



Garfield County

Community Development Department

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SINGLE FAMILY OR DUPLEX BUILDING PERMIT APPLICATION CHECKLIST

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In order to understand the scope of work intended and to expedite the issuance of a permit, it is important that complete information be provided. Please review this document to determine if you have adequate information to design your project and to facilitate a plan review.

APPLICATION FORM: Please make sure the following information is provided on the application.

- Parcel number obtained from the County Assessor's Office.
- Job address (assigned physical address)
- Legal Description: lot, block, filing, subdivision or tract, section, township and range.
- Owners name, mailing address, phone, fax, or cell.
- Contactors name, mailing address, phone, fax, or cell.
- Architect/Engineer's name, mailing address, phone, fax or cell.
- Building size, height, number of stories, lot size.
- Use of building (residential)
- Class of Work (new, addition, alteration, repair, demo, move, other)
- Description of work.
- Type of heating (natural gas, propane, electric, other).
- Sewer system (Community or ISDS), also see other items below.
- Garage (attached or detached).
- Driveway permit (please see other items below)
- Valuation (labor and materials) see attached worksheet.

OTHER ITEMS:

- If you anticipate obtaining a water-tap from the City of Rifle, please provide a letter indicating that the City will provide water service. (Required to submit building permit application).
- ISDS requires a septic permit application to be submitted with the building permit application.
- A separate electrical permit must be obtained from the State of Colorado Electrical Board.
- At the time of building permit submittal, you are required to show proof of legal and adequate access to the site. This may include proof of right to use a private easement, County Road & Bridge permit, or Colorado Department of Highway permit, including a Notice to Proceed. The County Road & Bridge Department can be reached at 970-625-8601.
- If you anticipate excavating or grading prior to issuance of a building permit, you will be required to obtain a separate grading permit.
- If you belong to a Homeowners Association (HOA), it is your responsibility to obtain written approval, if required.
- Provide copies of any Resolutions and/or Land Use Permits associated with this property.
- Additional Dwelling Units may require Administrative Review.
- Minimum dwelling dimension is 20 ft wide x 20 feet long.
- A Colorado State Licensed Electrician and Plumber must perform installation and hook-ups, unless the homeowner is performing the work.

BUILDING PLANS: 2 sets of plans must be submitted. Plans must be 18"x24" minimum size, complete, identical, legible, and to scale. All plans will be checked at the counter for completeness. If any of the required information is missing, the building permit application cannot be accepted.

SITE PLAN: Please make sure the following information is provided on the site plan.

- Property address/legal description.
- North Arrow and Scale on each page.
- Show all property lines, building envelopes, flood plain, and easements.
- Provide setback distances from boundaries, buildings, septic, well, and waterways.
- Location and direction of the county or private road and driveway accessing the property.
- Proposed and existing structures include sheds, barns, decks, patios, and any other buildings.
- Existing and proposed grade, positive drainage around structure (to be contained on site).
- Streams, rivers, creeks, springs, ponds and ditches.
- Existing and proposed wells, septic tanks, leach fields, and other systems. (if applicable)
- Retaining walls (engineer stamped detail required for walls over 4 ft, measured from bottom of footing to top of wall).

NOTE: Any site plan depicting the placement of any portion of the structure within 50 feet of a property line or not within an established building envelope shall be prepared, stamped, and signed by a licensed surveyor. For structures to be built within a building envelope, provide a copy of the recorded subdivision final plat with the proposed structure located in the building envelope.

ARCHITECTURAL PLANS: Please provide the following information on the architectural plans.

- Minimum four (4) elevations (N,S,E,W) Indicate height of building measured from existing grade to the midpoint between the ridge and eave of a gable or shed roof or to the top of a flat roof.
- Floor plans for each level including dimensions and scale noted.
- Clearly label each room or space (bedroom, bath, kitchen, closet, etc).
- Show the location of the mechanical equipment.
- Building cross sections with construction details.
- Window sizes, types, and operation noted on the floor plans or elevations.
- Specify roof slope/pitch, roof covering, and siding materials.
- Stair and guard details specifying rise, run, height and spacing.
- Attic, roof, and crawlspace ventilation details. Indicate size and location of ventilation openings.
- Minimum insulation shown for walls, floors, roofs/ceilings, slabs, basements and crawlspaces.
- Provide stove and fireplace make, model, EPA or Colorado Phase II Certification. Masonry fireplaces shall be designed to the International Residential Code (IRC) requirements.

STRUCTURAL PLANS: Please provide the following information on the structural plans.

- Design specifications to include roof and deck snow load, wind and seismic design, frost depth.
- Foundation plan showing complete footing and foundation dimensions.
- Footing and foundation details specifying reinforcement and referenced on plans.
- Framing plans for each floor level and roof. All beams, columns, joists, rafters, and trusses specified. Pre-manufactured structures require the engineers stamp, signature, and date.
- Framing /connection details, braced wall lines, shear wall schedule, location and hold downs.

NOTE: If any required information is missing, delays in issuing the permit are to be expected. If determined by the Building Official that additional information is necessary to review the application and/or plans for compliance, the application may be placed on hold until the required information is provided. Work may not proceed without the issuance of a permit.

The Building Division will collect a Plan Review fee at time of application submittal. The permit fee, as well as any Septic or Road Impact fees will be collected when the permit is issued.

The permit application must be signed by the owner or by person having written authority from the owner to act as their representative.

Building cannot be occupied until a Certificate of Occupancy (CO) is issued. Using the building without a CO will be considered an illegal occupancy and may be grounds for vacating the premises. (Final/CO inspection requirements will be attached to your approved field set of plans.)

I hereby acknowledge I have read, understand, and will abide by the requirements of this checklist.

Property Owner Print and Sign

Date