

# PERMITTING REQUIREMENTS

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▪ **PERMITS REQUIRED** - Except as provided in the section entitled “Work Exempt From Permits” buildings, structures, building service equipment and grading shall be subject to permits as follows:

**BUILDING PERMITS.** No building or structure regulated by the Building Code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building or structure is first obtained from the Routt County Regional Building Department.

**BUILDING SERVICE EQUIPMENT PERMITS.** No building service equipment regulated by the technical codes shall be erected, installed, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each individual class of building service equipment is first obtained from the Routt County Regional Building Department.

*“Building Service Equipment” refers to plumbing systems, mechanical systems, electrical systems, solar energy systems, swimming pools, and elevator equipment; including piping, ducting, wiring, fixtures, appliances and other accessories which provide sanitation, heating, ventilation, cooling, refrigeration, lighting, fire suppression and detection, and transportation facilities essential to the use or occupancy of a building or structure.*

**GRADING PERMITS.** Grading work involving excavation or filling shall not be done unless a separate permit is first obtained from the Routt County Regional Building Department or Routt County Road and Bridge Department as applicable.

▪ **WORK EXEMPT FROM PERMITS** - A permit shall **not** be required for the types of work **in each of the separate classes of permits as listed below**. Exemption from the permit requirements of the adopted codes shall not be deemed to grant authorization for any work to be done in violation of the provisions of the technical codes or any other laws, resolutions or ordinances of the jurisdictions served by the Routt County Regional Building Department.

**BUILDING PERMITS.** A building permit shall not be required for the following:

- A. One-story detached accessory structures, provided the floor area does not exceed 120 square feet (11.15 m<sup>2</sup>).
- B. Fences not over 6 feet (1829 mm) high.
- C. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
- D. Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
- E. Decks, platforms, Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below.
- F. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- G. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- H. Swings and other playground equipment accessory to a one or two-family dwelling.
- I. Window awnings supported by an exterior wall which do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
- J. **Agricultural buildings** which are used for the *sole purpose* of **providing shelter for agricultural implements, farm and ranch products, livestock, or poultry**. **Buildings which are used for storage of passenger type motor vehicles, storage of recreational vehicles and equipment, storage of construction equipment and tools (not directly related to agricultural), and workshops are not considered agricultural buildings for the purpose of this exemption. Buildings of mixed occupancy, where only a portion of the building is used for agricultural purposes, are not considered agricultural buildings for the purpose of this exemption.**
- K. It is the policy of the Routt County Regional Building Department *not to require* permits for **installing new siding or roofing materials on R3 Occupancies (one and two family dwellings), and on U Occupancies (private garages, carports and sheds, etc.)**. *Changing from metal roofing materials to shingles may require structural analysis to determine adequate snow load.*

*\* Unless otherwise exempted, separate plumbing, electrical, and mechanical permits are required for the above exempted items.*

**ELECTRICAL PERMITS.** An electrical permit shall not be required for the following:

- A. Portable motors or other portable appliances energized by means of a cord or cable having an attachment plug end to be connected to an approved receptacle when that cord or cable is permitted by the Electrical Code.
- B. Repair or replacement of fixed motors, transformers or fixed approved appliances of the same type and rating in the same location.
- C. Temporary decorative lighting.
- D. Repair or replacement of current-carrying parts of any switch, contactor or control device.
- E. Reinstallation of attachment plug receptacles, but not the outlets thereof.
- F. Repair or replacement of any overcurrent device of the required capacity in the same location.
- G. Repair or replacement of electrodes or transformers of the same size and capacity for signs or gas tube systems.
- H. Taping joints.
- I. Removal of electrical wiring.
- J. Temporary wiring for experimental purposes in suitable experimental laboratories.
- K. The wiring for temporary theater, motion picture or television stages.
- L. Electrical wiring, devices, appliances, apparatus or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
- M. Low-energy power, control and signal circuits of Class II and III as defined in the Electrical Code.
- N. The installation, alteration or repair of electrical wiring, apparatus or equipment or the generation, transmission, distribution or metering of electrical energy or in operation signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility.

**PLUMBING PERMITS.** A plumbing permit shall not be required for the following:

- A. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
- B. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

**MECHANICAL PERMITS.** A mechanical permit shall not be required for the following:

- A. Portable heating appliances.
- B. Portable ventilating equipment.
- C. Portable cooling units.
- D. Portable evaporative coolers.
- E. A closed system of steam, hot or chilled water piping within heating or cooling equipment regulated by the Mechanical Code.
- F. Replacement of any component part of assembly of an appliance which does not alter its original approval and complies with other applicable requirements of the technical codes.
- G. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
- H. Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

**SWIMMING POOL, SPA AND HOT TUB PERMITS.** A swimming pool, spa or hot tub permit shall not be required for the following:

- A. The stopping of leaks in drains, soil, waste or vent pipe, provided, however, that should any trap, drainpipe, soil, waste or vent pipe be or become defective and it becomes necessary to remove and replace the same with new material in any part or parts, the same shall be considered as such new work and a permit shall be procured and inspection made.

- B. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, when such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

**GRADING PERMITS.** A grading permit in Steamboat Springs, Oak Creek and Yampa shall not be required for the following:

- A. When approved by the building official, grading in an isolated, self contained area if there is no danger to private or public property. \*\*
- B. An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit.
- C. Cemetery graves.
- D. Refuse disposal sites controlled by other regulations.
- E. Excavations for wells, tunnels or utilities.
- F. Mining, quarrying, excavating, processing, stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stress in or pressure upon any adjacent or contiguous property.
- G. Exploratory excavations under the direction of soils engineers or engineering geologists.
- H. Public infrastructure projects such as roadways, bridges, or utility work when part of an approved civil construction plan through the engineering department.
- I. Removal of snow.
- J. Common clearing and grubbing.
- K. General landscape or topsoil work

When a grade/fill permit is not required, the developer or owner is still required to follow all provisions for grading found within the building code and to obtain any other applicable permitting (i.e. City Floodplain Development permit, Army Corps wetland permit, State/City stormwater and dewatering permits, CDOT access and utility permit, Public Works' street cut, etc.), install erosion control, implement storm water quality best management practices and follow construction site management practices as outlined in Section 36 of the building code.

\*\*City of Steamboat Springs Policy statement: (A) applies to minor excavation and fills similar in scope to those exemptions following in sections (B) through (K). If the excavation or fill location extends across property lines, includes fill depths greater than 1-foot on future potential locations for structures, alters drainage courses, creates slopes steeper than 2 horizontal to 1 vertical, or creates depressions that can be considered a holding pond, a permit is required. (A) should not be construed to allow all grading to occur without permitting. It is the opinion of the City that when the interpretation of (A) is in doubt and work cannot clearly be classified as such stated in sections (B) through (K), staff will side on the cautionary side and require a permit application to be submitted. If questions persist regarding exemption of a grading permit, the Building Official will bring such inquiries to the Technical Advisory Committee for review with other departments. The goal is not to require cumbersome permitting, but to ensure compliance with applicable standards and codes and provide legal grounds for site inspection.

**\* Please see [www.co.routt.co.us](http://www.co.routt.co.us) for thresholds for grading and excavating permits in *Rural Routt County*. See Checklist for Grade and Fill Applications for the City of Steamboat Springs for grade and fill permits elsewhere in this booklet. Please refer to the Table of Contents for specific location.**

**PERMIT APPLICATIONS** - Applications for permits shall be filed at the office of the Routt County Regional Building Department, located in the Routt County Courthouse Annex at 136 6th Street in Steamboat Springs, Colorado.

**Exception:** *Fire Suppression and Fire Detection permits for buildings within the City of Steamboat Springs and SSRFPD shall be filed at the Steamboat Springs, Fire Prevention, located at 927 Oak Street in Steamboat Springs, Colorado, 80487 - phone number 970.871.8216.*

**Separate permit applications are required for each building or structure, and for Electric, Plumbing, Mechanical and Swimming Pool/Spa** related to each building or structure. Each separate contractor or person performing work within the same permit category for an individual building or structure, shall file separate permit applications for their work.

**Exception:** *Subcontractors or persons performing work for a valid permit holder who has properly filed an application for the work being done.*

Sample permit application forms, for each permit category, are attached at the back of this booklet. Applicants should review the forms and preliminarily fill in all applicable information; this will be very helpful in expediting the application process.

**APPLICATION INFORMATION.** Applicants shall provide the following information when applying for permits:

- Street or road address for the property on which the work is to be done.
- Legal description of the property on which the work is to be done.
- **Parcel I.D. Number.**
- Property owner's name, mailing address and phone number.
- Contractor's name, mailing address and phone number.
- Architect or designer's name, mailing address and phone number.
- Engineer's name, mailing address and phone number.
- Description of the work to be covered by the permit.
- Description of the character of use or occupancy for which the work is intended.
- The valuation of the work for which the application is made. (*Valuation shall be the total value of all construction work including electrical, plumbing, mechanical, fire-extinguishing, elevators, finish work, painting, roofing, and any other permanent equipment, based on reasonable material and labor estimates. The building department keeps current valuation data to assist applicants with determination of value.*)

Applications shall be accompanied by **PLANS AND SPECIFICATIONS**. The building department may adjust the requirement for plans and specifications when it is determined that the nature of the work applied for is such that review of plans and specifications is not necessary to obtain compliance with adopted codes and standards.

■ **PLANS AND SPECIFICATIONS** - Permit applicants shall submit **three (3) COMPLETE SETS of plans and specifications** with each application for a permit. Unused plans and specifications will be returned.

Plans and specifications may be required to be prepared by a qualified *Architect or Engineer* licensed by the State of Colorado to practice as such. Contact the building department to verify if your construction project requires an architect or engineer. Plans prepared by an architect or engineer shall have the *stamp or seal* of the architect or engineer responsible for preparation of the plans, applied directly to 1) each sheet of the reproduced drawings, 2) addenda and revisions, 3) the cover, title page, and table of contents of specifications, and 4) the title page of engineering reports. Through the seal shall appear the *signature* of the architect or engineer and the *date* of signature.

\* *Stamps or seals shall not be placed on reproducible drawings used to make multiple copies!*

**AN ARCHITECT OR ENGINEER WILL TYPICALLY BE REQUIRED AS FOLLOWS:**

- *Building plans and specifications shall be prepared and sealed by a qualified architect or engineer when required by Title 12, Article 4 of the Colorado Revised Statutes. (i.e., commercial and industrial occupancies, multifamily residential, etc.)*
- *Foundation plans and details shall be sealed by a qualified engineer 1) when the soil report indicates that the soils exhibit swell potential with a minimum dead load requirement in excess of 500 pounds per square foot, or 2) when basement or retaining walls exceed 4'-0" in height and retain more than 4'-0" of soil, vertically.*
- *Structural plans and details shall be sealed by a qualified engineer when required by the building department due to complexity of design.*

Plans shall be **drawn to scale** and shall clearly indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted model codes and standards and all other relevant laws, ordinances, rules and regulations. Plans shall be submitted on a minimum of 18 inch by 24 inch size sheets. (*Plans or details may be submitted on smaller size sheets when approved by the building department*).

**A COMPLETE SET OF PLANS SUITABLE FOR REVIEW SHOULD INCLUDE:** *Some projects will not require all of the following information on the plans or details. Please examine the information listed below; information not applicable to a given project need not be included in the plans.*

**SOILS REPORT.** Soils reports are required for all new construction.

*Exceptions: 1) One and two family dwellings in areas where the site is generally level and clean gravel or gravel and sand mixtures are encountered. 2) Additions and alterations to existing one and two family dwellings. 3) Minor additions and alterations to multifamily residential, commercial and industrial buildings. 4) Detached private garages.*

**STRUCTURAL DESIGN CRITERIA.** The following information regarding structural design shall be included on the plans:

- **Soil bearing capacity**, including **minimum dead load** requirements. (To meet the submitted soils report.)
- Lateral earth pressure for basement and retaining walls. (According to the submitted soils report.)
- **Roof design snow load**. (*Snow loads vary in the Routt County Region, please contact the building department office to verify the snow load for the area where you intend to build.*)
- **Floor design live loads**. (40 p.s.f.)
- **Wind design speed** (90 m.p.h. according to the 2006 IRC & IBC) and exposure (either "B" or "C")

**SITE PLAN:** A site plan shall be submitted with the building permit application. Information and checklists for both the County and the City site plans are found elsewhere in this booklet. Please refer to the Table of Contents for specific locations or <http://co.routt.co.us/building> . There is special information included in the County Site Plan Section on County Addressing.

**CONSTRUCTION SITE MANAGEMENT PLAN:** Prior to the issuance of a building permit to construct any commercial, multi-family, or multi-lot single family project a construction site management plan must be submitted and approved. Routt County and the City of Steamboat Springs have different requirements. This information can be found elsewhere in this booklet or <http://co.routt.co.us/building> . Please refer to the Table of Contents for specific locations.

**FOUNDATION PLAN AND DETAILS.** Foundation plans and details shall include the following information:

- Foundation material description and specifications.

- The location and size of piles and drilled caissons.
- The location and size of footings.
- The depth of footings, piles and drilled caissons.
- The location and size of all foundation walls and piers.
- The location, size, grade, and spacing of all reinforcing steel.
- Material and fasteners specifications for wood foundation systems.
- Anchor bolt size and spacing.
- Framing anchors and connectors to be embedded in concrete or masonry.
- Concrete and masonry beam pocket locations and sizes.
- Concrete slab thickness and reinforcement.

**STRUCTURAL FRAMING PLANS AND DETAILS.** The structural framing plans and details shall include the following information:

- The location of exterior and interior columns, beams and girders, headers and lintels.
- Construction details and material specifications for columns, beams, girders, headers and lintels.
- The location of all exterior and interior bearing and shear walls.
- Bearing and shear wall construction details and material specifications.
- Floor construction details and material specifications.
- Roof construction details and material specifications.
- Exterior deck and porch construction details and material specifications.

**FLOOR PLANS.** Floor plans shall be provided for each individual floor (*including basements, lofts or mezzanines, decks and porches, etc.*). The plans shall be dimensioned so as to clearly show the following:

- Exterior and interior walls and partitions.
- Exterior and interior wall opening locations and sizes (*windows, doors, etc.*)
- The use of each room or space.
- Exterior decks.
- Exterior and interior stairs and landings.
- Exterior and interior guardrails.
- Plumbing fixtures. (*Sinks, lavs, tubs, showers, toilets, clotheswasher, water heaters, etc.*)
- Mechanical appliances and equipment. (*furnaces, boilers, fireplaces, woodstoves, etc.*)
- Permanent counters and cabinets.
- Details of accessibility for the disabled. (*ramps, maneuvering clearances, etc.*)
- Square footage of each floor from exterior wall to exterior wall including stairs, mechanical rooms, storage, and unfinished areas.
- See Routt County Planning Checklist for any additional requirements.
- See City of Steamboat Springs Checklist #1 or Checklist #2 for additional requirements.

**ELEVATIONS.** Exterior building elevations shall be provided for each individual elevation and shall show the following:

- Windows and doors.
- Porches, decks and guardrails.
- Finish grade, existing grade, and the line of the foundation below finish grade for each elevation.
- Roof pitches. (*rise and run*)
- Chimneys or vents for fuel burning devices and any other permanent equipment installed on the exterior of the building.
- Height of the building.
- See Routt County Planning Checklist for any additional requirements.
- See City of Steamboat Springs Checklist #1 or Checklist #2 for additional requirements.

**BUILDING SECTIONS AND DETAILS.** Architectural building sections and details shall include the following information:

- Foundation drainage details. (*dRAINTILE*)
- Interior wall and ceiling finishes. (*drywall, paneling, etc.*)
- Exterior wall finishes. (*siding, veneers, etc.*)

- Roofing details. (*underlayments and roof covering materials*)
- Fireplace construction details.
- Stairway construction details. (*material specifications, stair width, rise and run, handrails*)
- Guardrail construction details. (*material specifications, guardrail height, spacing of intermediate rails*)

**FIRE-RESISTIVE DESIGN CRITERIA.** Plans and specifications for buildings requiring fire-resistive construction shall include the following information:

- Fire-resistive structural frame details. (*columns, beams and girders, girder trusses, etc.*)
  - Fire-resistive wall and partition details.
  - Fire-resistive floor-ceiling and roof-ceiling details.
  - Fire-resistive assemblies for protection of openings. (*fire doors, fire windows, fire dampers*)
- Penetration fire stop details. (*electrical, plumbing, mechanical and communication conduits, cables, pipes and similar systems*)

✳ *Materials and systems used for fire-resistive purposes shall be limited to those specified in Chapter 7 of the Building Code. Other properly tested and listed systems and assemblies will be accepted, provided they have been listed by an approved testing laboratory. The listing number and laboratory responsible for the listing as well as the installation details shall be included on the plans!*

**MECHANICAL PLANS AND SPECIFICATIONS.** Mechanical plans and specifications shall include the following information:

- Heating and cooling system appliance specifications. (*type of fuel, input rating, cfm, etc.*)
- Ventilation and product-conveying exhaust equipment specifications.
- Appliance venting details.
- Combustion air details.
- Duct and plenum system design, material specifications and installation details.
- Fire, smoke and radiation damper locations and specifications.
- Fuel-gas piping design, material specifications and installation details.
- Refrigeration system design, material specifications and installation details.
- Commercial hoods and kitchen ventilation design, material specifications and installation details.
- The location and specifications for vented decorative appliances, floor furnaces, vented wall furnaces, unit heaters, and room heaters.
- Miscellaneous heat-producing appliance locations and specifications. (*domestic freestanding or built-in ranges, open-top boiler units, domestic clothes dryers, etc.*)

✳ *With the exception of verifying the location and type of heating appliances, mechanical plans will not be required for one and two family dwellings, miscellaneous accessory buildings, and minor remodeling or alterations in buildings of other occupancies.*

**PLUMBING PLANS AND SPECIFICATIONS.** Plumbing plans and specifications shall include the following information:

- Potable water distribution piping design, material specifications and installation details.
- Drain, waste and vent (*DWV*) piping design, material specifications and installation details.
- Plumbing fixture and appliance specifications and locations.
- Location and specifications for backflow prevention devices.

✳ *Plumbing plans will not be required for one and two family dwellings, miscellaneous accessory buildings, and minor remodeling or alterations in buildings of other occupancies.*

**ELECTRICAL PLANS AND SPECIFICATIONS.** Electrical plans and specifications shall include the following information:

- Location of outlets, lights, switches and appliances.
- Location of other loads. (*HVAC equipment, machinery, electric baseboard heat, large computers, etc.*)
- A complete one line electric service diagram and all load calculations.
- Electric service entrance location.

*\* Electrical plans will not be required for one and two family dwellings, miscellaneous accessory buildings, and minor remodeling or alterations in buildings of other occupancies.*

**POOL, SPA & HOT TUB PLANS AND SPECIFICATIONS.** Pool, spa and hot tub plans and specifications shall be provided for all pool, spa and hot tub installations and shall include the following:

- The shape of the pool, spa, or hot tub.
- Mechanical equipment pads.
- Type of construction (*gunite, poured concrete, prefabricated or other*)
- Steel reinforcing details. (*where applicable*)
- Type of soil under pool. (*For concrete or gunite pools*)
- Interior finish and pool edge details.
- Volume and system flow rate in gallons per minute and turnover in hours.
- Size of filtration system.
- Means of waste disposal.
- Type of heater, including the method of venting and provisions for combustion air.
- Circulation piping layout, sizes and material specifications and the location of main outlet, surface skimmers and inlet.
- Rated capacity of the pool pump in GPM at the design head with the size and type of motor indicated and identified as to type of pump and means of adding make-up water.

*\* Plans are not required for private prefabricated spas and hot tubs or for minor remodeling or alterations to pool, spa and hot tub systems.*

**GREEN BUILDING PROGRAM:** All new single family homes must submit completed and signed Green Building Checklist. The points that would be acquired should be totaled using the spreadsheet as may be found at <http://co.routt.co.us/building/applications/greenchecklist.xls> and submitted whether or not the applicant intends to proceed through the program. For assistance in completing the checklist please see workbook at <http://co.routt.co.us/building/applications/greenbook.pdf>

***\* SUBMITTALS FOR BUILDING PERMITS WILL NOT BE ACCEPTED  
WHEN THEY DO NOT CONTAIN ALL OF THE APPLICABLE  
INFORMATION AS REQUIRED ABOVE.***



## ***Fire Suppression and Detection Plans.***

***Three (3) sets of fire suppression and detection plans and specifications are required for fire suppression and detection permits.***

The ***fire suppression system*** plans, specifications and hydraulic calculations shall include the following:

- Signature and certification number of either a registered professional engineer or a NICET level III or higher engineering technician.
- Three (3) complete sets of plans (24" x 36") and specifications.
- Specifications must be extremely narrative. (including cut sheets)
- Specification sheets shall provide information on component operation, along with all devices and their operation.
- All fire suppression systems shall conform to the International Fire Code and the requirements of NFPA 13, 13D and 13R.

The ***fire detection system*** plans and specifications shall include the following:

- Three (3) complete sets of plans (24" x 36") and specifications. (including cut sheets)  
Specifications must be extremely narrative and address every applicable section of "Steamboat Springs Fire Alarm System Specifications" (available upon request at Steamboat Springs Fire Prevention Services Department at 927 Oak Street).
- Listing of alarm devices on equipment legend shall be color coded and correlated with colored devices on plans for easy location of such devices.
- It is recommended that the standard Fire Protection Symbols for Architectural & Engineering Drawings (NFPA 172) be used in all design work.
- Specification sheets shall be extremely narrative, providing information on component operation, primary panel configuration, along with all devices and their operation.

All fire alarm systems shall conform to the International Fire Code, the requirements of NFPA 70 Article 760, National Electric Code, and NFPA 72.

***\* The building department will not issue full building permit for buildings that require fire sprinkler or fire alarm systems until fire alarm and sprinkler plans and specifications and/or fire alarm plans and specifications are submitted, and administrative approval for full permit is approved by the Steamboat Springs Fire Prevention.***

***Please contact the SSRFPD at 970.871.8216 for their permit application information or you may also download the information from:  
[http://steamboatsprings.net/departments/public\\_safety/fire\\_department/fire\\_prevention/forms](http://steamboatsprings.net/departments/public_safety/fire_department/fire_prevention/forms)***

▪ **ADMINISTRATIVE APPROVALS** - Prior to building department review, the permit application and the plans and specifications are required to be reviewed and approved by 1) local public utility companies, and 2) local governmental departments responsible for zoning, water and sanitation, fire protection, access roads and other improvements on public property. Upon completion of their review and approval each of the required local utilities and governmental departments must *sign and date* the permit application and each set of the submitted plans.

The building department will provide permit applicants with an “*Administrative Approval Handout*” which will include a map and how to schedule times when utility companies are available for review of plans and specifications. When the applicant has received all required utility and governmental approvals, they must return the application and plans to the building department. *(The building department will route the application and plans to the City of Steamboat Springs for their review and approval.)*

**LOCAL UTILITIES AND GOVERNMENTAL DEPARTMENTS.** The following is a list of the utility companies and governmental departments and information about their review:

**Yampa Valley Electric Association.** The electric utility association will review plans to verify the availability and location of electric service lines in your area, and to verify requirements for the installation of electric service to your property. They will also verify and approve an acceptable location for electric meters. *(YVEA provides electric service for all of the Routt County region, with the exception of the Town of Oak Creek)*

**Atmos Energy.** The gas company will review the plans to verify the availability and location of gas service lines in your area, and will verify the requirements for the installation of gas service to your property. They will also verify and approve an acceptable location for gas meters.

**Water and Sanitation District.** A district representative will review the plans and verify the location and size of the proposed water and sewer service lines. Water and sewer plant investment fees will be verified. *(If you need to verify the availability and location of water and sewer lines for your property, contact a representative of the water and sanitation district.)*

**Cable Television.** The cable company will review the plans to verify the availability and location of cable television service lines in your area, and will verify the requirements for the installation of cable service to your property.

**Planning Department.** Planning departments or other individuals responsible will review the plans for zoning compliance within the applicable land use zone. *(use, building height and setbacks to property lines, etc.)*

✱ *The applicable planning department should be consulted for zoning requirements and restrictions prior to design work!*

**Engineering Department.** Engineering departments will review the plans for compliance with requirements for access driveways, culverts, grading - excavating and site drainage facilities.

**Health Department.** The Routt County Environmental Health Department reviews plans for compliance with the State of Colorado requirements for food service establishments, installation of individual sewage disposal systems, and public swimming pools, spas and hot tubs.

**Fire Department or Fire District Representative.** The fire department or fire district representative will review the plans and specifications for compliance with fire code requirements for the safeguarding of life and property from hazards of fire and explosion. *(fire apparatus access roads, fire hydrant locations, fire flow demand, etc.)*

**Steamboat Springs Rural Fire Prevention District.** There *will* be Fire Department approvals for all *County* projects within the Steamboat Springs Rural Fire Protection District. Please leave your plans with the Building Department, and we will send them to their office. If you have questions regarding fire suppression and detection, **and the permit application required**, please contact them at 871-8216. All other approvals will need to go to the appropriate jurisdictions, (Yampa, Oak Creek, Hayden). **Please be prepared to pay plan review fees when you leave your plans with us.**

✱ *When the administrative approvals have been completed the plans will be logged in for building department plan review. The PLAN REVIEW FEE will need to be paid before the plans will be logged in for building department plan review.*

■ **FEES** - Fees for *plan review* and *permits* will be assessed in accordance with fee schedules adopted by the jurisdictions. The *valuation, or value*, to be used in computing the building permit and building plan review fees shall be the *total value of construction work* for which the permit is issued, including electrical, plumbing, mechanical, fire-extinguishing, elevators, finish work, painting, roofing, and any other permanent equipment, *based on reasonable material and labor estimates – even if you receive all of your materials for free, and you will be doing the work yourself, you must assess a value to the work being done.*

The building department keeps current valuation data to assist applicants with determination of value. Valuations will be reviewed by the building department to determine if they are fair and adequate, at the time of plan review. If valuations are determined to be inadequate they will be corrected and additional fees will be assessed as may be required.

✳ *Permit fee schedules for estimating Routt County fees are provided at the back side of the sample permit application form Table 3A. County permits also have a \$50.00 planning review fee.*  
✳ *Permit fee schedules for estimating Steamboat Springs City review fees are provided on form Table 3J.*

In addition to plan review and permit fees the building department will collect *use tax* on building materials, for Routt County (1%) and the City of Steamboat Springs (4.75%). **Use Tax** is a prepayment of estimated sales tax for materials.

Use tax on building materials will be assessed at a rate of 1% for Routt County and 4.75% for the City of Steamboat Springs. Use tax is calculated based on the assumption that 50% of the valuation or total value, as described above, represents the estimated cost of building materials.

*Example #1: Total valuation for a construction project in the City of Steamboat Springs is \$100,000.00 (labor and materials).  $\$100,000.00 \times .50(50\%) = \$50,000.00$  (estimated cost of materials).  $\$50,000.00 \times .0575(5.75\%) = \$2,875.00$  Use Tax.*

*Example #2: Total valuation for a construction project located in unincorporated areas of Routt County or within the Towns of Oak Creek or Yampa is \$100,00.00 (labor and material).  $\$100,000.00 \times .50(50\%) = \$50,000.00$  (estimated cost of materials).  $\$50,000.00 \times .01(1\%) = \$500.00$  Use Tax.*

**Excise Tax:** The City of Steamboat Springs has adopted an excise tax on all construction permits commencing on January 1, 2003. The excise tax of 1.2% of the total valuation of a project will be figured along with, but separate from the City Use Tax. Both the use tax and excise tax will be collected before the permit will be issued. *See office staff for homeowner exemption information.*

✳ *Use taxes, excise tax, city permit fees and SSRFPD fire review fees must be paid in full prior to issuance of permits.*

■ **PLAN REVIEW** - When the permit applicant has paid the plan review fee, the plans and specifications will be logged in for building department plan review. The building department reviews plans and specifications for conformance with adopted model codes and standards.

✳ *Plan reviews will be done in the order in which they are logged in for review.*

The length of time required for plan review depends on the level of construction activity in the Routt County region at the time of submittal.

✳ *Plan ahead for your construction project to prevent delays.*

When the plan review is completed the applicant will be notified of the status of the review.

**Plan Review Comments** may include required corrections or additional information if the plans are incomplete. Applicants shall make all necessary corrections and provide all additional information required and resubmit the plans and specifications for re-review. Plans and specifications which are in conformance with adopted model codes and standards will be stamped “APPROVED”.

✳ *Approved plans and specifications shall not be changed, modified or altered without authorization from the building department! In order to change, modify or alter your plans, we will do an “addendum” to your plans. Please check with office staff as to the addendum procedure.*

▪ **PERMIT ISSUANCE** - When the plans and specifications have been approved, the applicant will need to pay all applicable fees and make sure that permits for building service equipment have been properly obtained, prior to permit issuance.

✱ *Please note that sub-permit fees are excluded from the building permit fees due. There are example worksheets in the back of this booklet for information on these sub-permit fees. Office staff would also be able to help you figure these costs.*

**ISSUANCE.** The permit-holder will be given one set of approved plans and specifications, and a *Property Identification* card. The owner's copy of approved plans shall remain at the job site and be available for the inspectors at the time of inspections. The building department copy of the approved plans will be kept on file.

✱ *The property identification card shall be posted at the construction site, so as to be readily visible from the public street or road during construction. Please remember to post your address, clearly visible from the road, prior to the final inspections.*

**SUSPENSION, REVOCATION OR EXPIRATION.** The building official may, in writing, suspend or revoke a permit when the permit is issued in error or on the basis of incorrect information supplied, or in violation of an ordinance or regulation or the provisions of the codes. Building permits expire after 3 years. If an extension is requested a new current year permit will be issued with payment of half of the original building permit fee.