

## **PARK COUNTY BUILDING PERMIT GUIDE**

**PO Box 517 Fairplay, CO 80440 (719) 836-4255 or (303) 838-0118 Fax (719) 836-4268**

**Inspections: 719-836-4257**

**[www.parkco.us](http://www.parkco.us)**

Welcome to the Park County Building Department. The following information is intended to offer you, the builder, a guide to obtaining a building permit, an explanation of the inspection process and other information needed to facilitate the successful completion of your project. Park County has adopted the 2006 International Codes (with amendments) as the Official Building Code for Park County. Copies of the 2006 International Code Books are available for purchase or review at the Building Department Office. Books are also available online at <http://www.iccsafe.org>

### **LOCATION:**

The Building Department office is located in Fairplay at 1246 County Road 16. County Road 16 is located East of Highway 285. Turn East (left) traveling from Denver just **before** the Phillips 66 Gas Station. Traveling North on Hwy 285 you would turn East (right) just **after** the Phillips 66 Gas Station. Other County offices that you will need to contact are also located at this same address, such as the Environmental Health Department and the Planning Department. .

### **A PERMIT IS REQUIRED:**

A building permit is required to erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure in Park County. If you are in doubt as to whether a permit is required for your project, please contact the Building Department.

### **THE FIRST STEP IN THE PERMITTING PROCESS IS TO CONTACT THE PARK COUNTY PLANNING DEPARTMENT.**

The completed Planning Department Information Form, **notarized** authorization form from the property owner, (forms available at the Planning Dept. office, by call 719-836-4254 or on the web at [www.parkco.us](http://www.parkco.us)) and a site plan is presented to the Planning Department for approval. They will also require a copy of your warranty deed showing the current owner. A typical site plan indicates: existing and proposed improvements to the property, roads, streets, natural features such as water ways and drainage ways, easements and driveway, septic systems, etc., property lines, and **very importantly**, accurate distances between **all** the above. Please indicate North on the plot plan. It is also prudent to check with your homeowner association to confirm that you are in compliance with any applicable covenants.

### **THE SECOND STEP IN THE PERMITTING PROCESS IS TO CONTACT THE PARK COUNTY ENVIRONMENTAL HEALTH DEPARTMENT**

This is where you will either apply for your septic and driveway permits for new dwelling construction or complete your ISDS forms for any other types of construction projects. They will request a copy of all your documents approved by the Park County Planning Dept.. For Septic, Driveway, or ISDS applications or any questions regarding these applications and their process please contact the Park County Environmental Health Dept. @ 719-836-4267 or go the their website [www.parkco.us](http://www.parkco.us) Please note that in order to apply for a building permit, septic and driveway permits must be issued.

### **AFTER THE PLANNING DEPARTMENT AND THE ENVIRONMENTAL HEALTH DEPARTMENT PROCESS IS COMPLETE YOU ARE READY TO SUBMIT YOUR PLANS FOR PLAN REVIEW AND APPLY FOR YOUR BUILDING PERMIT.**

To obtain a building permit your plans will be reviewed by the Building Department for compliance with the building code and other County regulations. The following information is required when you submit your plans to the Building Department for review: (These documents are commonly referred to as "The Submittal Documents.")

1. Completed Building Permit Application from the Building Department.
2. If you are the contractor a copy of the signed agreement with the property owner or the property owners' signature on the building permit application.
3. Copy of the warranty deed showing the name of the current owner from the County Clerk's Office.
4. Approved and signed Planning & Zoning form from the Planning Department. Please note: if owner and applicant are not the same you will need notarized authorization from the property owner. (forms available from Park County Planning and Zoning Department 719-835-4254)
5. Plot plan, which was approved by the Planning Department.
6. Platte Canyon Fire Department Mitigation Permit (if applicable). Contact Fire Department at (303) 838-5853.
7. Hartsel Fire Protection District Impact Fee Receipt. Contact Fire Department (719) 836-3500.

8. Copy of the septic system permit for new dwelling construction, or a copy of the P.C.E.H Approval Sheet from the Environmental Health Department for all other construction.
9. Copy of the driveway cut permit for new dwelling construction from the Environmental Health Department
10. Homeowner Statement of Responsibility if you are the owner and are building the structure yourself.
11. Waiver for location of land improvements (or I.L.C. by final inspection).
12. Map, including directions on how to get to the property from a major highway or road. The map should include a north arrow, all street or road names and any landmarks that may be helpful in locating the property.
13. Two sets of construction drawings drawn to scale (ex: 1/8" = 1 foot, 1/4" = 1 foot, etc.) have scale clearly marked on drawings, include foundation plan and details, floor framing plan, typical wall section, deck frame, roof framing plan, door, window and header schedule, floor plan, South, North, East and West facing elevations, and any special construction details.
14. Minimum of 50% of the permit fee.

**Please be sure all information is included, as omission of any one item can delay the acceptance of your application. After submittal of your application and plans for review your project will be given a plan review number. All plans are reviewed in the order in which they are received. The Building Department will contact you as soon as your plans have been approved. NO PLAN SUBMITTALS ACCEPTED AFTER 4PM**

### **PLANS:**

The plans that are submitted to the Building Department for review should be clear, legible and to scale. Submitted plans are to include:

1. A **Foundation Plan** showing footing and foundation sizes, rebar size and locations and foundation details.
2. A **Floor Plan** showing size and use of areas, windows and window egresses, door locations and sizes, smoke detectors, stairways and decks.
3. A **Floor Framing Plan** indicating the lumber species, grade, size, spacing, and span of all members including any deck framing.
4. A **Roof Framing Plan** indicating the lumber species, grade, size, spacing and span of all members. Roof trusses are an engineered product and as such we require stamped engineered truss drawings to be submitted prior to or at the framing inspection.
5. A **Wall Section** indicating the types of materials and method of construction from the footing to the roof covering, size of walls and steel placement in stem/basement walls.
6. **Elevations** showing all exterior views with construction details and grades of North, East, West and South.

### **PERMIT FEES:**

A minimum of 50% of the building permit fee is due upon plan submittal. Building permit fees are based on the value of the project and obtained from Appendix L of the 2006 International Residential Code. *Values* are derived from *Building Standards Magazines* "Building Valuation Table" and the square footage of the project. Please call us for estimates of the building permit cost.

### **THE PERMIT:**

Upon completion of plan review The Building Department will notify you by telephone that the permit is ready to be issued or that additional information is required. Plans will be stamped approved and dated. When the permit is issued you will receive the Permit, Building Permit Card, and One Set of Approved Plans. The permit, building permit card and stamped plans are required to be on site for all inspections. Please provide a waterproof, highly visible container for storage on the job site. Please note that following approval of the final inspection the inspector will pick up the Building Permit Card for our files.

### **PERMIT EXPIRATION:**

New construction permits will lapse three (3) years from date of issuance (Mechanical, Excavation, Foundation, Demolition, Deck, Roofing, Finish Basement, Remodel, Alteration permits will lapse after one (1) year). After the required time period permits can be renewed for one year at a cost of \$50.00. If the permit has not been renewed prior to the permit period expiration date then the permit will expire and a new permit will need to be issued. Please call well in advance of expiration so arrangements can be made to extend a permit.

Valid unexpired permits can be transferred to a new party upon written application to The Building Official. There will be a \$50.00 fee for such transfer, provided there are no structural or plan changes. The original expiration date will remain the same.

Once a building permit has been issued and work on the project has commenced, the project will be completed under the same edition of the Building Code in force at the time the project was started provided the permit has not been allowed to expire.

## **PLAN REVISIONS:**

If a change needs to be made to a set of plans that have already been approved through our Plan review process you need to bring two sets of prints with the changes you wish to make and there is a plan revision fee of \$47.00 dollars per hour with a two hour minimum.

## **INSPECTIONS:**

Your building project is required to be inspected at various stages of construction. The following is a list of those inspections and when to request an inspection.

**Footings:** To be made after excavations are complete, forms and rebar are in place but prior to placement of concrete. Please have all material such as vertical rebar or anchor bolts on site for inspections.

**Wall Steel:** To be made after all forms and rebar is in place but prior to placement of concrete. Please have all material such as anchor bolts on site for inspections.

**Below Slab Structural:** To be made after all in-slab building service equipment, conduit, piping accessories and other ancillary equipment items are in place and a plumbing inspection has been approved but before placement of concrete.

**Deck Footings:** To be made after excavation is complete, form work and rebar is in place but prior to placement of concrete.

**Dampproofing:** To be made after drain piping, sock and foundation coating is in place but prior to backfill of the foundation.

**Sheathing:** in an effort to minimize the impact of the adoption of water resistive barrier requirements the sheathing inspections will be as follows: 1) Houses/structures with wall sheathed entirely with minimum 7/16" oriented strand board (OSB) or plywood will not require a wall sheathing inspection. 2) Houses/structures utilizing cellulosic fiberboard, gypsum sheathing etc. even with OSB or plywood shear panels will require a wall sheathing inspection. 3) All commercial projects will require a wall sheathing inspection. 4) Roof sheathing inspections will be required on all residential and commercial construction.

**Midroof:** Looking for the ice & water shield (or equivalent) placement and valley underlayment as required before installation of shingles. The covering inspection will occur as a part of the final inspection.

**Framing:** To be made after the rough electrical and rough plumbing has been inspected by the State and approved and the structure is dried in with the roof, all framing, fire blocking and bracing in place and all pipes, chimney's and vents are complete.

**Wall Board/Drywall:** To be made after all 5/8" drywall for fire separation in residential construction is in place, but before any plastering is applied or before joints and fasteners are taped and finished. 1/2 in. drywall separations between R and U occupancies and enclosed accessible space under stairs will be verified at final.

**Final Inspection:** To be made after state electric, state plumbing, sanitation systems and the driveway have been completed, inspected and approved, Improvement Location Certificate (if no waiver was signed at submittal), finish grading is complete and the building is ready for occupancy. Please refer to our Final Inspection Checklist and Safety Issues before scheduling this inspection.

## **SCHEDULING AN INSPECTION:**

Inspections may be scheduled with the Building Department office up to 7am the day of or until the inspector schedule is full. To schedule the inspection you need to call the inspection line, 719-836-4257 and provide the building permit number, type of inspection, property address, subdivision and owners last name. When you call in an inspection after hours please verify that the inspection has been scheduled by calling the following morning. Should it happen that you would not be ready for the inspections as scheduled please call and cancel the inspection. Failure to cancel an inspection will result in a \$50.00 reinspection fee.

**CERTIFICATE OF OCCUPANCY:**

Once the project is complete and the final inspection passed you will be issued a Certificate of Occupancy. This certificate is your assurance that the structure has been inspected by the department for compliance with the provisions of the Park County Adopted Building Code.

*Occupancy of a structure prior to the issuance of the Certificate of Occupancy is a violation of the building code as adopted by Park County. Occupancy prior to issuance of a Certificate of Occupancy may also be grounds for your insurance company to deny a claim in the event of a fire or other insurance claim occurrence.*

**OTHER AGENCIES:**

The following is a list of agencies that may be needed in the construction of your project.

**Park County Environmental Health Department**  
PO Box 216, 1246 County Road 16  
Fairplay, CO 80440  
(719) 836-4267, Fax (719) 836-4266

**Park County Planning & Zoning**  
PO Box 1598, 1246 County Road 16  
Fairplay, CO 80440  
(719) 836-4254, Fax (719) 836-4351

**IREA**  
800 N Hwy 67  
PO Box 178  
Woodland Park, CO  
80869 (719) 687-9277

**State of Colorado Division of Water Resources**  
1313 Sherman Street  
Denver, CO 80203  
(303) 866-3581

**State of Colo. Electrical Board**  
1560 Broadway Suite 1500  
Denver, Co 80202  
(303) 894-2985  
Randy Spangler (303) 816-9495  
Robert Brant (719) 275-2816

**IREA**  
13404 Old Hwy. 285  
Conifer, CO 80433  
(303) 674-6879

**State of Colorado Board of Plumbers**  
1560 Broadway Suite 1500  
Denver, CO 80202 (303) 894-2985  
Bob Gallegos (303) 816-9497  
Gary Hartsuiker (800) 284-3759

**Xcel Energy**  
200 W 6<sup>th</sup> Street  
PO Box 1819  
Silverthorne, CO 80498  
(800) 628-2121

**Qwest (Telephone)**  
(800) 244-1111

State Plumbing and Electrical Permit application forms are available at the Park County Building Department office.

**OTHER PERMITS:**

**Excavation Permit:** The excavation for the foundation is included with your building permit, however you can purchase an excavation permit for \$100.00 before your building permit is issued to begin your construction. If you purchase your excavation permit in advance you will not be billed for the excavation portion again.

**Mechanical Permit:** required for the installation of mechanical appliances such as furnaces and wood stoves in structures the fee is \$100.00. This permit is included with the building permit for single-family residences at no additional charge.

**Manufactured Home Permit:** required for any manufactured home. A Contractor who is licensed with Park County and State Certified is allowed to apply for this permit. This Contractor acts as the General Contractor on the project – and is solely responsible for the TOTAL PROJECT.

**Foundation Permit:** may be pulled separately for a \$200.00 fee, \$300 with excavation. Foundation plans and building permit application must be submitted to the Building Department for review and approval. No credit is given toward the building permit when issued separately.