

**ALL BUILDING PERMIT APPLICATIONS MUST SUBMIT THE FOLLOWING:**

**PLEASE NOTE THAT IN ADDITION TO THE INFORMATION LISTED BELOW, WE NOW REQUIRE ALL PLANS TO BE SUBMITTED IN ELECTRONIC PDF FORMAT (THIS IS IN ADDITION TO 3 PAPER COPIES REQUIRED). THIS INCLUDES ALL STRUCTURAL PLANS, FOUNDATION PLANS, AND SEPTIC PLANS**

- Completed Building Permit Application
- 3 Copies of building plans (Foundation plan must be stamped by a licensed engineer)
- Site Plan showing the proposed improvements, with dimensions to all property lines
- If the project is within a Visual Impact Corridor\*, exterior material and color samples MUST be submitted\*\*
  - \*See Section 9 of the Ouray County Land Use Code for further information
  - \*\* Additionally, Staff may require that "Story Poles" be erected (See Section 9)
- If the project is the first improvement to the property, or will require a new driveway, an Address and Driveway Permit Application must be submitted.
- If the parcel is less than 35 acres, and outside of a county approved subdivision, proof of the parcel being created legally is required.
- If the parcel is located within a PUD, the property owner must notify the HOA and/or architectural control committee.
- Agent Authorization Form is required if someone other than the owner of the property is applying for the permits.
- ANY projects within the Panoramic Heights Subdivision, that require excavation, must submit a grading permit.

**IN ADDITION TO THE ABOVE REQUIREMENTS, BUILDING PERMIT APPLICATIONS FOR NEW SINGLE FAMILY HOMES MUST SUBMIT THE FOLLOWING:**

**(PLEASE NOTE: THE ROAD AND BRIDGE DEPARTMENT COLLECTS A \$3,244.22 ROAD IMPACT FEE FOR THE CONSTRUCTION OF EACH SINGLE FAMILY DWELLING UNIT)**

- An approved Site Development Permit, if your project is not located within a county approved subdivision
- Address and Driveway Permit Application
- Encroachment Permit if digging within a County Right-of-way
- Septic Permit Application
- Fire Safety Rating Worksheet (must be signed by the owner)
- Energy Calculations to show compliance to the 2009 International Energy Code
- Exterior Lighting specs (See Section 19 of the Ouray County Land Use Code for more information)

**ADDITIONAL INFORMATION THAT MAY BE REQUIRED ON A CASE BY CASE BASIS:**

- Flood Plain Permit
- Manufactured Home Permit Application (typically replaces the building permit application)

**MINIMUM PLAN SUBMISSION GUIDELINES**

Please read and follow carefully. Missing or incorrect information may delay the approval of your Building Permit. **Include 3 copies of all plans/drawings.**

1. **Scaled Site Plan** - Must show property lines, size and location of proposed structures, existing structures, distance of structures to property lines, proposed driveways, adjoining roads, easements, utility hook-ups, and setbacks.
2. **Foundation Plan** – Ouray County requires that a **licensed engineer or architect must design foundations**. Foundation plans must include dimensional plan views with footers, stem walls, interior pads, and exterior pads. Include dimensional section of foundation showing depth of footing, type, size and placement of rebar, wire mesh, anchor bolts, support ledges, height above grade, etc. Plan must also show depth of any slab portion of pour, support ledges, type of fill and compaction as well as size and placement of anchor bolts and ties to foundation or footers. In addition, show any foundation ties to steps, porches, or sidewalks.
3. **Electrical Plan To Include Lighting & Smoke & Carbon Monoxide Detectors** -All exterior lighting must be **fully shielded** to comply with Section 27 of the Ouray County Land Use Code, or **limited to 40 watts maximum per fixture** regardless the number of bulbs.
4. **Mechanical Schedule** - List all furnaces, boilers, vents, fans, refrigeration units, etc. to be used in the construction project. **Note: Efficiency rating \_\_\_\_%. Also, Submit Manual J & D**
5. **Door Schedule** - Specify each door type and size for all door openings. A 20-minute rated, fire resistant self-closing door is required between attached garage and dwelling.
6. **Window Schedule** - Specify each window type and size for each window opening. Specify safety glass where applicable. One egress window (max. 44” from floor) is required for each bedroom that does not have a door leading directly to the outside of the dwelling. **Specify U-factor. Note: .35 or better required.**
7. **Elevations** - Four elevation drawings are required, one for each facing view: North, East, South and West.
8. **Floor Plans** - Provide floor plans for each floor, garage, or basement described. All areas drawn will be dimensioned and the square footage for that area shown. A total of the individual square footages for the floor depicted will be shown. **Each area or room must be named as to its use (bath, kitchen, closet, etc.).**
9. **Wall Section** - Provide a cut-away view of typical exterior wall to illustrate wall construction, siding, **insulation**, plates, **connections**, sheathing, underlayment & roofing.
10. **Framing Plans** - Provide dimensioned plan views of all **floor and roof framing**. Plans to include size, type, and spacing of all structural members. **Submit truss specifications.**
11. **Design Criteria**-Altitude \_\_\_\_\_. Therefore, engineered snow load is \_\_\_\_\_ Wind-90 mph min., Frost line 40”, Ice shield-YES, High Temp. barrier under all metal roofs.
12. **ARC/HOA Approval Letter** - If project is within an approved PUD or Subdivision, the property owner must notify the HOA and/or Architectural Control Committee.
13. **Visual Impact Analysis** - If project falls within 1.5 miles of a “viewing corridor” then a visual impact analysis based upon the guidelines and requirements found in Section 9 of the Ouray County Land Use Code will be required (may require the installation of story poles).
14. **Site Development Permit** - If the project site is on a parcel or lot **not** within a PUD or subdivision, you must submit a Site Development Permit Application and associated fee.. This application must be submitted **and approved** before your building permit will be issue. Please see Building Official or County Planner with any questions regarding the Site Development Permit Process.
15. **Flood Plain Permit** - If the project site is in a 100-year flood plain as identified by FEMA, you must complete a Flood Plain Permit Application.
16. **Fire Safety Rating Worksheet** - Complete and sign worksheet which is available from the Land Use Office per Section 24 of the Land Use Code.
17. **Carbon Monoxide and Smoke Detectors** – Include the location of smoke and carbon monoxide detectors on the floor plan.

**FOR OFFICE USE ONLY:**

**County Planner Review:**

- Proposed Structure(s) conform with PUD Design (if within a PUD)
- Setbacks Conform to Zoning Regulations
- Lot Size is 3 Acres or more for an Accessory Dwelling
- Visual Impact Calculation Form completed and passed (If required)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

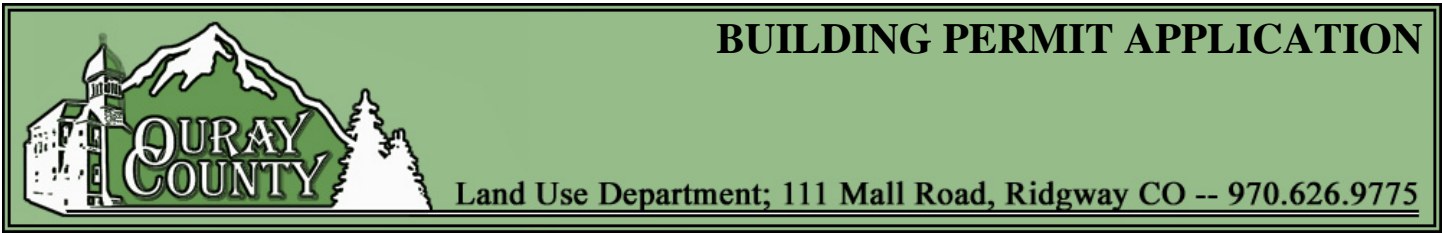
## Inspection Schedule

The following are REQUIRED inspections. Inspections may not be available every day. Inspections will be performed Mondays thru Thursdays 8:30 am to 4:30 pm. A minimum of **48 to 72 HOURS NOTICE** is needed to set an appointment for any required or special inspection. An inspector may arrive within two hours before or after the scheduled time. **If the work is not ready, re-inspections will cost \$47 per hour payable at the time of re-inspection.**

- 1) **Site Inspection** - Occurs prior to the start of any excavation or construction. The site inspection will include the following.
  - a) Visual impact (if applicable)
  - b) Flood plain, geological hazards (if applicable)
  - c) Setbacks
  - d) Driveway location (stake driveway)
  - e) Propane tank and utility locations
  
- 2) **Construction Inspections**
  - a) Footers/Foundation - Occurs after excavations, with reinforcing and forms in place prior to the pour. **UFER Ground in place.**
  - b) Concrete Slab or Under Floor - Occurs after all under slab/floor installations are in place and prior to slab pour or floor sheathing or sub-flooring being installed.
  - c) Weatherproofing and French drain - Occurs before back filling foundation.
  - d) Framing - Occurs after roof, all framing, fire blocking, and bracing are in place. All pipes, chimneys, and vents are in place, and the rough electrical, plumbing, pipes, ducts, etc. are approved by the State Electrical and Plumbing Inspectors. Inspections by State inspectors are scheduled separately. **Review smoke & carbon monoxide detector layout.**
  - e) Insulation - Occurs prior to dry wall installation. **Foam inspection required before covering it with another product.**
  - f) Gypsum Board/Drywall Nailing - Occurs after all interior and exterior gypsum board is in place and prior to any joints or fasteners being taped or finished.
  - g) Septic - Occurs following the approval of the general layout with the tank and lines or infiltrator system in place, all other components or materials in place, and prior to back-fill. The engineering firm responsible for the system design will perform these inspections with building inspector.
  - h) Final Inspection Occurs after:
    - Address posted, drive inspected & Finish grading: 6" per 10'.
    - The building is completed and ready for occupancy including smoke and carbon monoxide detectors.
    - State electrical and plumbing Final inspections are complete.
    - Wildfire mitigation and visual impact compliance are confirmed.
    - Prescribed tests and inspections indicating compliance with 2009 IECC. **SUBMIT COMPLETED COMPLIANCE CERTIFICATE**

***Occupancy is not permitted until a Certificate of Occupancy is issued***

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**PROPERTY INFORMATION:**

Parcel # (available from Ouray County Assessors Office or www.ouraycountvassessor.org): # \_\_\_\_\_  
Job Site Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Legal: Town: \_\_\_\_\_ Range: \_\_\_\_\_ Qtr. Sections: \_\_\_\_\_ Section: \_\_\_\_\_  
Subdivision: \_\_\_\_\_ Lot/Tract #: \_\_\_\_\_ Filing/Phase: \_\_\_\_\_  
Directions to job site from nearest County Road: \_\_\_\_\_

**Zoning:** Alpine  / Colona  / High Mesa  / North Mesa  / South Mesa  / South Slope  / Valley

**Lot within 100-year flood plain?** Y  N  If YES, then you must submit Flood Plain Permit Application

**PLEASE NOTE: IF YOU WILL BE INSTALLING A NEW DRIVEWAY, OR CONSTRUCTING A SINGLE FAMILY DWELLING, YOU MUST FILL OUT AN ADDRESS/DRIVEWAY APPLICATION.**

**CONTACT INFORMATION:**

**Owner(s) Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Authorized Agent's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**General Contractor's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Architect's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Structural Engineer's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Septic Engineer's Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROJECT INFORMATION (Check and complete all that apply):**

- New Construction                       Repair to existing structure    Addition to existing structure
- Alter existing structure                 Solar / Wind Tower                 Remove existing structure
- Single-Family Dwelling                 Garage     Agriculture     Shop/Storage
- Accessory Dwelling Unit (See Section 2 of LUC for limitations)    Caretaker Unit/Emp. Housing
- Other: \_\_\_\_\_

Estimated Valuation: Include cost of materials, labor and contractor profit, but exclude septic, driveways, and exterior utility extensions to home: **Valuation =** \$ \_\_\_\_\_ Lot Size: \_\_\_\_\_

Building Height: \_\_\_\_\_ -- Size: \_\_\_\_\_ S.F. -- # of Bedrooms: \_\_\_\_\_ -- # of Bathrooms: \_\_\_\_\_

Describe Project: \_\_\_\_\_

**POTABLE WATER SOURCE:**

- Check one:  Public Utility Company (ie; Tri-County or San Miguel)     Well Permit # \_\_\_\_\_
- Haul/Cistern    Other – Describe \_\_\_\_\_

**HOA AND/OR ARCHITECTURE REVIEW COMMITTEE NOTIFICATION:**

You must notify any applicable Home Owners Association or Architectural Control Committee that a building permit application has been submitted to the Land Use Department.

**VISUAL IMPACT REGULATIONS:**

Is construction site within 1.5 miles of any visual impact corridor? Yes  No  -- If you are within 1.5 miles of a *Visual Impact Corridor*, your proposed project must be reviewed by the Building Official to confirm compliance with Section 9 of the Ouray County Land Use Code. (Visual Impact Regulations) The erection of story poles on the property may be required to complete the review. Compliance to the Visual Impact Regulations is required prior to the issuance of a Certificate of Occupancy, and continued compliance is required.

**OTHER IMPORTANT INFORMATION:**

- Adequate sanitary facilities **MUST** be provided at the construction site.
- If construction site *is not* within a PUD/subdivision, then a *Site Development Permit* is required to approve a Building Permit.
- If construction site *is* within a PUD/subdivision, the building envelope **must** be staked.

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE YOU SIGN!**

*This permit will expire after one year if approved construction has not commenced, or if construction or work is suspended or abandoned for a period of one year at any time after work has commenced. Separate permits are required from the State of Colorado for electrical and plumbing installations.*

*I hereby certify that I have read this application completely and that all information provided is correct to the best of my knowledge. All laws, regulations, and ordinances governing the scope of the project contemplated by this application will be complied with, whether or not specifically described within this application. I understand that providing false or misleading information may result in*

any permit(s) issued being revoked. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the scope of the project contemplated by this application.

I understand that this application may be open for public inspection as required by the Colorado Open Records Law (C.R.S. 24-72-202, et seq.) and that my personal information contained on this application may be available to the public for review.

I understand that Ouray County is overall a rural county located in rough and difficult terrain with a limited transportation network and County services may be unavailable or service may be untimely in some or all areas of the County. I am aware that approval of a site development permit or any other permit does not constitute and shall not be considered as conferring any guarantee or expectation of the provision of any County service (including emergency services).

**Signature of Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name of Owner or Agent:** \_\_\_\_\_

**(If AGENT, a completed Agent Authorization Form must be attached.)**