

**HINSDALE COUNTY BUILDING DEPARTMENT  
PO BOX 277  
LAKE CITY, CO 81235  
970-944-2319**

**TOWN OF LAKE CITY  
BUILDING PERMIT GUIDELINES**

Construction projects in the Town of Lake city 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 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. Any needed water and sewer tap fees must be paid before a building permit can be issued.

**BUILDING PERMIT REQUIRED**

A permit is required for any construction that physically changes or adds structures to property, or for work regulated by the Uniform Building Code and the Town Codes, such as::

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

Additions - Buildings, decks over 30 inches above finished grade, and retaining walls over 48 inches.

Alterations – That are other than cosmetic, such as converting garages to family rooms, re-roofing, insulating, finishing a basement, etc.

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

Demolition – Destruction of any building.

A Permit is also required for changing the use 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 **Building Official, 311 N. Henson, PO Box 277, Lake City, CO 81235. Phone 970-944-2319.**
- 2) Detailed Construction Plans
- 3) Use Tax Declaration Form. You will be required to prepay a 4% Use Tax on the estimated price of your building materials for your construction project. The County Treasurer will keep this in an interest bearing account and you will have ninety (90) days after construction completion to apply for any refund due.
- 4) Historic Preservation Review, if applicable.
- 5) Flood Plain Elevations, if applicable.
- 6) Evidence that water and sewer taps have been paid on a new structure.
- 7) Evidence of potable water supply and an approved sewage disposal system, if access to the Town's water and sanitation is not available.
- 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 building official; 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 building official; otherwise your plumbing contractor will apply for the necessary permit.
- 11) Road cut permit, if necessary.

## 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. A fee for reviewing plans may be charged.

## **PLAN APPROVAL**

It may take up to thirty working days to get plans approved depending on the proposed work and the number of 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 Uniform Building Code, 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**

Your building permit is valid for a period of eighteen (18) months. Extensions may be granted if necessary. 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 depends on the individual project. Ask which inspections are required when the building permit is issued.

All requests for inspections should be made at least one working day in advance, please plan accordingly. Please call the Building Official, at 970-944-2319. 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 for your rough-in and final inspections.
- Plumbing inspections will be performed by the State Plumbing Inspector. You or your contractor must make arrangements for an inspection appointment for your rough-in and final inspections.
- 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. 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., installed underground within a building 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 and concealing all walls, ceilings and floors.

## **FINAL INSPECTION**

These final inspections must all 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 rights of way.
- Final Grading – positive drainage away from buildings.
- Framing – all rooms and areas completed in every aspect.
- Electrical – all fixtures, service equipment, panel and service entrance.
- Plumbing – all fixtures installed.
- Heating and ventilation.
- Window glazing and insulation.

## **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 for such work. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then subsequently issued. This investigation fee shall be equal to the amount of the permit fee required by the building code. In addition, whenever any work is being done contrary to the provisions of the building code, the Building Official may order the work stopped by notice in writing, and work will not proceed until authorized by the Building Official (see sections 202d and 304E2).