

ADMINISTRATIVE APPROVALS
for the
ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

*All plan submittals will *first* come to the Routt County Regional Building Department for processing. After the Building Permit Application and the plans have been properly processed (stamped, labeled and tagged), the permit applicant will need to obtain approvals from various departments, depending upon where the job is located.

*The permit applicant will then take plans to applicable utilities to obtain approvals, dependent upon the jurisdiction of the permit.

*After approvals have been obtained, the plans will be returned to the Building Department, at which point the plan review fee, at a minimum, must be paid.

- ✧ Any questions regarding City setbacks or height, grade and access for engineering or financial for use tax and excise tax can be answered by calling City Hall at 970-879-2060.
- ✧ For questions regarding City addressing, please call 970-871-8261.
- ✧ For driveway grade and access permits within the City of Steamboat Springs please contact the Public Works Department at 970-871-8245.
- ✧ For questions regarding County setbacks within the county, please call the Routt County Regional Planning Department at 970-870-5599.
- ✧ For questions regarding County addressing, please call 970-879-0108.
- ✧ For driveway grade, access and grade & fill requirements in the county call Tammie Crawford at 970-879-5344 with Routt County Road and Bridge Department.
- ✧ For septic permit questions call the Environmental Health Department at 970-870-5588.
- ✧ The Environmental Health Department will sign off for the **City only** when commercially related.
- ✧ Any questions for the Fire Department will need to be answered by the Fire Chief of the applicable districts (see page 4 for details).

ADMINISTRATIVE APPROVALS

for the

City of Steamboat Springs

- **ATMOS ENERGY**
- **YAMPA VALLEY ELECTRIC ASSOCIATION**
 - **COMCAST**
 - **MT. WERNER WATER**
- **STEAMBOAT SPRINGS UTILITY DEPARTMENT**

IF COMMERCIAL OR MULTI-FAMILY RESIDENTIAL:

PLEASE CONTACT CITY ADDRESSING AT 871-8261

BEFORE

GOING TO ATMOS ENERGY AND Y.V.E.A.

THEN PLEASE GO TO COMCAST SERVICES, MT. WERNER WATER, OR THE CITY OF STEAMBOAT SPRINGS UTILITY DEPARTMENT FOR APPROVALS.

ATMOS ENERGY: 879-3223

Located at 2770 Downhill Drive in the Elk River Business Park across from the ACZ building off of CR #129. They will meet with the public daily from 7:30 a.m. to 8:30 a.m. and from 3:30 p.m. to 4:00 p.m. You may also call for an appointment.

YAMPA VALLEY ELECTRIC ASSOCIATION: *ENGINEERING DEPT.* 879-1160

Located at 32 10th Street (between Lincoln and Yampa). ***Please visit the Job Planning Information Center (J.P.I.C.) at Y.V.E.A. for job related information.*** A customer representative will review your plans to identify a meter location. **They will notify you** when the review is complete, or if there are issues to resolve. **Note: Plan Review may take up to three (3) days!** ***Larry Ball (970.871.2282) will review plans within the Steamboat Springs city limits, Silverview Estates and Catamount areas.*** Russ Kopsa (970.871.2286) will review plans for all other properties in the county.

COMCAST: OFFICE 870-6225

Their office is located at 625 S. Lincoln Avenue, Unit #205 next to Freshies (parking is around back by the car wash). Their hours are from 8:00 – 5:00. Technicians are usually available from 8:00-8:30am. Please ask for Jon Prather or Ron Forcum.

MT. WERNER WATER: 879-2424

Please call for an appointment. Larger projects may need to leave plans for review. **Applicants must pay tap fees at sign off.**

Located at 3310 Clear Water Trail. Take Steamboat Boulevard to the bridge at the head of the Sanctuary, turn on Clear Water Trail and go to the end of the road.

STEAMBOAT SPRINGS UTILITY DEPARTMENT: Jon Snyder 871-8207 Joe Z. 871-8209

Located at 137 10th Street, in the original City Hall building. Please call for an appointment with Jon Snyder or Joe Zimmerman to review your building permit application and plans. The department is usually closed during the lunch hour. **Be prepared to pay tap fees-these tap fees are separate from the City Use Tax and Excise Tax.**

***NOTE: The City Utility Division will not review plans that do not include a site plan identifying the location and size of the water and sewer service lines.**

ADMINISTRATIVE APPROVAL
for Routt County :

The following procedure is followed for County Permits:

The applicant or contractor will need to take plans to the following utilities:

YAMPA VALLEY ELECTRIC ASSOCIATION: ENGINEERING DEPT: 879-1160

Located at 32 10th Street (between Lincoln and Yampa). **Please visit the Job Planning Information Center (J.P.I.C.) at Y.V.E.A. for job related information.** A customer representative will review your plans to identify a meter location. **They will notify you** when the review is complete, or if there are issues to resolve. **Note: Plan Review may take up to three (3) days!** Larry Ball (970.871.2282) will review plans within the *Steamboat Springs city limits, Silverview Estates and Catamount areas.* Russ Kopsa (970.871.2286) will review plans for all other properties in the county.

ENGINEERING/ROUTT COUNTY ROAD & BRIDGE DEPARTMENT: 879-0831

Located on the 1st floor of the courthouse annex building, directly below the Building Department. Please contact Tammie Crawford at 879-5344 to schedule an appointment. She would like to meet you to do an inspection of the proposed site. If you will be constructing a new access or driveway, knowledge of quantities of dirt to be moved will be necessary. Together you will determine if an access permit or grading and excavating permit will be necessary. **The access and driveway will then need to be built to the specifications of the Road & Bridge Department. A FINAL Right of Way INSPECTION MUST be done before the Temporary Electrical Service connection is turned in to Y.V.E.A.** If you are on a private road, you will still need to meet with Tammie for an approval. *(Be sure to check which Fire District you are in. You may need to meet their requirements too.)*

ENVIRONMENTAL HEALTH DEPARTMENT: 870-5588

Located in the Courthouse Annex Building, across from the Building Department. Their hours are 8:00 a.m. to 5:00 p.m. Typically, you will need to leave your plans with them to review and approve. When they are finished, you may pick them up or they will route them to the Routt County Planning Department.

ROUTT COUNTY REGIONAL PLANNING DEPARTMENT: 870-5599

Located in the Courthouse Annex Building, across the hall from the Building Department. Their hours are from 8:00a.m. to 5:00p.m.. You will need to leave your plans with them to review and approve. When they are approved, they will route them back to the RCRBD. *Your plan review fee **must** be paid before logging them in for review.*

MORRISON CREEK WATER AND SANITATION DISTRICT: 736-8250

First, contact Tony Borean, Chairman of SPOA (Stagecoach Property Owner's Association) and Architectural Control Committee at 736-2404. Alternate contact is Ken Burgess at 736-8382. Be prepared to pay A.C.C. fee and leave two full sets of plans for the A.C.C. Then, call Steve Colby, or Donna at 736-8250 to make an appointment to pick-up a water meter. **Be prepared to pay fees!** (You will need to pay any outstanding tap fees as well.)

STEAMBOAT LAKE WATER & SANITATION DISTRICT: 846-3329

Please bring **two extra** sets for the E.C.C. review. **You must get all other approvals, *first*, including the Environmental Control Committee before the Water District approval.** **Contact Hans or Sue @ WH Management - 879-6697 for information concerning the E.C.C. Please leave a message!** After the water district approval, please contact Bob Holton at 846-3329. Be prepared to pay tap fees.

STEAMBOAT II WATER: 879-7671 Pager #: 870-7242

Located at 2851 Riverside Plaza, Space #13 in the Riverside Center; eastern most unit. Please contact Doug Baker at the above number to set up an appointment for your approval.

DEERWOOD RANCHES & CREEK RANCH WATER DISTRICT: 879-7310

Located at 2145 Resort Drive, Suite #208 (Energy Fuels Corporation). Please contact Lindsay Yates or John Adams at the above number. They are available from 8:00 a.m. to 5:00 p.m. **You will also need to an approval from Environmental Health.**

TIMBERS WATER & SANITATION DISTRICT: Ken 879-3533 or Mark 879-8075

Please contact Ken Solomon or Mark Sandvik to schedule a time and location to meet.

TREE HAUS METRO-DISTRICT: 879-4564 SANDY RUMMLER

Please call Sandy to schedule an appointment. You will need to leave the plans for review. The T.H.M.D. requires a \$3500 road damage deposit. Please be prepared to pay the deposit.

DIVISION of WATER RESOURCES: 879-0272

Located at 505 Angler's Drive, Suite #101 in the Fish Creek Professional Buildings (the farthest building back). Their hours are 8:00 a.m. to 5:00 p.m., usually closed during lunch. They have the information necessary for applying for well permits.

NOTE:

There *will* be Fire Department approvals for all projects within the **Steamboat Springs Rural Fire Protection District**, the **Oak Creek Fire Protection District**, and **West Routt Fire Protection District**. Please drop your plans off at the appropriate District's office for their approval, with the exception of Steamboat Springs Fire, which will be processed through the Building Department with the other city approvals.

OAK CREEK FIRE PROTECTION DISTRICT: 736-8104

Located at 131 E. Main Street (part of the ambulance building next to the old town hall, soon to be the new museum). Chuck Wisecup is typically available from 8:00 a.m. to 5:00 p.m., Monday through Friday. Please call ahead, or e-mail for availability. You may reach him at 736-8104. The e-mail address is ocfpd@nctelecom.net. ***The district may take up to five (5) working days to approve. Some circumstances may take longer.*** Expect to pay fees.

WEST ROUTT FIRE PROTECTION DISTRICT: 276-3511

Located at 500 S. Poplar in the Hayden Fire Station. Brian Rickman will be available from 8:00 a.m. to 5:00 p.m. Monday through Friday. You may need to call ahead to see when Brian will be available to approve your plans. Their phone number is 276-3511.

STEAMBOAT SPRINGS FIRE PREVENTION SERVICES: 871-8216

Steamboat Springs Rural Fire Protection District can discuss your road access before you submit plans. They are located at 927 Oak Street (next to Centennial Hall). You may contact them at 871-8216 for any questions you may have. After submittal, the plans will be routed through RCRBD for approval. Fees will be added to the building permit, and RCRBD will collect them.