



**Garfield County**

Community Development Department

108 8<sup>th</sup> Street, Suite 401

Glenwood Springs, CO 81601

(970) 945-8212

[www.garfield-county.com](http://www.garfield-county.com)

## MANUFACTURED HOME BUILDING PERMIT APPLICATION CHECKLIST

### MANUFACTURED HOME BUILDING PERMIT APPLICATION CHECKLIST

In order to understand the scope of work intended and to expedite the issuance of a permit, it is important that complete information be provided. Please review this document to determine if you have adequate information to design your project and to facilitate a plan review.

**APPLICATION FORM:** Please make sure the following information is provided on the application.

- Parcel number obtained from the County Assessor's Office.
- Job address (assigned physical address)
- Legal Description: lot, block, filing, subdivision or tract, section, township and range.
- Owners name, mailing address, phone, fax, or cell.
- Contactor/Installer's name, mailing address, phone, fax, or cell. Home Installers license #.
- Architect/Engineer's name, mailing address, phone, fax or cell.
- Building size, height, number of stories, lot size.
- Use of building (residential)
- Class of Work (new, addition, alteration, repair, demo, move, other)
- Description of work.
- Type of heating (natural gas, propane, electric, other).
- Sewer system (Community or ISDS), also see other items below.
- Garage (attached or detached).
- Driveway permit (please see other items below)
- Valuation (labor and materials) see attached worksheet.

### OTHER ITEMS:

- If you anticipate obtaining a water-tap from the City of Rifle, please provide a letter indicating that the City will provide water service. (Required to submit building permit application).
- ISDS requires a septic permit application to be submitted with the building permit application.
- A separate electrical permit must be obtained from the State of Colorado Electrical Board.
- At the time of a building permit submittal, you are required to show proof of legal and adequate access to the site. This may include proof of right to use a private easement, County Road & Bridge permit, or Colorado Department of Highway permit, including a Notice to Proceed. The County Road & Bridge Department can be reached at 970-625-8601.
- If you anticipate excavating or grading prior to issuance of a building permit, you will be required to obtain a separate grading permit.
- If you belong to a Homeowners Association, it is your responsibility to obtain written approval, if required.
- Provide copies of any Resolutions and/or Land Use Permits associated with this property.
- Additional Dwelling Units may require Administrative Review.
- Minimum 20 ft wide x 20 ft long, 40 psf live roof snow load, 90 mph-3 sec wind speed design.
- Colorado Division of Housing insignia must be affixed prior to Certificate of Occupancy.
- A Colorado State Licensed Electrician and Plumber must perform installation and hook-ups, unless the homeowner is performing the work.

**BUILDING PLANS:** 2 sets of plans must be submitted. Plans must be 18"x24" minimum size, complete, identical, legible, and to scale. All plans will be checked at the counter for completeness. If any of the required information is missing, the building permit application cannot be accepted.

**SITE PLAN:** Please make sure the following information is provided on the site plan.

- Property address/legal description.
- North Arrow and Scale on each page.
- Show all property lines, building envelopes, flood plain, and easements.
- Provide setback distances from boundaries, buildings, septic, well, and waterways.
- Location and direction of the county or private road and driveway accessing the property.
- Proposed and existing structures include sheds, barns, decks, patios, and any other buildings.
- Existing and proposed grade, positive drainage around structure (to be contained on site).
- Streams, rivers, creeks, springs, ponds and ditches.
- Existing and proposed wells, septic tanks, leach fields, and other systems. (if applicable)
- Retaining walls (engineer stamped detail required for walls over 4 ft, measured from bottom of footing to top of wall).

**NOTE:** Any site plan depicting the placement of any portion of the structure within 50 feet of a property line or not within an established building envelope shall be prepared, stamped, and signed by a licensed surveyor. For structures to be built within a building envelope, provide a copy of the recorded subdivision final plat with the proposed structure located in the building envelope.

**MANUFACTURER'S AND/OR ARCHITECTURAL PLANS:** Provide the following information.

- Minimum 4 elevations (N,S,E,W) Indicate height of building measured from existing grade to the midpoint between the ridge and eave of a gable or shed roof or to the top of a flat roof.
- Floor plans for each level including dimensions and scale noted.
- Clearly label each room or space (bedroom, bath, kitchen, closet, etc).
- Show the location of the mechanical equipment.
- Building cross sections with construction details.
- Window sizes, types, and operation noted on the floor plans or elevations.
- Specify roof slope/pitch, roof covering, and siding materials.
- Stair and guard details specifying rise, run, height and spacing.
- Attic, roof, and crawlspace ventilation details. Indicate size and location of ventilation openings.
- Minimum insulation shown for walls, floors, roofs/ceilings, slabs, basements and crawlspaces.
- Provide stove and fireplace make, model, EPA or Colorado Phase II Certification. Masonry fireplaces shall be designed to the International Residential Code (IRC) requirements.

**MANUFACTURER'S AND/OR ENGINEER'S STRUCTURAL PLANS:** Provide the following information.

- Design specifications to include roof and deck snow load, wind and seismic design, frost depth.
- Foundation plan showing complete footing and foundation dimensions.
- Footing and foundation details specifying reinforcement and referenced on plans.
- Framing plans for each floor level and roof. All beams, columns, joists, rafters, and trusses specified. Pre-manufactured structures require the engineers stamp, signature, and date.
- Framing /connection details, braced wall lines, shear wall schedule, location and hold downs.

**NOTE:** If any required information is missing, delays in issuing the permit are to be expected. If determined by the Building Official that additional information is necessary to review the application and/or plans for compliance, the application may be placed on hold until the required information is provided. Work may not proceed without the issuance of a permit.

The Building Division will collect a Plan Review fee at time of application submittal. The permit fee, as well as any Septic or Road Impact fees will be collected when the permit is issued.

The permit application must be signed by the owner or by person having written authority from the owner to act as their representative.

Building cannot be occupied until a Certificate of Occupancy (CO) is issued. Using the building without a CO will be considered an illegal occupancy and may be grounds for vacating the premises. (Final/CO inspection requirements will be attached to your approved field set of plans.)

**I hereby acknowledge I have read, understand, and will abide by the requirements of this checklist.**

\_\_\_\_\_  
Property Owner Print and Sign

\_\_\_\_\_  
Date

# GARFIELD COUNTY

# BUILDING REQUIREMENTS

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

**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.

**Seismic design category:** B

**Weathering probability for concrete:** Severe.

**Termite infestation probability:** None to slight.

**Wind speed:** 90mph.

**Decay probability:** None

**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

**Insulation:** Windows/doors  $U=.35$ , Skylights  $U=.6$ , TBL 402.1.1, 2009 IECC.

Minimum R-Values:

- Ceilings/roofs R values are R-38 stick built structures. R38 log construction and steel rafter construction.
- Walls R values are R-20 wood frame. See Table 402.2.5 2009 IECC for steel framing
- Floors R-values are R-30 or enough to fill cavity.
- Basement wall R-values are R-10 /13.
- Slab perimeter R-values and depth is R-10/24in.
- Crawl space wall R-value are R10/13.

If floors over crawl space are not insulated, the crawl space walls must be insulated. Basement wall must be insulated to frost depth. Common walls garage to house must have R-20 insulation. Common ceiling/floor garage to house must have R-20. Take precautions to protect plumbing in these areas.



Community Development Department  
 108 8<sup>th</sup> Street, Suite 401  
 Glenwood Springs, CO 81601  
 (970) 945-8212  
[www.garfield-county.com](http://www.garfield-county.com)

# BUILDING PERMIT APPLICATION

TYPE OF CONSTRUCTION	
<input type="checkbox"/> Commercial/Multi-Family	<input type="checkbox"/> Demolition
<input type="checkbox"/> Manufactured Home (SF or Duplex)	
<input type="checkbox"/> Residential (SF, Duplex, or Townhome)	<input type="checkbox"/> Reroof

INVOLVED PARTIES
<b>Property Owner:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____
<b>Contractor:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____
<b>Architect:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____
<b>Engineer:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____
<b>Manufactured Home Installer:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____

PROJECT NAME AND LOCATION	
<b>Describe Work:</b> _____	
<b>Job Address:</b> _____	
<b>Assessor's Parcel Number:</b> _____ <b>Sub.</b> _____ <b>Lot</b> _____ <b>Block</b> _____	
<b>Owner's Valuation of Work:</b> \$ _____ <b>Property Size (Sq.Ft or Acres):</b> _____	
<b>Sq.Ft of Building:</b> _____ <b>Height:</b> _____ <b># of Floors:</b> _____	
<b>Class of Work:</b>	<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Move/Relocation
<b>Garage:</b>	<input type="checkbox"/> Attached <input type="checkbox"/> Detached
<b>Septic:</b>	<input type="checkbox"/> ISDS <input type="checkbox"/> Community
<b>Type of Heat:</b>	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Electric <input type="checkbox"/> Other
<b>Driveway Permit:</b>	<input type="checkbox"/> Exempt <input type="checkbox"/> Permit #: _____

**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 Division.

**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 Division 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 Division. 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 Division 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 Division 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 and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.**

\_\_\_\_\_

**Property Owner Print and Sign**

\_\_\_\_\_

**Date**

**OFFICIAL USE ONLY**

Special Conditions:

<b>Adjusted Valuation:</b>	<b>Plan Check Fee:</b>	<b>Permit Fee:</b>	<b>Manu home Fee:</b>	<b>Misc Fees:</b>
<b>Total Fees:</b>	<b>Fees Paid:</b>	<b>Balance Due:</b>	<b>BP No:</b>	<b>ISDS No:</b>
<b>Setbacks:</b>	<b>OCC Group:</b>	<b>Const Type:</b>	<b>Zoning:</b>	

**BUILDING / PLANNING DIVISION :** \_\_\_\_\_

**Signed Approval** **Date**



# BUILDING PERMIT FEE ESTIMATE WORKSHEET

**Applicant:** \_\_\_\_\_  
**Job location:** \_\_\_\_\_  
**Sub-Lot/Block:** \_\_\_\_\_

*Fill ONLY in the yellow areas*

Type of Space	Square Feet	Value per sq. ft.	Valuation
Finished Living Space <i>(N/A for Manufactured Homes)</i>	sq.ft X	\$74.68	
Unfinished Basement	sq.ft X	\$41.00	
Crawl Space	sq.ft X	\$9.00	
Garage	sq.ft X	\$18.00	
Covered Patio/Deck	sq.ft X	\$24.00	
Uncovered Patio/Deck	sq.ft X	\$12.00	
Misc:	sq.ft X	\$0.00	
Misc:	sq.ft X	\$0.00	
<b>Total Valuation</b>			

Manufactured Home Set-Up	Valuation
Single level (\$400.00)	
Multi-Level (\$600.00)	
<b>Total Set-Up Fee</b>	

Septic	Valuation
Permit (\$73.00)	
Percolation (\$100.00)	
<b>Total Septic Fee</b>	

<i>This section will be determined by Garfield County.</i>	
Plan Review Fee	
Building Permit Fee	
<i>Pay separately with <u>Cash</u> or <u>Check</u> only</i> (Road impact fees)- Other	
Due at time of <b>Application Submittal</b>	
Due at time of <b>Permit Pick-Up</b>	
<b>Total fees</b>	

\*\*\*All fees are estimates until plan review is completed\*\*\*

# Garfield County Driveway Permit Requirements

## Information required by Garfield County Road and Bridge for Driveway permits or exemption letters:

- State your request (Driveway Permit vs. Exemption)
- Legal description; Lot & Block # preferred, metes & bounds if necessary
- Plat or sketch, showing driveway location and any easements (must show nearest County Road and be easily read)
- Owners of record (as appears on the tax roll)
- Owner's mailing address, phone, fax (& Cell if applicable).
- Sub-contractor (if applicable) with contact person, address, phone, fax and cell.
- Be prepared to show your property pins/comers.

## Quick reference guideline for new or changed use of driveway(s):

- Only one access per parcel (unless demonstrated need)
- 90 degree intersection with County Road for first 30 feet
- 3% maximum grade for first 30 feet
- 4" thick hot asphalt/concrete apron if County Road is paved.
- 300 feet visibility in both directions
- Corrugated steel culvert if a road ditch is crossed (15" min., no plastic or aluminum)
- Driveway runoff must not reach County Road.
- Obtain permit before commencing work, pay fee & sign. Keep signed permit on site.
- Complete the driveway within 30 days of pulling permit. **DO NOT DELAY!**

## Contact:

Road & Bridge Main office: 0298 CR 333A (Hunter Mesa Rd), Rifle, CO 625-8601  
Office Hours: Monday – Friday 6:30 a.m. – 5:00 p.m.

The Road & Bridge office will issue the permit. It can be picked up at the above address, or faxed upon receipt of payment. Payment can be made with check or Credit Card. If paying with a credit card, please provide the below information. Credit card information is shredded once the transaction is complete:

Credit Card:  Visa  Mastercard

Name as it appears on card: \_\_\_\_\_

Card No. \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration date: \_\_\_\_/\_\_\_\_

Vcode: (last 3 or 4 numbers on back of card) \_\_\_\_

X \_\_\_\_\_

Authorized Credit Card Signature (REQUIRED)

Please submit directly to Road and Bridge





# Garfield County

Road & Bridge

## DRIVEWAY PERMIT APPLICATION

### PERMITTEE

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

### CONTRACTOR

Name/Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

County Road \_\_\_\_\_ Nearest Mile Post or Address \_\_\_\_\_  
 Distance From Nearest Mile Post or Address \_\_\_\_\_ Direction \_\_\_\_\_

Estimated Start Date \_\_\_\_\_

Width of Driveway: 30ft  40ft  100ft  Other: \_\_\_\_\_  
 Culvert Required: Yes  No  Culvert Diameter: 12in  15in  18in  Other: \_\_\_\_\_  
 Length of Culvert: 30ft  40ft  Other: \_\_\_\_\_

Asphalt or Concrete Pad Required: Yes  No   
 Size of pad:  
 30ft wide X 10ft long X 4in thick  
 40ft wide X 10ft long X 4in thick  
 100ft wide X 20ft long X 4in thick  
 Other: \_\_\_\_\_

Gravel Portion Required: Yes  No  Length of Gravel Portion: 40ft  50ft  100ft

Trees or Brush Removed for Visibility: Yes  No   
 Distance and direction from driveway to be removed: \_\_\_\_\_

Certified Traffic Control Required: Yes  No   
 Work Zone Signage: Yes  No   
 Stop Sign Required at Entrance to County Road: Yes  No

The permittee shall notify authorizing supervisor with the Garfield County Road and Bridge Dept. at least 48 hours prior to commencing construction in the Garfield County right-of-way. The person signing as the permittee must be the owner or legal representative of the property served by the permitted access, and have full authority to accept the permit and all its terms and conditions.

#### SUPERVISOR SHALL HAVE APPLICANT INITIAL APPROPRIATE STATEMENT

\_\_\_\_\_ This proposed driveway is located on a year-round maintained County Road. (This does not guarantee that the county road accessing the driveway location is maintained on a regular basis, or that snow is plowed on the same day it occurs)

\_\_\_\_\_ I understand this proposed driveway is on a "NO WINTER MAINTENANCE" section of the County Road. (Garfield County will not maintain or plow this section of the road from approx. Nov 1 to Apr 1 or later depending upon conditions. The County does not allow private individuals to plow or maintain County Roads without a permit. I understand and agree that no winter maintenance of this road may affect my use of my property during winter months.)

\_\_\_\_\_ I HAVE READ AND UNDERSTAND ALL GENERAL PROVISIONS AND ANY SPECIAL PROVISIONS REQUIRED.

Permittee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized by \_\_\_\_\_ Date \_\_\_\_\_ District \_\_\_\_\_

0298 CR 333A Rifle, CO 81650  
 Phone: 970-625-8601 Fax: 970-625-8627

Please submit directly to Road and Bridge



Community Development Department  
 108 8<sup>th</sup> Street, Suite 401  
 Glenwood Springs, CO 81601  
 (970) 945-8212  
[www.garfield-county.com](http://www.garfield-county.com)

**INDIVIDUAL SEWAGE  
 DISPOSAL SYSTEM  
 (ISDS)  
 APPLICATION CHECKLIST**

**SEWAGE DISPOSAL PERMIT CHECKLIST**

Permit applications can be obtained and submitted to the Garfield County Community Development Department at 108 8<sup>th</sup> Street, Suite 401, Glenwood Springs, Colorado. See below for additional information. All applications are required to be submitted in person.

**PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:**

- Complete application.
- 1 Copy of a Site Plan that includes well, all streams, irrigation ditches, and any water courses. Draw in your house, septic tank & system, detached garages, and driveway. If a change of location is necessary, you must submit a corrected drawing.
- Engineered System will need copy of perk rate and design for our records prior to final inspection.

**FEES. FEES ARE NOT REFUNDABLE**

**Make Check payable to: "Garfield County Treasurer"**

- Septic Permit for a New installation .....\$73.00
- Septic Permit for alteration and/or repair .....\$73.00
- Septic Perk test .....\$100.00

**ATTACHMENTS**

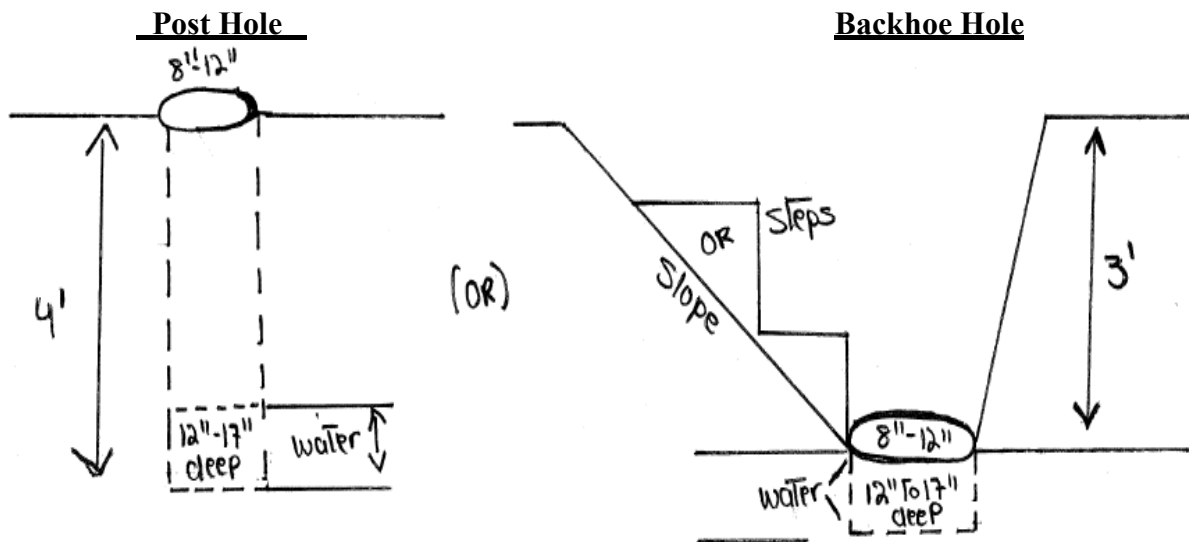
- Percolation Test Instructions
- Recommended minimum requirements for Individual Sewage Disposal System (ISDS).

**FINAL INSPECTION**

- When all components are in place, connected and ready to cover, request a final inspection by the County Inspector.
- **DO NOT** backfill any part of the system prior to the inspection.
- The initial fee covers the percolation test and one (1) inspection before cover up. Any additional percolation test will be charged at \$100.00 each and additional inspections will be charged at \$50.00 each.
- Upon final approval, carefully cover the entire system.
- Engineered Systems are inspected by the Engineer prior to backfill. A final sealed letter by the Engineer is required to be submitted to Garfield County.

## PERCOLATION TEST INSTRUCTIONS

- The successful operation of your septic system depends on the rate the soil in which your leach field will be installed will accept water.
- **THIS IS CRITICAL** If instructions are not followed completely, technician may not do the perk test and you will be charge a \$50.00 fee for 2<sup>nd</sup> visit.
- The rate of absorption is called the percolation rate and it determines the size of the leach field needed for a particular flow of sewage and in some cases even determines the feasibility of the installation of a septic tank and leach field system.
- PERCOLATION TEST MUST BE DONE AT THE GROUND DEPTH WHERE ABSORPTION WILL TAKE PLACE. STANDARD LEACH FIELDS ARE INSTALLED THREE FEET DEEP, SO THE 3 PERCOLATION HOLES ARE DUG FOUR FEET DEEP, AT LEAST 20 FEET APART, IN A TRIANGLE SHAPE. THE PERCOLATION TEST IS DONE IN THE BOTTOM ONE (1) FOOT OF THE HOLE.



A posthole digger, auger or backhoe can be used to dig the percolation test holes. If a back hoe is used, dig the backhoe hole 3 feet deep, with 2 steps or a ramp. Put a test hole 1-foot deep and 8 to 12 inches in diameter in the bottom. Installation of absorption areas (i.e. drywells) deeper than three 3 feet require the permission of the Environmental Health Department. All dry wells shall be designed by an Engineer registered in the State of Colorado.

Saturation with water will affect the percolation rate, and since the system will be expected to operate when the soil is saturated with water, THE LOWER TEST HOLE MUST BE FILLED WITH WATER AT LEAST 8 HOURS BEFORE THE TEST AND ALLOWED TO STAND. More water will be needed to perform the percolation test, so AT LEAST 5 GALLONS OF WATER PER HOLE SHOULD BE ON HAND WHEN THE TEST IS PERFORMED.

AN 8 FOOT PROFILE HOLE IN THE LEACH FIELD AREA IS REQUIRED BY THE STATE OF COLORADO TO DETERMINE THE PROXIMITY OF GROUND WATER AND BEDROCK. (One soil profile hole shall be dug to provide observation of the soil profile of the area of the soil absorption system. The hole shall be prepared at least 8 feet deep. The hole may be terminated when ground water or bedrock is encountered. The hole shall be prepared in such a way as to provide identification of the soil profile 4 feet below the bottom of the soil absorption system.)

If ground water is found in any perk or profile hole, an engineered systems is required. Percolation rates faster than 5 minutes per inch or slower than 60 minutes per inch require engineered system and/ or Board of Health approval.

(Applicant's Copy)

**RECOMMENDED MINIMUM REQUIREMENTS FOR  
INDIVIDUAL SEWAGE DISPOSAL SYSTEMS (ISDS)**

Before construction is started, the Inspector must be contacted for approval and detailed information concerning the proposed disposal system is needed. Higher standards than those which follow may be required in individual cases to assure attainment of the objective. Those objectives are to locate, construct and maintain individual sewage disposal systems in such a manner that existing or contemplated water supplies will not become contaminated and so that sewage will not overflow the ground surface and result in a nuisance or health hazard.

**LIQUID CAPACITY OF TANK (GALLONS)**

(Provide for use of garbage grinder, automatic clothes washer and other water using household appliances).

<b><u>Number of Bedrooms</u></b>	<b><u>Recommended Minimum Tank Capacity</u></b>
2 or less	750 gallons
3 or less	1,000 gallons
4 or less	1,250 gallons
For each additional bedroom, add	250 gallons

Dwelling on less than two acres, areas of high water tables, or areas with a percolation test rate faster than 1" in 5 minutes must have alternative sewage facilities, i.e., central collection, holding tanks, individual treatment, etc.

EXEMPTION: Absorption areas may be allowed with percolation rates faster than one (1) inch in five (5) minutes provided the soil is a sandy texture and no water table problems are encountered. An Engineer is required.

Slopes greater than 30% also require an Engineered System.

1. Maximum length of drainage line:	100 linear feet
2. Minimum width of drainage trench:	18 inches
3. Minimum spacing between trenches or pipes:	6 feet
4. Maximum grade of drainage system:	As level as possible
5. Minimum depth rock under drain PVC:	6" under PVC, 2" over PVC
6. Minimum depth of cover over distribution lines:	12 inches
7. Maximum depth of cover over distribution lines:	Variable
8. Minimum grade of house sewer:	1/8 to 1/4" per linear ft.
9. Minimum distance of sewage disposal system from dwelling:	20 feet
10. Minimum distance of septic tank from dwelling:	5 feet
11. Minimum distance of leaching area to a well:	100 feet
12. Minimum distance of septic tank to a well:	50 feet
13. Minimum distance of leaching area to a stream of water course:	50 feet
14. Minimum distance from septic tank and disposal field to property lines:	10 feet for drywell 10 feet for leach field.
15. Minimum sewer pipe and distribution pipe:	4 inch diameter

- Septic tank construction should be of concrete, concrete block or of a material that will resist deterioration and which can be made reasonable watertight.
- Acceptable drain field pipe materials include plastic, terra cotta or concrete. If the house sewer line is longer than 10 feet between house and septic tank, a clean-out Y should be installed outside as near as practical to the house.
- Septic tanks should be inspected once a year and cleaned when necessary. Cleaning is recommended when space between the scum accumulation and sludge residue on the tank bottom is less than eighteen (18) inches.
- The Department recommends pumping a septic tank once every four (4) years, when a yearly inspection by the owner is not practical.

(Applicant's Copy)



Community Development Department  
 108 8<sup>th</sup> Street, Suite 401  
 Glenwood Springs, CO 81601  
 (970) 945-8212  
[www.garfield-county.com](http://www.garfield-county.com)

# INDIVIDUAL SEWAGE DISPOSAL SYSTEM (ISDS) PERMIT APPLICATION

**TYPE OF CONSTRUCTION**

<input type="checkbox"/> New Installation	<input type="checkbox"/> Alteration	<input type="checkbox"/> Repair
---	-------------------------------------	---------------------------------

**WASTE TYPE**

<input type="checkbox"/> Dwelling	<input type="checkbox"/> Transient Use	<input type="checkbox"/> Comm/Industrial	<input type="checkbox"/> Non-Domestic
<input type="checkbox"/> Other Describe _____			

**INVOLVED PARTIES**

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PROJECT NAME AND LOCATION**

Job Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_ Sub. \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Building or Service Type: \_\_\_\_\_ #Bedrooms: \_\_\_\_\_ Garbage Grinder \_\_\_\_\_

Distance to Nearest Community Sewer System: \_\_\_\_\_

Was an effort made to connect to the Community Sewer System: \_\_\_\_\_

<b>Type of ISDS</b>	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Aeration Plant	<input type="checkbox"/> Vault	<input type="checkbox"/> Vault Privy	<input type="checkbox"/> Composting Toilet
	<input type="checkbox"/> Recycling, Potable Use	<input type="checkbox"/> Recycling	<input type="checkbox"/> Pit Privy	<input type="checkbox"/> Incineration Toilet	
	<input type="checkbox"/> Chemical Toilet	<input type="checkbox"/> Other _____			

<b>Ground Conditions</b>	Depth to 1 <sup>st</sup> Ground water table _____	Percent Ground Slope _____
--------------------------	---	----------------------------

<b>Final Disposal by</b>	<input type="checkbox"/> Absorption trench, Bed or Pit	<input type="checkbox"/> Underground Dispersal	<input type="checkbox"/> Above Ground Dispersal
	<input type="checkbox"/> Evapotranspiration	<input type="checkbox"/> Wastewater Pond	<input type="checkbox"/> Sand Filter
	<input type="checkbox"/> Other _____		

<b>Water Source &amp; Type</b>	<input type="checkbox"/> Well	<input type="checkbox"/> Spring	<input type="checkbox"/> Stream or Creek	<input type="checkbox"/> Cistern
	<input type="checkbox"/> Community Water System Name _____			

<b>Effluent</b>	Will Effluent be discharged directly into waters of the State? <input type="checkbox"/> Yes <input type="checkbox"/> No
-----------------	---

**CERTIFICATION**

Applicant acknowledges that the completeness of the application is conditional upon such further mandatory and additional test and reports as may be required by the local health department to be made and furnished by the applicant or by the local health department for purposed of the evaluation of the application; and the issuance of the permit is subject to such terms and conditions as deemed necessary to insure compliance with rules and regulations made, information and reports submitted herewith and required to be submitted by the applicant are or will be represented to be true and correct to the best of my knowledge and belief and are designed to be relied on by the local department of health in evaluating the same for purposes of issuing the permit applied for herein. I further understand that any falsification or misrepresentation may result in the denial of the application or revocation of any permit granted based upon said application and legal action for perjury as provided by law.

**I hereby acknowledge that I have read and understand the Notice and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Property Owner Print and Sign**

\_\_\_\_\_  
**Date**

**OFFICIAL USE ONLY**

Special Conditions:

<b>Permit Fee:</b>	<b>Perk Fee:</b>	<b>Total Fees:</b>	<b>Fees Paid:</b>
<b>Building Permit</b>	<b>Septic Permit:</b>	<b>Issue Date:</b>	<b>Balance Due:</b>

BLDG DIV: \_\_\_\_\_  
 APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_





Community Development Department  
108 8<sup>th</sup> Street, Suite 401  
Glenwood Springs, CO 81601  
(970) 945-8212  
[www.garfield-county.com](http://www.garfield-county.com)

# GRADING PERMIT APPLICATION CHECKLIST

## GRADING PERMIT REQUIREMENTS

A permit is required for any excavation, grading, or earthwork construction including fills and embankments. A grading permit does not permit the construction of retaining walls or other structures.

### EXEMPTION FROM GRADING PERMIT:

- Agricultural Land: Grading, excavation and earthwork, including fills and embankments that are constructed solely for agricultural purposes on lands that are farms or ranches.
- Small Projects: Grading that does not exceed 50 cu. yds of earthwork material or 6000 sq.ft. of graded area as long as grading does not change drainage patterns with respect to adjacent properties.
- See Amended 2009 IBC Appendix J for other Exemptions.

### TYPES OF GRADING PERMITS AND FEES:

- **Major grading: over 20,000 sq. ft. or over 5000 cu.yds.....\$400.00**
- **Minor grading: less than 20,000 sq. ft. and under 5000 cu. Yds.....\$100.00**

### PERMIT APPLICATION & SUBMITTAL REQUIREMENTS (1 copy required):

- Complete application (a one page form is available from the County)
- Vicinity Map indicating section, township and range of site, proposed location of grading, and the site's relation to surrounding roads, municipal boundaries, and water bodies.
- Site plan that shows the following within 100 feet of the proposed grading:
  - i. Existing and proposed contours (see exemption below for pipelines)
  - ii. Delineation of area to be disturbed by grading activities
  - iii. Existing structures
  - iv. Existing and proposed roads and driveway
  - v. Property boundaries, right-of-ways and easements
  - vi. Floodplains, intermittent streams, wetlands and other bodies of water
- Erosion Control Plan and Details. Plan shows the location of all erosion control measures.
- MAJOR GRADING PERMIT ONLY:
  - i. Revegetation and Reclamation Plan. See attached requirements
  - ii. Financial security for site reclamation. Please allow County to review reclamation cost estimate before providing security.
  - iii. For major grading permits, the plans must be prepared and stamped by a qualified Colorado Professional engineer.
- PIPELINES ONLY: The site plan does not need to show topographic contours if the installation of pipeline will not result in changes to the surface grade.
- Approve State Stormwater Permit if area disturbed by grading is greater than one acre.
- Soils Report: A soils report may not be required if the maximum depth of cut or fill depth is less than 15 feet and native slopes are less than 25%.
- Drainage Report: will be required if the County believes that grading may change drainage patterns with regard to adjacent properties, wetlands/water bodies or slopes greater than 25%
- Grading Permit Fee: See fees above for amount. (Make Check payable to: Garfield County Treasurer).  
PAYMENT IS REQUIRED AT SUBMITTAL.

### ALL PERMITS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:

- Appendix J-2009 International Building Code amended.
- Garfield County Land Use Code.

(Applicant's Copy)

- Applicable Colorado Department of Public Health and Environment, Water Quality Control Division requirements.
- Utility location is required prior to any grading.

## **Garfield County Vegetation & Site Reclamation Requirements**

**Overview:** Grading Permits typical require the submission of:

- A Site Specific Inventory and Map of county and State Listed Noxious Weeds.
- A Weed Management Plan.
- A Revegetation and Reclamation Plan.
- A Cost Estimate
- A Financial Security.

The **purpose** of the plan is to ensure that the development does not result in: (i) erosion and dust generation, (ii) the propagation of noxious weeds, (iii) the excessive loss of wildlife habitat and food sources, and (iv) long-term visual eyesores. The financial security allows the County to perform reclamation in the case that the developer abandons the project or does not perform adequate reclamation.

### **Required Elements of Vegetation and Reclamation Plan:**

**Section 1 - Soil Handling.** Includes: (i) provisions for salvaging on-site topsoil, (ii) a timetable for eliminating topsoil and/or aggregate piles, (iii) plan that provides for soil cover if any disturbances or stockpiles sit exposed for a period of 90 days or more, and (iv) erosion control barriers and dust suppression measures.

**Section 2 – Weed Management Plan.** Includes: (i) a site specific weed inventory along with a site plan showing County Listed Noxious Weeds and Colorado Listed A & B Noxious Weeds (Contact Garfield County Vegetation Management for updated list), (ii) weed management plan that addresses inventoried weeds in a timely and effective manner. (Note: Garfield County may require the submittal for treatment records.)

**Section 3 – Site Revegetation and Restoration.** Includes: (i) plant material list (be specific, scientific and common names require), (ii) planting schedule (to include timing, methods, and provisions for watering, if applicable), and (iii) a map of the area that will be certified as weed-free by the State of Colorado Department of Agriculture.)

**Section 4 – Cost Estimate.** Cost estimate is used to determine the amount of the financial security. Line items within the cost estimate include: (i) mobilization, (ii) earthmoving, (iii) seed and planting, (iv) weed-free mulch, erosion control, and dust suppression, (v) irrigation, and (vi) weed management. (Note: For pipelines and projects in which existing grade is the same as final grade, a cost of \$2,500/acre can be used to determine the financial security.)

**Financial Security:** Bonds, letter of Credit valid for a minimum of 2 years or cash.

**County Inspection and Release of Financial Security:** When grading has been completed and vegetation reestablished, the developer (permit holder) phones County Vegetation Manager (970-625-8601) and requests an inspection. If restoration is determined to be adequate, the county will inform the development and release the financial security.



## APPENDIX J

# GRADING

See IBC sections 43, 44, and 45 in Resolution 2012-59 for amendments to J103.1, J103.2 (1), and J103.2 addition

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

### SECTION J101 GENERAL

**J101.1 Scope.** The provisions of this chapter apply to grading, excavation and earthwork construction, including fills and embankments. Where conflicts occur between the technical requirements of this chapter and the geotechnical report, the geotechnical report shall govern.

**J101.2 Flood hazard areas.** The provisions of this chapter shall not apply to grading, excavation and earthwork construction, including fills and embankments, in *floodways* within *flood hazard areas* established in Section 1612.3 or in *flood hazard areas* where design *flood* elevations are specified but floodways have not been designated, unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed work will not result in any increase in the level of the base flood.

### SECTION J102 DEFINITIONS

**J102.1 Definitions.** For the purposes of this appendix chapter, the terms, phrases and words listed in this section and their derivatives shall have the indicated meanings.

**BENCH.** A relatively level step excavated into earth material on which fill is to be placed.

**COMPACTION.** The densification of a fill by mechanical means.

**CUT.** See Excavation.

**DOWN DRAIN.** A device for collecting water from a swale or ditch located on or above a slope, and safely delivering it to an approved drainage facility

**EROSION.** The wearing away of the ground surface as a result of the movement of wind, water or ice.

**EXCAVATION.** The removal of earth material by artificial means, also referred to as a cut.

**FILL.** Deposition of earth materials by artificial means.

**GRADE.** The vertical location of the ground surface.

**GRADE, EXISTING.** The grade prior to grading.

**GRADE, FINISHED.** The grade of the site at the conclusion of all grading efforts.

**GRADING.** An excavation or fill or combination thereof.

**KEY.** A compacted fill placed in a trench excavated in earth material beneath the toe of a slope.

**SLOPE.** An inclined surface, the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

**TERRACE.** A relatively level step constructed in the face of a graded slope for drainage and maintenance purposes.

### SECTION J103 PERMITS REQUIRED

**J103.1 Permits required.** ~~Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit therefor from the building official. A grading permit does not include the construction of retaining walls or other structures.~~

**J103.2 Exemptions.** A grading *permit* shall not be required for the following:

1. ~~Grading in an isolated, self-contained area, provided there is no danger to the public, and that such grading will not adversely affect adjoining properties.~~
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a registered design professional.

Exemption from the permit requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

### SECTION J104 PERMIT APPLICATION AND SUBMITTALS

**J104.1 Submittal requirements.** In addition to the provisions of Section 105.3, the applicant shall state the estimated quantities of excavation and fill.

**J104.2 Site plan requirements.** In addition to the provisions of Section 107, a grading plan shall show the existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work and show in detail that it complies with the requirements of this code. The plans shall show the existing grade on adjoining properties in sufficient detail to identify how grade changes will conform to the requirements of this code.

**J104.3 Geotechnical report.** A geotechnical report prepared by a *registered design professional* shall be provided. The report shall contain at least the following:

1. The nature and distribution of existing soils;
2. Conclusions and recommendations for grading procedures;
3. Soil design criteria for any structures or embankments required to accomplish the proposed grading; and
4. Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.

**Exception:** A geotechnical report is not required where the building code official determines that the nature of the work applied for is such that a report is not necessary.

**J104.4 Liquefaction study.** For sites with mapped maximum considered earthquake spectral response accelerations at short periods ( $S_r$ ) greater than 0.5g as determined by Section 1613, a study of the liquefaction potential of the site shall be provided, and the recommendations incorporated in the plans.

**Exception:** A liquefaction study is not required where the building official determines from established local data that the liquefaction potential is low.

### SECTION J105 INSPECTIONS

**J105.1 General.** Inspections shall be governed by Section 109 of this code.

**J105.2 Special inspections.** The special inspection requirements of Section 1704.7 shall apply to work performed under a grading permit where required by the *building official*.

### SECTION J106 EXCAVATIONS

**J106.1 Maximum slope.** The slope of cut surfaces shall be no steeper than is safe for the intended use, and shall be no steeper than two units horizontal to one unit vertical (50-percent slope) unless the owner or authorized agent furnishes a geotechnical report justifying a steeper slope.

**Exceptions:**

1. A cut surface shall be permitted to be at a slope of 1.5 units horizontal to one unit vertical (67-percent slope) provided that all of the following are met:
  - 1.1. It is not intended to support structures or surcharges.
  - 1.2. It is adequately protected against erosion.
  - 1.3. It is no more than 8 feet (2438 mm) in height.
  - 1.4. It is approved by the building code official.
  - 1.5. Ground water is not encountered.
2. A cut surface in bedrock shall be permitted to be at a slope of one unit horizontal to one unit vertical (100-percent slope).

### SECTION J107 FILLS

**J107.1 General.** Unless otherwise recommended in the geotechnical report, fills shall comply with the provisions of this section.

**J107.2 Surface preparation.** The ground surface shall be prepared to receive fill by removing vegetation, topsoil and other unsuitable materials, and scarifying the ground to provide a bond with the fill material.

**J107.3 Benching.** Where existing grade is at a slope steeper than five units horizontal to one unit vertical (20-percent slope) and the depth of the fill exceeds 5 feet (1524 mm) benching shall be provided in accordance with Figure J107.3. A key shall be provided which is at least 10 feet (3048 mm) in width and 2 feet (610 mm) in depth.

**J107.4 Fill material.** Fill material shall not include organic, frozen or other deleterious materials. No rock or similar irreducible material greater than 12 inches (305 mm) in any dimension shall be included in fills.

**J107.5 Compaction.** All fill material shall be compacted to 90 percent of maximum density as determined by ASTM D 1557, Modified Proctor, in lifts not exceeding 12 inches (305 mm) in depth.

**J107.6 Maximum slope.** The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes steeper than two units horizontal to one unit vertical (50-percent slope) shall be justified by a geotechnical report or engineering data.

### SECTION J108 SETBACKS

**J108.1 General.** Cut and fill slopes shall be set back from the property lines in accordance with this section. Setback dimensions shall be measured perpendicular to the property line and shall be as shown in Figure J108.1, unless substantiating data is submitted justifying reduced setbacks.

**J108.2 Top of slope.** The setback at the top of a cut slope shall not be less than that shown in Figure J108.1, or than is required to accommodate any required interceptor drains, whichever is greater.

**J108.3 Slope protection.** Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the *building official*, shall be included. Such protection may include but shall not be limited to:

1. Setbacks greater than those required by Figure J108.1.
2. Provisions for retaining walls or similar construction.
3. Erosion protection of the fill slopes.
4. Provision for the control of surface waters.

**3412.6 Evaluation process.** The building owner shall cause the existing building to be evaluated in accordance with the provisions of this section by a design professional(s) licensed to practice in the State of Colorado. The evaluation process specified herein shall be followed in its entirety to evaluate existing buildings. Table 3412.7 shall be utilized for tabulating the results of the evaluation. References to other sections of this code indicate that compliance with those sections is required in order to gain credit in the evaluation herein outlined. In applying this section to a building with mixed occupancies, where the separation between the mixed occupancies does not qualify for any category indicated in Section 3412.6.16, the score for each occupancy shall be determined and the lower score determined for each section of the evaluation process shall apply to the entire building.

Where the separation between the mixed occupancies qualifies for any category indicated in Section 3412.6.16, the score for each occupancy shall apply to each portion of the building based on the occupancy of the space.

The following Appendixes are adopted:

**Appendix G Flood-Resistant Construction**

**Appendix I Patio Covers**

**Appendix J Grading**

43. Section J103.1 is amended to read as follows:

**J103.1 Permits required.** Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit from the Garfield County Building and Planning Department or designee. A grading permit does not include the construction of retaining walls or other structures. Security deposits in a form and amount approved by the Building Official or designee, based upon recommendations from the County Vegetation Management Office and the county's designated engineer shall be established prior to issuance of any major grading permits.

44. Section J103.2 (1.) is amended to read as follows:

1. Grading, excavation and earthwork construction, including fills and embankments that are constructed solely for agricultural purposes on lands that are farms or ranches.

45. Section J103.2 is amended to add an 8<sup>th</sup> exemption from permit as follows:

8. Grading that does not exceed 50 cubic yards of earthwork material or 6000 square feet of graded area whichever is greater.

IV. 2009 INTERNATIONAL MECHANICAL CODE (I.M.C.)

A. Additions and Modifications: The Sections of the I.M.C. are adopted subject to the



Community Development Department  
108 8<sup>th</sup> Street, Suite 401  
Glenwood Springs, CO 81601  
(970) 945-8212  
[www.garfield-county.com](http://www.garfield-county.com)

# GRADING PERMIT APPLICATION

TYPE OF GRADING	
<input type="checkbox"/> MAJOR	<input type="checkbox"/> MINOR

INVOLVED PARTIES	
Property Owner: _____	Phone: (____) _____
Mailing Address: _____	
Contractor: _____	Phone: (____) _____
Mailing Address: _____	
Architect: _____	Phone: (____) _____
Mailing Address: _____	
Engineer: _____	Phone: (____) _____
Mailing Address: _____	

PROJECT NAME AND LOCATION	
Project Name: _____	
Describe Work: _____	
_____	
_____	
Job Address: _____	
_____	
Assessor's Parcel Number: _____	
Sub. _____	Lot _____ Block _____
Earthwork (square feet): _____	Earthwork (Cubic Yards): _____

**ALL UTILITIES MUST BE LOCATED PRIOR TO ANY GRADING**

**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 Division.

**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 Division 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 Division. 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 Division 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 Division 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 and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.**

\_\_\_\_\_

**Property Owner Print and Sign**

\_\_\_\_\_

**Date**

**OFFICIAL USE ONLY**

**Special Conditions:**

<b>Permit Fee:</b>	<b>Misc Fees:</b>	<b>Total Fees:</b>	<b>Fees Paid:</b>
<b>Balance due:</b>	<b>Grading Permit:</b>	<b>Issue Date:</b>	<b>Zoning:</b>

**BUILDING / PLANNING DIVISION :** \_\_\_\_\_

**Signed Approval** **Date**

# COLORADO STATE ELECTRICAL PERMIT APPLICATION

## DEPARTMENT OF REGULATORY AGENCIES

1560 Broadway, Suite 1500, Denver, CO 80202

Telephone: 303-894-2985

Electrical Permits Online: [www.dora.state.co.us/electrical](http://www.dora.state.co.us/electrical)

- Original permit  Reinspection for permit # \_\_\_\_\_  
 Trim for original permit # \_\_\_\_\_  Add Fee for permit # \_\_\_\_\_

### Work performed by:

- Electrical contractor registration # \_\_\_\_\_ and responsible master's name \_\_\_\_\_  
 Homeowner \* (see clause below)  Non-licensed contractor (solar, pump installer, etc.)

**Fill out this form completely. Incomplete applications will be returned for missing information.**

#### Permit applicant mailing address:

Name \_\_\_\_\_  
Company/contractor OR Home owner\*

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone# ( \_\_\_\_\_ ) \_\_\_\_\_

Fax # ( \_\_\_\_\_ ) \_\_\_\_\_

*Must have a separate (dedicated) phone line for fax*

Email: \_\_\_\_\_

**Job Site/Property address.** If a designated numbered address is not available use lot, block, filing, or subdivision. ATTACH A MAP IF NECESSARY.

Property owner \_\_\_\_\_

Job address \_\_\_\_\_

City (or closest city) \_\_\_\_\_ County \_\_\_\_\_

Power supplier \_\_\_\_\_  
Name \_\_\_\_\_ City \_\_\_\_\_

Directions: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Master / homeowner\* / or non-licensed contractor performing work)

**Square footage:** \_\_\_\_\_ **OR Cost of electrical work:** \$ \_\_\_\_\_ **FEE ENCLOSED \$** \_\_\_\_\_  
(Residential use only - see Schedule A on back) (All other permits - see Schedule B on back)

#### Check mark ( ✓ ) the box or boxes that best describe the electrical installation:

- New  Residential  Mobile home  Modular home  
 Remodel  Commercial  Temporary construction service only  
 Addition  New service or service remodel  
 Other **Describe installation:** \_\_\_\_\_

REQUESTING AN EXTENDED PERMIT - JOB WILL TAKE LONGER THAN 12 MONTHS (Attach explanation)

\* **HOMEOWNER CLAUSE:** The electrical law provides you, as the homeowner, the opportunity to perform your own wiring provided the following conditions are true: (1) you are the property owner and this property is not for sale or resale, is not rental property which is occupied or is to be occupied by tenants for lodging, either transient or permanent; and is not generally open to the public. (2) the wiring will be inspected *prior* to covering, i.e., insulation, drywall, etc., and again upon completion of the system *prior to occupancy* and permanent power release. (3) all electrical work will be done in accordance with the National Electrical Code adopted by the Colorado State Electrical Board.

#### MAKE CHECKS PAYABLE TO: STATE OF COLORADO

**THE PROCESSED PERMIT WILL BE MAILED OR FAXED ACCORDING TO THE INFORMATION PROVIDED.  
PERMITS EXPIRE ONE YEAR FROM THE DATE ISSUED. (A PERMIT ON WHICH NO INSPECTION  
HAS BEEN PERFORMED MAY BE ELIGIBLE FOR A REFUND IF REQUESTED BEFORE THE EXPIRATION DATE.)**

The Content of this application must not be changed. If the content is changed, the applicant may be referred to the Colorado State Attorney General's Office for violation of the Colorado Law.

# ELECTRICAL PERMIT FEE SCHEDULE

Effective: July 1, 2007 through June 30, 2008

Electrical permit fees are reviewed annually and may be adjusted July 1<sup>st</sup> of each year. Fees are based on *either* RESIDENTIAL or ALL OTHER FEES. Do not use *both* categories to determine your fee. If an electrical permit is not filed in advance of the commencement of an installation, the inspection fee shall be twice the amount prescribed. (C.R.S. 12-23-117[3])

**Temporary construction meters** require a separate permit application from any other activity. Please use this form and check the "Temporary Construction Service Only" box on the first page.

**Trim permit** - If a permit expires *after* the rough-in inspection has been completed, inspected and approved by the electrical inspector, but *before* the final inspection is approved, a TRIM permit must be obtained. The fee is based on the valuation of the electrical work still needing to be inspected.

**The minimum fee for a Trim Permit is \$45.**

**A. RESIDENTIAL:** This fee (based on the enclosed living area only), includes construction of, or remodeling or addition to a single family home, a unit in a duplex, a condominium, or a town house. *If you are only providing or changing a service and not wiring any portion on the above, see section B below for correct permit fee.*

<u>LIVING AREA</u>	<u>FEE</u>
(a) Not more than 1,000 square feet .....	<b>\$ 40</b>
(b) 1,001 square feet and not more than 1,500 square feet ...	<b>\$ 40</b>
(c) 1,501 square feet and not more than 2,000 square feet ...	<b>\$ 40</b>
(d) Per 100 square feet in excess of 2,000 square feet.....	<b>\$ 1</b>

**Example:** The home is 2235 square feet

The base fee for 2000 sq ft (of the 2235 sq ft total) is \$40 (see item 'c' above) .....\$40

The remaining 235 sq ft is rounded up (see item 'd' above) to 300 sq ft (3 x \$1 = \$3) ... 3

The total fee is: ..... \$43

**B. ALL OTHER FEES,** including service hookups to modular homes and temporary construction meters, shall be computed on the dollar value of the electrical installation, including electrical materials and items, and the total cost to the consumer, whether they are provided by the contractor or the property owner. Such fees shall be computed as follows: (See Section C for the permit fees for mobile home and travel parks)

**Valuation of Installation**

(cost to customer of labor, materials, and items):

	<u>FEE</u>
(a) Not more than \$300	<b>\$40</b>
(b) \$301 but not more than \$2,000	<b>\$40</b>
(c) \$2,001 but not more than \$50,000	<b>\$10</b> per thousand or fraction thereof <b>PLUS \$15</b>
(d) \$50,001 but not more than \$500,000	<b>\$10</b> per thousand or fraction thereof <b>PLUS \$15</b>
(e) More than \$500,000	<b>\$10</b> per thousand or fraction thereof <b>PLUS \$15</b>

**Example:** The cost of the installation is \$5,150.55 (round up to \$6000)

Item (c) 6 x \$10 = \$60 **PLUS \$15**

The total fee is: **\$75**

**Example:** The cost of the installation is \$50,175 (round up to \$51,000)

Item (d) 51 x \$10 = \$510 + \$15

The total fee is: **\$525**

**C. Mobile home and travel trailer parks, per space .... \$40**

**D. Reinspection fee for all of the above..... \$10**

**E. Add Fee for Extra inspections ..... \$30**

**F. Add Fee for Temporary heat release..... \$30**

**PLEASE NOTE: Applicants should be prepared to do the following:**

- ◆ telephone in a request for inspection when job is ready
- ◆ ensure that the work is completed within the time limitation of the permit (by expiration date) *or*
- ◆ request up to a 6 month extension *prior* to the permit expiration date if work is not completed
- ◆ request an extended permit now, if work is **substantial** & you know it will take longer than 12 months
- ◆ obtain a new permit & pay required fee if current permit expires *prior* to completion
- ◆ pay the reinspection fee, if due, *prior* to requesting a reinspection
- ◆ install wiring according to the currently adopted edition of the National Electrical Code
- ◆ request an electrical installation inspection *prior* to covering
- ◆ request an electrical installation inspection *prior* to energizing system
- ◆ request an electrical installation inspection *prior* to occupancy