

Building Permit Application Overview of Procedures

Permit Checklists

OVERVIEW OF PROCEDURES

Community Development is committed to providing excellent customer service. Please adhere to the following procedures to optimize processing of your building permit application.

I. PLANNER CONSULTATION:

To minimize unforeseen land use issues or conditions of approval that may delay the issuance of your building permit, contact the Community Development Department and speak with a planner regarding your project. A simple phone call at the conceptual stage of your project may save time, energy, and resources in the end. It is important to be aware of any constraints that may affect your project's overall design and feasibility. If a Land Use Review is required, IT MUST BE COMPLETED BEFORE APPLYING FOR A BUILDING PERMIT. (970-920-5090)

II. BUILDING PERMIT APPLICATION PRESUBMITTAL:

After consulting with one of Community Development's planners and completing all land use requirements, the applicant must obtain all pertinent referral department forms and satisfy those requirements. When all forms and required items are completed, the applicant will fill out a building permit application and meet with the pre-submittal permit technician. Hours for pre-submittals are 9:00 AM to 11:00 AM and 1:00 PM to 3:00 PM. Monday - Friday.

III. REVIEW PROCESS:

There are several stages involved with the review of your plans (see the flow chart on pages 10-11). The first stage of a review is a COMPLETENESS phase, during which all of the pertinent referral departments, such as zoning, historic preservation, engineering or environmental health, review the submitted material for 'COMPLETENESS' of application. The second phase is called the 'COMPLIANCE' phase during which all of the code requirements are verified.

COMPLETENESS

Are the essential documents, such as recorded plats, resolutions, deed restrictions, etc, included in the application? Do the blueprints include FAR calculations, landscape or drainage plans? An incomplete application will be returned to the applicant with a list of items needed to make it complete.

COMPLIANCE

At this time the referral agencies will continue their review with a focus on your project's compliance with applicable regulations. For example, does the building height shown on the elevations comply with the height limit? Is the structure located in the setback? Does the rise of the stairs meet code? This phase takes approximately 4 weeks since it is at this juncture that the details are reviewed.

If the plans are found to be in accordance with all of the pertinent regulations, the permit is ready to be issued. The front desk staff will call and notify you of its readiness and the fees that are due.

If the plans are found not to be compliant with code, they will be returned to the applicant with a list of corrections

to be made. It will be incumbent upon the applicant to satisfy any requirements before resubmitting the permit application. The applicant will provide two sets of corrected 24"x36" blueprints and one reduced set of 11"x17" with all of the relevant paperwork for continued compliance review.

IV. ISSUANCE

Upon approval, all remaining fees (building permit, zoning, and any additional fees such as park dedication) will be due. At issuance of your building permit you will receive your approved permit, a bright orange permit record required to be posted and easily visible at the job site, and a stamped approved set of blueprints which are required to remain on site at all times. It is the responsibility of the contractor and/or the owner to be knowledgeable about all elements on the field set of plans.

V. INSPECTIONS

As your project progresses, you must call for inspections of the work. Inspection requests must be made before 7AM to be eligible for inspection on that same day. Inspection requests received after 7AM will happen the following business day. The 24-hour inspection line phone number is 970-920-5448 PLEASE SPEAK SLOWLY AND CLEARLY INDICATE THE JOB SITE LOCATION BY ADDRESS AND YOUR BUILDING PERMIT NUMBER.

VI. COMPLETION OF PROJECT

After all inspections have been made and accepted, the departments that originally approved your building permit will review your project again. This is to ensure that what was approved is what was built and that all conditions of approval have been met. The Building Official then reviews and approves the project and issues a Certificate of Occupancy (CO) or Letter of Completion, depending on the scope of the project. This conveys that the structure is authorized for occupancy. It should be noted that some banks will not issue a mortgage on a newly constructed residence or business without having a copy of the Certificate of Occupancy (CO).