required: (1) State Electrical Permit, (2) County ISDS Permit, (3) another permit required for use on the property identified above, e.g. State or County Highway/ Road Access or a State Wastewater Discharge Permit.

Void Permit. A Building Permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance and if work is suspended or abandoned for a period of 180 days after commencement.

CERTIFICATION

I hereby certify that I have read this Application and that the information contained above is true and correct. I understand that the Building Department accepts the Application, along with the plans and specifications and other data submitted by me or on my behalf (submittals), based upon my certification as to accuracy.

Assuming completeness of the submittals and approval of this Application, a Building Permit will be issued granting permission to me, as Owner, to construct the structure(s) and facilities detailed on the submittals reviewed by the Building Department.

In consideration of the issuance of the Building Permit, I agree that I and my agents will comply with provisions of any federal, state or local law regulating the work and the Garfield County Building Code, ISDS regulations and applicable land use regulations (County Regulation(s)). I acknowledge that the Building Permit may be suspended or revoked, upon notice from the County, if the location, construction or use of the structure(s) and facility(ies), described above, are not in compliance with County Regulation(s) or any other applicable law.

I hereby grant permission to the Building Department to enter the property, described above, to inspect the work. I further acknowledge that the issuance of the Building Permit does not prevent the Building Official from: (1) requiring the correction of errors in the submittals, if any, discovered after issuance; or (2) stopping construction or use of the structure(s) or facility(ies) if such is in violation of County Regulation(s) or any other applicable law.

Review of this Application, including submittals, and inspections of the work by the Building Department do not constitute an acceptance of responsibility or liability by the County of errors, omissions or discrepancies. As the Owner, I acknowledge that responsibility for compliance with federal, state and local laws and County Regulations rest with me and my authorized agents, including without limitation my architect designer, engineer and/ or builder.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE NOTICE & CERTIFICATION ABOVE:

OWNERS SIGNATURE

DATE

STAFF USE ONLY

Special Conditions:					
Adjusted Valuation:		Plan Check Fee:		Permit Fee:	
Manu home Fee:		Misc Fees:			
ISDS Fee:		Total Fees:		Fees Paid:	
Balance Due:		BP No & Issue Date:		ISDS No & Issued Date:	
Setbacks:		OCC Group:		Const Type:	
Zoning:					
BLDG DEPT:			PLNG DEPT:		
_____ APPROVAL			_____ DATE		
_____ APPROVAL			_____ DATE		

The following items are required by Garfield County for a final Inspection:

- 1) A final Electrical Inspection from the Colorado State Electrical Inspector.
- 2) Permanent address assigned by Garfield County Building Department and posted at the structure and where readily visible from access road.
- 3) A finished roof; a lockable building; completed exterior siding; exterior doors and windows installed; a complete kitchen with cabinets, sink with hot & cold running water, non-absorbent kitchen floor covering, counter tops and finished walls, ready for stove and refrigerator; all necessary plumbing.
- 4) All bathrooms must be complete, with washbowl, tub or shower, toilet, hot and cold running water, non-absorbent floors, walls finished, and privacy door.
- 5) Steps over three (3) risers, outside or inside must be must have handrails. Balconies and decks over 30" high must be constructed to all IBC and IRC requirements including guardrails.
- 6) Outside grading completed so that water slopes away from the building;
- 7) Exceptions to the outside steps, decks, grading may be made upon the demonstration of extenuating circumstances., i.e. weather. Under such circumstances A Certificate of Occupancy may be issued conditionally.
- 8) A final inspection sign off by the Garfield County Road & Bridge Department for driveway installation, where applicable; as well as any final sign off by the Fire District, and/or State Agencies where applicable.

A CERTIFICATE OF OCCUPANCY (C.O.) WILL NOT BE ISSUED UNTIL ALL THE ABOVE ITEMS HAVE BEEN COMPLETED.

A C.O. MAY TAKE UP TO 5 BUSINESS DAYS TO BE PROCESSED AND ISSUED.

OWNER CANNOT OCCUPY OR USE DWELLING UNTIL A C.O. IS ISSUED. OCCUPANCY OR USE OF DWELLING WITHOUT A C.O. WILL BE CONSIDERED AN ILLEGAL OCCUPANCY AND MAY BE GROUNDS FOR VACATING PREMISES UNTIL ABOVE CONDITIONS ARE MET.

I understand and agree to abide by the above conditions for occupancy, use and the issuance of a C.O. for the building identified in the Building Permit.

OWNERS SIGNATURE

DATE

GARFIELD COUNTY BUILDING AND PLANNING
970-945-8212

**MINIMUM APPLICATION REQUIREMENTS
FOR
CONSTRUCTION OF
COMMERCIAL OR MULTI-FAMILY RESIDENTIAL BUILDINGS**
Including
**NEW CONSTRUCTION
ADDITIONS
ALTERATIONS**
And
MOVED BUILDINGS

In order to understand the scope of the work intended under a permit application and expedite the issuance of a permit it is important that complete information be provided. When reviewing a plan and it's discovered that required information has not been provided by the applicant, this will result in the delay of the permit issuance and in proceeding with building construction. The owner or contractor shall be required to provide this information before the plan review can proceed. Other plans that are in line for review may be given attention before the new information may be reviewed after it has been provided to the Building Department.

Please review this document to determine if you have enough information to design your project and provide adequate information to facilitate a plan review. Also, please consider using a design professional for assistance in your design and a construction professional for construction of your project. Any project with more than ten (10) occupants requires the plans to be sealed by a Colorado Registered Design Professional.

To provide for a more understandable plan and in order to determine compliance with the building, plumbing and mechanical codes, applicants are requested to review the following checklist prior to and during design.

TWO (2) SETS OF CONSTRUCTION DRAWINGS & TWO (2) SITE PLANS MUST BE SUBMITTED FOR ALL APPLICATIONS.

Plans to be included for a Building Permit must be on draft paper at least 18"x 24"" and drawn to scale.

Plans must include a floor plan, a concrete footing and foundation plan, elevations all sides with decks, balcony steps, hand rails and guard rails, windows and doors, including the finish grade and original grade line. A section showing in detail, from the bottom of the footing to the top of the roof, including re-bar, anchor bolts, pressure treated plates, floor joists, wall studs and spacing, insulation, sheeting, house-rop, (which is required), siding or any approved building material. Engineered foundations may be required.

Check with the Building Department.

A window schedule. A door schedule. A floor framing plan, a roofing framing plan, roof must be designed to withstand a 40 pound per square foot up to 7,000 feet in elevation, a 90 M.P.H. windspeed, wind exposure B or C, and a 36 inch frost depth.

All sheets need to be identified by number and indexed. All of the above requirements must be met or your plans will be returned.

All plans submitted must be in compliance with the 2009 IBC, IPC, IMC, IFGC, and IFC, 2009 IECC.

Applicants are required to indicate appropriately and to submit completed checklist at time of application for a permit:

1. Is a site plan included that identifies the location of the proposed structure, additions or other buildings, setback easements, and utility easements showing distances to the property lines from each corner of the proposed structure prepared by a licensed surveyor and has the surveyors signature and professional stamp on the drawing? Slopes of 30% or more on properties must be show on site plan. **(NOTE: Section 106.2)** Any site plan for the placement of any portion of a structure within 50 ft. of a property line and not within a previously surveyed building envelope on a subdivision final plat shall be prepared by a licensed surveyor and have the surveyors signature and professional stamp on the drawing. Any structure to be built within a building envelope of a lot shown on a recorded subdivision plat, shall include a copy of the building envelope as it is shown on the final plat with the proposed structure located within the envelope.
Yes _____
2. Does the site plan when applicable include the location of the I.S.D.S. (Individual Sewage Disposal System) and distances to the property lines, wells (on subject property and adjacent properties), streams or water courses? This information must be certified by a licensed surveyor with their signature and professional stamp on the design.
Yes _____ Not necessary for this project _____
3. Does the site plan indicate the location and direction of the State, County or private road accessing the property?
Yes _____
4. Have you provided any **RESOLUTIONS** and/ or **LAND USE PERMIT(S)** associated with this property?
Yes _____ if Yes please provide a COPY. No _____
5. Is the I.S.D.S. (Individual Sewage Disposal System) designed, stamped and signed by a Colorado Registered Engineer?
Yes _____ Not necessary for this project _____
6. Are the plans submitted for application review **construction drawings** and not drawings that are stamped or marked identifying them as "Not for construction, for permit issuance only", "Approval drawings only", "For permit issuance only" or similar language?
Yes _____ Not necessary for this project _____

7. Do the plans include a foundation plan indicating the size, location and spacing of all reinforcing steel in accordance with the building code or per stamped engineered design?
Yes_____ Not necessary for this project_____
8. If the building is a pre-engineered structure, is there a stamped, signed engineered foundation plan for this building?
Yes_____ Not necessary for this project_____
9. Do the plans indicate the location and size of ventilation openings for under floor crawl spaces and the clearances required between wood and earth?
Yes_____ Not necessary for project_____
10. Do the plans indicate the size and location of the ventilation openings for the attic, roof joist spaces and soffits?
Yes_____ Not necessary for this project_____
11. Do the plans include design loads as required under the IBC or IRC for roof snowloads, (a minimum of 40 pounds per square foot in Garfield County)?
Yes_____ Not necessary for this project_____
12. Do the plans include design loads as required for floor loads under the IBC or IRC?
Yes_____ Not necessary for this project_____
13. Does the plan include a building section drawing indicating foundation, wall, floor, and roof construction?
Yes_____ Not necessary for this project_____
14. Is the wind speed and exposure design included in the plan?
Yes_____ Not necessary for this project_____
15. Does the building section drawing include size and spacing of floor joists, wall studs, ceiling joists, roof rafters or joists or trusses?
Yes_____ Not necessary for this project_____
16. Does the building section drawing or other detail include the method of positive connection of all columns and beams?
Yes_____ Not necessary for this project_____

17. Does the elevation plan indicate the height of the building or proposed addition from the **undisturbed grade** to the midpoint between the ridge and eave of a gable or shed roof or the top of a flat roof?
(Check applicable zone district for building height maximum)
Yes_____ Not necessary for this project_____
18. Does the plan include any stove or zero clearance fireplace planned for installation including make and model and Colorado Phase II certifications or Phase II EPA certification?
Yes_____ Not necessary for this project_____
19. Does the plan include a masonry fireplace including a fireplace section indicating design to comply with the IBC or IRC?
Yes_____ Not necessary for this project_____
20. Does the plan include a window schedule or other verification that egress/rescue windows from sleeping rooms and/or basements comply with the requirements of the IBC or IRC?
Yes_____ Not necessary for this project_____
21. Does the plan include a window schedule or other verification that windows provide natural light and ventilation for all habitable rooms?
Yes_____ Not necessary for this project_____
22. Do the plans indicate the location of glazing subject to human impact such as glass doors, glazing immediately adjacent to such doors; glazing adjacent to any surface normally used as a walking surface; sliding glass doors; fixed glass panels; shower doors and tub enclosures and specify safety glazing for these areas?
Yes_____ Not necessary for this project_____
23. Do the plans include a complete design for all mechanical systems planned for installation in this building?
Yes_____ No_____ Not necessary for this project_____
24. Have all areas in the building been accurately identified for the intended use? (Occupancy as identified in the IBC Chapter 3)
Yes_____ Not necessary for this project_____
25. Does the plan indicate the quantity, form, use and storage of any hazardous materials that may be in use in this building?
Yes_____ Not necessary for this project_____
26. Is the location of all natural and liquid petroleum gas furnaces, boilers and water heaters indicated on the plan?
Yes_____ Not necessary for this project_____

27. Do the plans indicate the location and dimension of restroom facilities and if more than four employees and both sexes are employed, facilities for both sexes?
Yes_____ Not necessary for this project_____
28. Do the plans indicate that restrooms and access to the building are handicapped accessible?
Yes_____ Not necessary for this project_____
29. Have two (2) complete sets of construction drawings been submitted with the application?
Yes_____
30. Have you designed or had this plan designed while considering building and other construction code requirements?
Yes_____
31. Does the plan accurately indicate what you intend to construct and what will receive a final inspection by the Garfield County Building Department?
Yes_____
32. Do your plans comply with all zoning rules and regulations in the County related to your zone district? For corner lots see supplemental section 3-301 in the Garfield County Zoning Resolution for setbacks.
Yes_____
33. Do you understand that approval for design and/or construction changes are required **prior** to the implementation of these changes?
Yes_____
34. Do you understand that the Building Department will collect a "Plan Review" fee from you at the time of application and that you will be required to pay the "Permit" fee as well as any "Septic System" or "Road Impact" fees required, at the time you pick up your building permit?
Yes_____
35. Are you aware that you are required to call for all inspections required under the IBC including approval on a final inspection **prior** to receiving a Certificate of Occupancy and occupancy of the building?
Yes_____
36. Are you aware that the Permit Application must be signed by the Owner or a written authority be given for an Agent and that the party responsible for the project must comply with the Uniform Codes?
Yes_____

37. Are you aware that you must call in for an inspection by 3:30 the business day before the requested inspection in order to receive it the following business day? Inspections will be made between 7:30 a.m. and 3:30 p.m. Monday through Friday. Inspections are to be called in to 888-868-5306.
Yes _____

38. Are you aware that requesting inspections on work that is **not ready** or **not accessible** will result in a \$50.00 re-inspection fee?
Yes _____

39. Are you aware that prior to submittal of a building permit application you are required to show proof of a legal and adequate access to the site? This may include (but is not limited to) proof of your right to use a private easement/right of way; a County Road and Bridge permit; a Colorado Dept. of Highway Permit including a Notice to Proceed; a permit from the federal government or any combination. You can contact the Road & Bridge Department at 625-8601. See Phone book for other agencies
Yes _____

40. Do you understand that you will be required to hire a State of Colorado Licensed Electrician and Plumber to perform installations and hookups? The license number will be required at time of inspection.
Yes _____

41. Are you aware, that on the front of the building permit application you will need to fill in the Parcel/Schedule Number for the lot you are applying for this permit on prior to submittal of the building permit application? Your attention in this is appreciated.
Yes _____

42. Do you know that the local fire district may require you to submit plans for their review of fire safety issues?
Yes _____ (Please check with the building department about this requirement)

43. Do you understand that if you are planning on doing any excavating or grading to the property **prior** to issuance of a building permit that you will be required to obtain a grading permit?
Yes _____ Not necessary for this project _____

44. Did an Architect seal the plans for your commercial project? State Law requires any commercial project with occupancy of more than 10 persons as per Section 1004 of the IBC to prepare the plans and specifications for the project.
Yes _____ Not Necessary for this project _____

45. If you anticipate obtaining a water tap from the City of Rifle, please provide a letter indicating that the City will provide water service. No building permit application will be accepted without such a letter.
Yes _____

I hereby acknowledge that I have read, understand, and answered these questions to the best of my ability.

Signature

Date

Phone: _____(days); _____(evenings)

Project Name: _____

Project Address: _____

Note:

On any of these questions you may be required to provide this information. If required information is not supplied, delays in issuing the permit are to be expected. Work may not proceed without the issuance of the permit.

*If you have answered "Not necessary for this project" on any of the questions and it is determined by the Building Official that the information is necessary to review the application and plans to determine minimum compliance with the adopted codes, please expect the following:

- A. The application may be placed behind more recent applications for building permits in the review process and not reviewed until required information has been provided and the application rotates again to first position for review.
- B. Delay in issuance of the permit.
- C. Delay in proceeding with construction.

bpminrepcommJun2010

GARFIELD COUNTY BUILDING REQUIREMENTS

Codes: 2009 IRC, IBC, IFGC, IMC, IPC, 2009IECC.

Setbacks: Check subdivisions and zone district for setback requirements.

Snowload (measured at the roof! Not ground): 40PSF up to 7000ft. elevation.

50PSF 7001ft to 8000ft.

75PSF 8001ft to 9000ft.

100PSF 9001 to 10000ft.

!!! ALL SNOWLOADS ARE MEASURED HORIZONTALLY AT THE ROOF NOT THE GROUND!!!

Seismic design category: B

Weathering probability for concrete: Severe.

Termite infestation probability: None to slight.

Wind speed: 90mph.

Decay probability: None to slight

Wind Exposure: B or C (see section R301.2.1.4)

Frost Depth: 36in. to 8000ft. elevation. 42in. 8001 and above.

Winter Design Temperature: Minus 2 to 7000ft.; minus 16over 7000ft. elevation.

Air Freezing Index: 2500deg F-days to 7000ft.; over 7000ft. to be determined by Building official

Ice shield under-layment required.

Mean Annual temp: Variable

SEE 2009 IECC FOR INSULATION AND ENERGY REQUIREMENTS.