



Q: Why should I get a building permit?

A: There are several advantages to doing home improvement projects with a building permit. When you apply for a permit, you can be assured that your construction drawings will be thoroughly reviewed and that each phase of the project will be inspected to ensure the work is completed in compliance with locally adopted building codes. Additionally, the plans examiner and field inspector can be a resource to provide technical guidance on your project.

Furthermore, there are legal and financial liabilities that you may face when you don't get a building permit. Work without a permit is illegal and can pose serious complications for you when you try to sell your house. Any fire and homeowners insurance you have may be invalidated if you do work without a permit. If there is a fire in your home, the insurance company can use the illegal work as an excuse not to pay your claim.

Q: When is a building permit required?

A: A person, firm or corporation cannot erect, construct, alter, repair, move, or demolish any building or structure without first obtaining a building permit.

Below is a list of projects that typically require a building permit:

- New buildings (including agricultural buildings)
- Additions
- Decks
- Patio covers and carports
- Storage sheds or accessory buildings over 120 square feet
- Re-roofing
- Fences over 6 feet in height
- Retaining wall over 4 feet in height
- Lawn sprinkler systems connected to water supply
- Pools over 5000 gallons, hot tubs and spas
- Siding, stucco, brick, etc.
- Room additions
- Patio enclosures and screened porches
- Attached and detached garages and carports
- Air conditioners
- Furnace installations or replacement
- Solar panels
- Gas piping over 8 feet in length
- Demolitions
- Boiler installation or replacement
- Gas log installations or replacements
- Water heater installations or replacements
- Any type of renovation:
 - ⇒Basement finish
 - ⇒Kitchen remodeling
 - ⇒Electrical modifications
 - ⇒Plumbing modifications
 - ⇒Structural modifications
 - ⇒Doors and Windows (if change dimensions or type)
 - ⇒Walls (new, replacement or removal)

NOTE: This list is not intended to be a complete list, nor is it intended to cover all types of projects or conditions. Exemptions from permitting requirements shall not be deemed as granting authority to violate and provisions of the Town or any other laws.

Q: Which projects are exempt from a permit?

A: Public utility towers or poles

- One story detached accessory buildings used for lawn and garden tools, playhouses, and the shelter of livestock, grain, hay or poultry, provided the total roof area does not exceed 120 square feet.**
- Fences under 6 feet in height.**

- Oil derricks
- Cases, counters, and partitions not over five feet nine inches high.
- Retaining walls that are not over four feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge of impounding flammable liquids.
- Painting, papering, and similar finish work
- Temporary motion picture, television, and theater stage set and scenery
- Platforms, walks, and driveways not more than 30 inches above ground and not over any basement or story below. This does not apply to any platforms, deck, or landings attached to or placed adjacent to any building or structure.
- Window awning supported by an exterior wall of a single family dwelling when projection is not more than 54 inches.
- Prefabricated swimming pools accessory to a single family dwelling in which pool walls are entirely above ground level and if the capacity does not exceed 5000 gallons

**Permit requirements for these projects vary significantly between jurisdictions. Contact town/city hall before starting these projects.

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Q: How do I apply for a permit?

A: The owner, licensed contractor, or their authorized representative can fill out the permit application. It is important that each question on the application is completed and all requested information is submitted. The following describes each section of the permit application.

- Property Owner: phone number/ mailing address of property owner
- Contractors:
 - General/contact phone number(s) - include mobile phone numbers if available
 - Electrical/contact phone number(s) - include mobile phone numbers if available
 - Plumbing/contact phone number(s) - include mobile phone numbers if available
 - Mechanical/contact phone number(s) - include mobile phone numbers if available
- Job Site: Address or Directions (This address is often different than property owner's address)
- Subdivision: Lot and Block
- Legal Description: Section/Township/Range and Zoning District (This information can be obtained from deeds or closing documents.)
- Distance from Lot Lines and Building Height: Distance in all four directions must be noted. (The plans examiners use this information during the review process.)
- Type of Building or Improvement: Check appropriate box on application form. Provide electrical valuation for all commercial/industrial construction. Provide total value of building or improvement.
- Utility Information: Check appropriate box on application form.
- Floor Area Information: Provide this information in square feet for:
 - Residential: Basement, 1st and 2nd Story, Garage, Carport, Deck, Porch, Crawlspace
 - Commercial: Office, Warehouse, Conference Rooms, Reception area, etc.

Describe in detail the proposed use of the structure.

- Notes Section: Provide any other relevant information.
- Signature of Applicant / Date: (All applications **must** be signed by applicant.)

Q: What is a plan review?

A: All plans will be reviewed by Colorado Inspection Agency (CIA) to ensure that they comply with locally adopted building codes, state and local laws, and any related agreements. The minimum plan submittal requirements are included in this permit guide.

The adopted building code regulations are the minimum regulations necessary to ensure that buildings are built to an acceptable level of safety and durability. The intent of the Uniform Building Code is to "...provide minimum standards to safeguard life or limb, health, property and public welfare."

CIA may require that the plans be corrected and resubmitted prior to the issuance of a building permit. Projects requiring a plan review include, but are not limited to residential, commercial, or agricultural use structures, detached garages, decks, porches, pole buildings, and foundations for manufactured or factory built homes and buildings.

If the project is an addition or a remodel, clearly label all existing and all proposed construction.

Q: What inspections do I need?

A:

Inspections:

Inspections are made at various stages of the building project to assure compliance with adopted building and fire codes. If discrepancies are found by the inspector(s), they are noted on an inspection correction form and left on the job site. Upon making the necessary corrections, a follow up inspection will be required to document compliance has been accomplished.

List of Inspection Requirements:

- Setbacks - (property lines must be identified)
- Footings
- Construction Meter
- Rebar - (forms must be set and steel in place)
- Damp proof
- Perimeter Drain
- Electrical Groundwork - (call before covering conduit or cable in trench)
- Plumbing Groundwork - (call before pouring slab or backfill)
- Electrical Rough-In - (call when all boxes, wires, staples and panels are in place)
- Plumbing Rough-In - (call when all rough plumbing is complete including traps, etc.)
- Mechanical Rough-In - (call when all rough ductwork vents and flues are in place)
- Above-Ceiling Mechanical - (call when ceiling grid is in place but before ceiling tiles are in)
- Above-Ceiling Electrical - (call when ceiling grid is in place but before ceiling tiles are in)
- Gas Pressure Test - (call when gas piping is complete and under a 10PSI test for 15 minutes)
- Rough Frame - (call when all of the above inspections are complete, when all framing is complete and building is dried in with shingles and windows installed)
- Permanent Meter
- Structural Floor
- Insulation
- Drywall (not applicable for all towns)- For fire-rated construction, call when drywall is installed but not taped
- Sewer Service (not applicable for all towns)
- Water Service (not applicable for all towns)

Final Inspections - (call only when unit is ready for occupancy and every item is complete inside and out.)

- Final Plumbing
- Final Electrical
- Final Mechanical
- Final Building

Note: Rough-in framing and final building will not be signed off until the plumbing, electrical, and heating work has been approved.

Specialized Inspections:

- Re-Roof
- Air Conditioning
- Furnace
- Water Heater
- Final Fire Department

Q: How do I schedule an inspection?

A: Inspections are scheduled by contacting Colorado Inspection Agency at 970-686-7511 or 1-800-400-1581.

1. Inspections must be called in before 7:30 AM to receive a same day inspection. Requests received after 7:30 AM will be scheduled for the next working day.
2. To schedule an inspection, please leave the following information:
3. Permit Number
4. Job Site Address
5. Type of Inspection Needed
6. Concrete Pour Time - if applicable
7. Phone Number - if applicable
8. Date of Inspection
9. The building permit card must be posted on the job site at the time of the inspection.
10. Approved stamped plans must be on the job site for all inspections.
11. (Including foundation and truss designs)
12. Work shall not proceed until the inspector has approved the inspection by signing the building permit card.
13. Unauthorized covered construction may result in material removal, or require that an engineer write a letter stating that the work was performed in compliance with the adopted building codes.
14. Permits become null and void if the authorized work is not ready for the first inspection within 180 days of the issue date shown on the permit.
15. Permits become null and void if more than 180 days elapses between inspections or if work substantially ceases on a project.
16. All concrete reinforcing steel must be in place before an inspection is made.
17. Lot corners must be clearly staked for setback inspections.
18. Failure to request final inspections and meet all applicable conditions will prohibit the issuance of a C.O.

A re-inspection fee may be assessed when inspections are requested prior to the work being ready, if the permit card is not posted, if the approved plans are not available on the job site, or when access is not provided for the inspector. No further inspections will be made until the reinspection fee is paid.

Q: What are the wind and snow load requirements in my area?

A:

Snowloads

30 # live loads

15 # dead loads

Windloads

25#

Exposure C
100 MPH

Seismic Zone
#1

Q: What code versions does CIA use?

A: Colorado Inspection Agency is currently utilizing the 1997 Uniform Building Code, the 1997 Uniform Plumbing Code, the 1997 Uniform Mechanical Code, and the 1999 National Electric Code with amendments to reflect local conditions. Contact Colorado Inspection Agency if you would like a copy of our code amendments.

Q: Can I request a specific time for my inspection?

A: Because we cannot accurately estimate the time required for each of our inspections, it is difficult for us to provide an exact time for your inspection. We can typically provide a 1 to 2 hour target window, and we will do our best to accommodate your schedule.

- Inspections must be called in before 7:30 AM to receive a same day inspection.
- All inspection requests called in after 7:30 AM will be scheduled for the next working day.
- Call Colorado Inspection Agency at 686-7511 or 1-800-400-1581.
- To schedule an inspection, please leave the following information:

⇒Permit Number	⇒Job Site Address	⇒Type of Inspection	⇒Date of Inspection
⇒Needed Concrete	⇒Pour Time- if applicable	⇒Phone Number - if applicable	

Note: If your request for an inspection lacks the above information we will be unable to process your request and your inspection may not be made.

Inspection Record Card:

Post the Inspection Record Card on the job site for the inspector. Lack of the inspection card can result in confusion and leaves you without a record of inspector authorizations, causing unnecessary delays.

Q: How much will my permit cost?

A: The cost of a building permit is a function of the estimated valuation of the work to be performed. If you would like an estimate of the inspection and plan review related fees for a project, please contact Colorado Inspection Agency. In addition to CIA's fees, you will need to contact the town/city for water tap, sewer tap, use tax, and impact fees they will assess on the project.

Q: How long will it take to process my application?

A: For most single-family residential projects, applications can be processed in five (5) to seven (7) working days; small and mid-sized commercial project applications are typically processed in ten (10) working days. These turn-around times do not include planning, zoning, or engineering review time and assume that the application includes all of the required submittal documents and information. Note that processing times can vary significantly from the above numbers depending on the workload, the type of project, and the requirements of the municipality. If a more accurate estimate of the turn-around time is needed, contact the municipality.