



BUILDING PERMIT GUIDELINES

Construction projects in Hinsdale County will require a building permit. Certain projects, such as agricultural outbuildings may be exempt, but see the Building Official for clarification.

In order to obtain a building permit you must fill out an application COMPLETELY and submit it, along with your construction drawings, to the Building Official at least 30 days prior to the start of your project. You will also be asked to fill out a Use Tax Declaration Form, regarding taxes to be paid for your building materials.

Upon approval of your application, the Building Official will issue a permit and you can then begin construction. Several inspections will need to be scheduled throughout your project.

BUILDING PERMIT REQUIRED

A permit is required for any construction that physically changes or adds structures to property, or for work regulated by the International Building Code:

New Building - Commercial buildings, dwellings, garages, detached storage sheds (over 200 sq. ft.), carports.

Additions - Buildings, decks, and retaining walls over 48 inches.

Alterations – That are other than cosmetic.

Repairs – Involving structural members, installation of equipment or appliances such as wood burning stoves, hot tubs, solar collectors, etc.

Demolition – Destruction of any building or the removal of over 32 sq. ft. of material will require an additional permit from the State of Colorado.

A Permit is also required for changing the use or occupancy of a structure such as a single-family residence to a restaurant or shop.

These examples are not meant to cover all possible construction projects. Please check with the Building Official to determine if a permit is required.

WHAT YOU NEED TO OBTAIN A BUILDING PERMIT

1. Application for Building Permit Form, which can be obtained from the **Hinsdale County Building Official, 311 N. Henson, PO Box 277, Lake City, CO 81235. Phone 970-944-2225.**
2. Detailed Construction Plans
3. Use Tax Declaration Form.
4. Historic Preservation Review, if applicable.
5. Flood Plain Elevations, if applicable.
6. Evidence that water and sewer taps have been paid, if in a water and sewer district.
7. Evidence of potable water supply and an approved sewage disposal system, if not in a water and sanitation district.
8. Determination that building site is not in a geological hazard area.
9. If you are doing your own electrical installation, a permit form is available from the state; otherwise your electrical contractor will apply for the necessary permit.
10. If you are doing your own plumbing installation, a permit form is available from the state; otherwise your plumbing contractor will apply for the necessary permit.
11. Road cut permit.

NECESSARY PLANS

Plans must be prepared in a graphic form. Construction drawings or plans must show all proposed work and details of compliance to Building Codes and Zoning Regulations. The plans and specifications must be of sufficient clarity to indicate the nature and extent of the proposed work or they will be returned to the applicant without review.

A complete plan package must include:

- Plot Plan
- Foundation Plan
- Floor Plan of Each Level
- Elevations (front, rear & side views)
- Cross Sections
- Details of Critical Connections (load bearing points)

If you cannot draw up the plans or are not familiar with code requirements, please seek competent professional assistance before attempting to apply for a permit.

PLAN APPROVAL

It may take up to thirty working days to get plans approved depending on the proposed work and steps for review.

Some building sites may need to be inspected before issuance of a permit to determine if the site is a geological hazard area.

FEES

Fees are based on the valuation of the structure. We use a fee schedule adopted from the International Code Council, which is applied on a square footage basis. Fees for alterations are based on material and labor costs. If you do not agree with the estimated cost of construction prepared by the Building Official or if the Building Official determines your cost estimates are too low, you will be required to fill out a detailed cost breakout form.

PERMITS

Permits need to be posted in a visible, accessible site for the inspector.

CHANGES IN THE ORIGINAL BUILDING PLANS ARE NOT PERMITTED WITHOUT FIRST OBTAINING WRITTEN APPROVAL FROM THE BUILDING OFFICIAL.

INSPECTIONS

Most projects require several inspections by the Building Official. The type and number of inspections needed depend on the individual project.

All requests for inspections should be made at least one working day in advance, please plan accordingly. Please call the Building Official, at 970-944-2225. Office hours are 8:00 AM to 5:00 PM Monday through Friday, excluding holidays.

- ✓ Electrical inspections will be performed by the State Electrical Inspector. You or your contractor must make arrangements for an inspection appointment.
- ✓ Plumbing inspections will be performed by the State Plumbing Inspector. You or your contractor must make arrangements for an inspection appointment.

- ✓ You should not schedule any concrete for the same day of the inspection to avoid problems. Do not place any concrete or cover any work until inspected and approved. Prior to the placement of concrete, you must have inspections of all footings, pads, caissons, etc. Footers, Foundation walls and/or grade beams and steel reinforcement inspections to be made after all forms are erected, steel in place and prior to placement of concrete.
- ✓ Rough electrical, plumbing, gas, etc. shall be inspected prior to backfill and/or pouring concrete.
- ✓ Rough framing shall be inspected after the roof and all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are completed.
- ✓ Insulation, walls, ceilings and floors shall be inspected prior to covering.

FINAL INSPECTION

- ✓ These final inspections must be made after the building and site are completed and ready for occupancy.
- ✓ Zoning setbacks (distance between buildings and property lines and/or easements and right of ways.
- ✓ Final grading- positive drainage away from buildings.
- ✓ Framing- all rooms and areas finished in every aspect.
- ✓ Electrical- approved by state inspector.
- ✓ Plumbing- approved by state inspector
- ✓ Heating and ventilation complete
- ✓ Window, doors and insulation completed.
- ✓ House numbers (street address)

PENALTIES FOR VIOLATIONS

Whenever any work for which a permit is required has been started without first obtaining a permit, a special investigation shall be made before a permit may be issued. It is a violation of county resolution and state statute to perform any work that requires a permit without first obtaining said permit, punishable by fines and/or imprisonment.