Garfield County
Community Development Department
108 8th Street, Suite 401
Glenwood Springs, CO 81601
(970) 945-8212
www.garfield-county.com

MANUFACTURED HOME
BUILDING PERMIT
APPLICATION CHECKLIST

MANUFACTURED HOME BUILDING PERMIT APPLICATION CHECKLIST
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: block, lot, tract, subdivision, filing, or section, township and range.
- Owner's name, mailing address, phone, fax or cell.
- Contactor/Installer's name, mailing address, phone, fax or cell. Home Installers license #.
- Architect and/or Engineer's name, mailing address, phone fax or cell.
- Building size, height, number of stories and lot size.
- Use of building (Residential).
- Class of Work (New, Addition, Alteration, Repair, Demo, Move/ Relocation).
- Detailed description of work.
- Type of heating (natural gas, propane, electric, other).
- Sewer system (Community or OWTS), 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.**
- OWTS 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 a 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 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 20 ft. wide x 20 ft. long, 40 psf live roof snow load, 115 wind speed design.
- Colorado Division of Housing insignia must be affixed prior to Certificate of Occupancy.
- 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.

MANUFACTURER’S AND/OR ARCHITECTURAL PLANS: Provide the following information.

- Minimum of 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.

MANUFACTURER’S AND/OR ENGINEER’S STRUCTURAL PLANS: Provide the following information.

- Design specifications to include roof and deck snow load, wind and seismic design and 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 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

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BUILDING PERMIT APPLICATION

TYPE OF CONSTRUCTION	
☐ Commercial/Multi-Family	☐ Demolition
☐ Manufactured Home (Single or Multi-Level)	
☐ Residential (SF, Duplex or Townhome)	☐ Reroof

INVOLVED PARTIES

Property Owner: _____ **Phone:** (_____)_____

Mailing Address: _____

Contractor: _____ **Phone:** (_____)_____

Mailing Address: _____

Architect: _____ **Phone:** (_____)_____

Mailing Address: _____

Engineer: _____ **Phone:** (_____)_____

Mailing Address: _____

Manufactured Home Installer: _____ **Phone:** (_____)_____

Mailing Address: _____

PROJECT NAME AND LOCATION

Describe Work: _____

_____

Job Address: _____

Assessor's Parcel Number: _____**Sub.** _____ **Lot** _____ **Block** _____

Owner's Valuation of Work: $_____ **Property Size (Sq. Ft. or Acres):** _____

Sq. Ft. of Building: _____ **Height:** _____ **# of Floors:**_____

Class of Work:	☐ New	☐ Alteration	☐ Addition	☐ Repair	☐ Move/Relocation
Garage:	☐ Attached			☐ Detached	
Septic:	☐ OWTS			☐ Community	
Type of Heat:	☐ Natural Gas	☐ Propane		☐ Electric	☐ Other
Driveway Permit:	☐ Exempt			☐ Permit #: _____	

NOTICE

Authority. This application for a Building Permit must be signed by the Owner of the property, described above, or an authorized agent. If the signature below is not that of the Owner, a separate letter of authority, signed by the Owner, must be provided with this Application.

Legal Access. A Building Permit cannot be issued without proof of legal and adequate access to the property for purposes of inspections by the Building Division.

Other Permits. Multiple separate permits may be required: (1) State Electrical Permit, (2) County OWTS Permit, (3) another permit required for use on the property identified above, e.g. State or County Highway/ Road Access or a State Wastewater Discharge Permit.

Void Permit. A Building Permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance and if work is suspended or abandoned for a period of 180 days after commencement.

CERTIFICATION

I hereby certify that I have read this Application and that the information contained above is true and correct. I understand that the Building Division accepts the Application, along with the plans and specifications and other data submitted by me or on my behalf (submittals), based upon my certification as to accuracy. Assuming completeness of the submittals and approval of this Application, a Building Permit will be issued granting permission to me, as Owner, to construct the structure(s) and facilities detailed on the submittals reviewed by the Building Division. In consideration of the issuance of the Building Permit, I agree that I and my agents will comply with provisions of any federal, state or local law regulating the work and the Garfield County Building Code, OWTS regulations and applicable land use regulations (County Regulation(s)). I acknowledge that the Building Permit may be suspended or revoked, upon notice from the County, if the location, construction or use of the structure(s) and facility(ies), described above, are not in compliance with County Regulation(s) or any other applicable law.
I hereby grant permission to the Building Division to enter the property, described above, to inspect the work. I further acknowledge that the issuance of the Building Permit does not prevent the Building Official from: (1) requiring the correction of errors in the submittals, if any, discovered after issuance; or (2) stopping construction or use of the structure(s) or facility(ies) if such is in violation of County Regulation(s) or any other applicable law. Review of this Application, including submittals, and inspections of the work by the Building Division do not constitute an acceptance of responsibility or liability by the County of errors, omissions or discrepancies. As the Owner, I acknowledge that responsibility for compliance with federal, state and local laws and County Regulations rest with me and my authorized agents, including without limitation my architect designer, engineer and/ or builder.

I hereby acknowledge that I have read and understand the Notice and Certification above, as well as, have provided the required information which is correct and accurate to the best of my knowledge.

_____ _____

Property Owner Print and Sign **Date**

OFFICIAL USE ONLY

Special Conditions:				
Adjusted Valuation:	**Plan Check Fee:**	**Permit Fee:**	**Manu home Fee:**	**Misc Fees:**
Total Fees:	**Fees Paid:**	**Balance Due:**	**BP No:**	**OWTS No:**
Setbacks:	**OCC Group:**	**Const Type:**		**Zoning:**

BUILDING / PLANNING DIVISION : _____ _____

Signed Approval **Date**

Garfield County
Building Requirements

Codes: 2015 IRC, IBC, IFGC, IMC, IPC, 2009 IECC.
Setbacks: Check subdivisions and zone district for setback requirements.
Snowload (measured at the roof! Not ground): 40 PSF up to 7000 ft. elevation
50 PSF 7001-8000 ft. elevation
75 PSF 8001-9000 ft. elevation
100 PSF 9001-10000 ft. elevation
Seismic design category: B or C (See Figure R301.22)
Weathering probability for concrete: Severe

Termite infestation probability: None to slight.

Wind Speed: 115 mph (Ultimate Design)

Wind Exposure: B or C (see section R301.2.1.4)
Frost Depth: 36 inches to 8000ft elevation. 42 inches 8001ft elevation and above.
Winter Design Temperature: Minus 2 to 7000ft.; minus 16 over 7000ft elevation.
Air Freezing Index: 2500° F-days to 7000ft.; over 7000ft. to be determined by Building Official
Ice Shield underlayment required.
Mean Annual Temp: Variable
Insulation: Windows/doors U=.35; Skylights U=.6; TBL 402.1.1, 2009 IECC.

Minimum R-Values:

- Ceilings/roofs R values are R-38 stick built structures. R38 log construction and steel rafter construction
- Walls R values are R-20 wood frame. See Table 402.2.5 2009 IECC for steel framing
- Floors R-values are R-30 or enough to fill cavity
- Basement wall R-values are R-10/13
- Slab perimeter R-values and depth is R-10/24 in.
- Crawl space wall R-value are R-10/13

Floors over vented crawlspaces must be insulated R-30 or enough to fill the cavity. Vents shall be located below the bottom of the floor joist per IRC, R-408.1. As an alternative to insulating floors, crawlspace walls shall be permitted to be insulated when the space is not vented to the outdoors and meets the requirements of IRC, R-408.3. Common garage to house walls insulation is R-20 and ceiling-floors must have minimum R-30 insulation. Take precautions to protect plumbing in these areas. See Table 402.1.1 2009 IECC for exceptions and details.

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BUILDING PERMIT FEE ESTIMATE WORKSHEET

Applicant:	Phone:	
Project Address:		
Subdivsion:	Lot:	Block:

Type of Space	Square Feet	Valuation
Finished Living Space (N/A for Manufactured Homes)		$74.68
Unfinished Basement		$41.00
Crawl Space		$18.00
Garage (Conditioned) (i.e. insulation, sheetrock)		$32.00
Garage (Unconditioned)		$24.00
Covered Patio/Deck		$18.00
Uncovered Patio/Deck		$12.00
Misc:		$0.00
Misc:		$0.00
Total Valuation		**$0.00**

Manufactured Home Set-Up		Fee
Single Level ($400)		$0.00
Multi-Level ($600)		$0.00
Total Set-Up Fee		**$0.00**

Septic (OWTS)		Fee
New Installation ($123)		$0.00
Alteration and/or Repair ($75)		$0.00
Perculation ($150)		$0.00
Total Septic Fee		**$0.00**

This Section Determined by Garfield County	
Plan Review Fee	$0.00
Building Permit Fee	$0.00
Manufactured Home Set-Up Fee	$0.00
Septic Fee (OWTS)	$0.00
Other (Ex: Road Impact Fee)	$0.00
Total Fees Due	**$0.00**

All fees are estimates until final plan review is completed

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ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)
APPLICATION CHECKLIST

SEWAGE DISPOSAL PERMIT CHECKLIST

Permit applications can be obtained and submitted to the Garfield County Community Development Department located at 108 8th Street, Suite 401, Glenwood Springs, CO. See below for additional information. All applications are required to be submitted in person.

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:

- Complete application.
- 1 Copy of a Site Plan that includes well, all streams, irrigation ditches and any water courses. Draw in your house, septic tank and system, detached garages and driveway. If a change of location is necessary, you must submit a corrected drawing.
- Engineered Systems will need a copy of soil evaluation/ perk rate and design for our records prior to final inspection.

FEES: FEES ARE NOT REFUNDABLE. Payment is required at time of submittal. Make Check payable to: Garfield County Treasurer

- Septic Permit for a New installation …….…….$123.00
- Septic Permit for Alteration and/or Repair ……..……..$75.00
- Septic Perk test ……..……..$150.00

ATTACHMENTS:

- Percolation Test Instructions.
- Recommended minimum requirements for Onsite Wastewater Treatment System (OWTS).

FINAL INSPECTION:

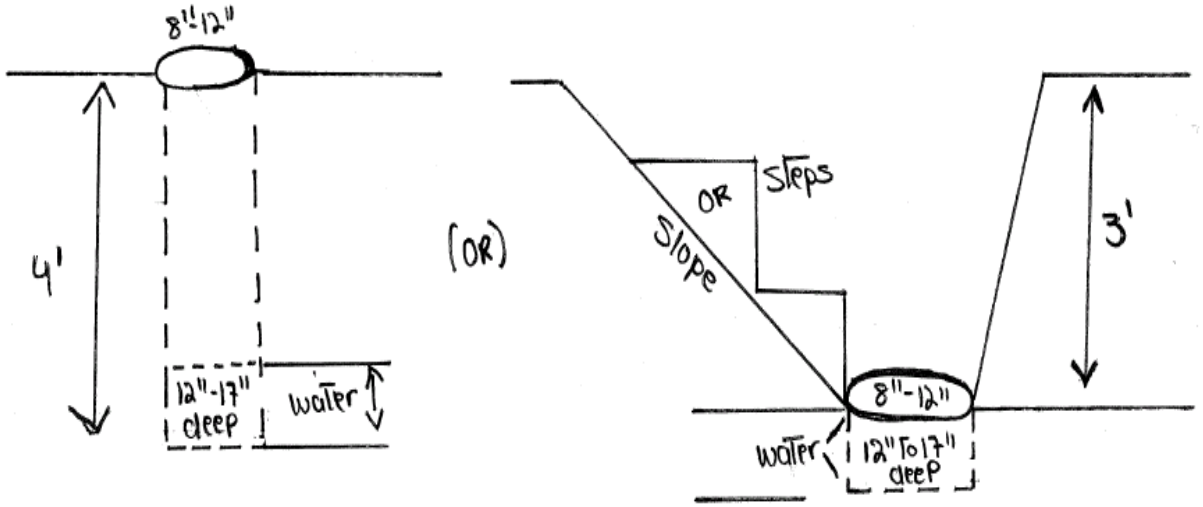
- When all components are in place, connected and ready to cover, request a final inspection by the County Inspector.
- **DO NOT** backfill any part of the system prior to the inspection.
- The initial fee covers the percolation test and one (1) inspection before cover up. Any additional percolation test will be charged at $150.00 each and additional inspections will be charged at $50.00 each.
- Upon final approval, carefully cover the entire system.
- Engineered Systems are inspected by the Engineer prior to backfill. A final sealed letter by the Engineer is required to be submitted to Garfield County. As built drawings are required.

(Applicant's Copy)

PERCOLATION TEST INSTRUCTIONS

- The successful operation of your septic system depends on the rate the soil in which your leach field will be installed will accept water.
- **THIS IS CRITICAL - If instructions are not followed completely, technician may not do the perk test and you will be charge a $50.00 fee for 2nd visit.**
- The rate of absorption is called the percolation rate and it determines the size of the leach field needed for a particular flow of sewage and in some cases even determines the feasibility of the installation of a septic tank and leach field system.
- PERCOLATION TEST MUST BE DONE AT THE GROUND DEPTH WHERE ABSORPTION WILL TAKE PLACE. STANDARD LEACH FIELDS ARE INSTALLED THREE (3) FEET DEEP, SO THE THREE (3) PERCOLATION HOLES ARE DUG FOUR (4) FEET DEEP, AT LEAST TWENTY (20) FEET APART, IN A TRIANGULAR SHAPE. THE PERCOLATION TEST IS DONE IN THE BOTTOM ONE (1) FOOT OF THE HOLE.

Post Hole **Backhoe Hole**



A posthole digger, auger or backhoe can be used to dig the percolation test holes. If a back hoe is used, dig the backhoe hole 3 feet deep, with 2 steps or a ramp. Put a test hole 1 foot deep and 8 to 12 inches in diameter in the bottom. Installation of absorption areas (i.e. drywells) deeper than 3 feet require the permission of the Environmental Health Department. All dry wells shall be designed by an Engineer registered in the State of Colorado.

Saturation with water will affect the percolation rate, and since the system will be expected to operate when the soil is saturated with water, THE LOWER TEST HOLE MUST BE FILLED WITH WATER AT LEAST 8 HOURS BEFORE THE TEST AND ALLOWED TO STAND. More water will be needed to perform the percolation test, so AT LEAST 5 GALLONS OF WATER PER HOLE SHOULD BE ON HAND WHEN THE TEST IS PERFORMED.

AN 8 FOOT PROFILE HOLE IN THE LEACH FIELD AREA IS REQUIRED BY THE STATE OF COLORADO TO DETERMINE THE PROXIMITY OF GROUND WATER AND BEDROCK. One soil profile hole shall be dug to provide observation of the soil profile of the area of the soil absorption system. The hole shall be prepared at least 8 feet deep. The hole may be terminated when ground water or bedrock is encountered. The hole shall be prepared in such a way as to provide identification of the soil profile 4 feet below the bottom of the soil absorption system.

If ground water is found in any perk or profile hole, an engineered system is required. Percolation rates faster than 5 minutes per inch or slower than 60 minutes per inch will require an engineered system and/ or Board of Health approval.

(Applicant's Copy)

RECOMMENDED MINIMUM REQUIREMENTS FOR ONSITE WASTEWATER TREATEMENT SYSTEM (OWTS)

Before construction is started, the Inspector must be contacted for approval and detailed information concerning the proposed disposal system is needed. Higher standards than those which follow may be required in individual cases to assure attainment of the objective. Those objectives are to locate, construct and maintain onsite wastewater treatment systems in such a manner that existing or contemplated water supplies will not become contaminated and so that sewage will not overflow the ground surface and result in a nuisance or health hazard.

LIQUID CAPACITY OF TANK (GALLONS)

(Provide for use of garbage grinder, automatic clothes washer and other water using household appliances).

Number of Bedrooms	Recommended Minimum Tank Capacity
3 or less	1,000 gallons
4 or less	1,250 gallons
For each additional bedroom, add	250 gallons

A Dwelling on less than two acres, areas of high water tables, or areas with a percolation test rate faster than 1 inch in 5 minutes must have alternative sewage facilities, i.e., central collection, holding tanks, individual treatment, etc.
EXEMPTION: Absorption areas may be allowed with percolation rates faster than 1 inch in 5 minutes provided the soil is a sandy texture and no water table problems are encountered. An Engineer is required. Slopes greater than 30% also require an Engineered System.

1. Maximum length of drainage line:	100 linear feet
2. Minimum width of drainage trench:	18 inches
3. Minimum spacing between trenches or pipes:	6 feet
4. Maximum grade of drainage system:	As level as possible
5. Minimum depth rock under drain PVC:	6" under PVC, 2" over PVC
6. Minimum depth of cover over distribution lines:	12 inches
7. Maximum depth of cover over distribution lines:	Variable
8. Minimum grade of house sewer:	1/8 to ¼" per linear ft.
9. Minimum distance of sewage disposal system from dwelling:	20 feet
10. Minimum distance of septic tank from dwelling:	5 feet
11. Minimum distance of leaching area to a well:	100 feet
12. Minimum distance of septic tank to a well:	50 feet
13. Minimum distance of leaching area to a stream of water course:	50 feet
14. Minimum distance from septic tank and disposal field to property lines:	10 feet for drywell 10 feet for leach field.
15. Minimum sewer pipe and distribution pipe:	4 inch diameter

- Septic tank construction should be of concrete material that will resist deterioration and which can be made reasonably watertight. See code for septic tank specifications.
- If the house sewer line is longer than 10 feet between house and septic tank, a clean-out Y should be installed outside as near as practical to the house.
- Septic tanks should be inspected once a year and cleaned when necessary. Cleaning is recommended when space between the scum accumulation and sludge residue on the tank bottom is less than eighteen (18) inches.
- The Department recommends pumping a septic tank once every four (4) years, when a yearly inspection by the owner is not practical.
- Effluent screen is required in all new and replaced septic tanks, providing access to maintain effluent screen.

(Applicant's Copy)

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ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)
PERMIT APPLICATION

TYPE OF CONSTRUCTION		
☐ New Installation	☐ Alteration	☐ Repair

WASTE TYPE			
☐ Dwelling	☐ Transient Use	☐ Comm./Industrial	☐ Non-Domestic
☐ Other Describe _____			

INVOLVED PARTIES

Property Owner: _____ **Phone:** (_____)_____

Mailing Address: _____

Contractor: _____ **Phone:** (_____)_____

Mailing Address: _____

Engineer: _____ **Phone:** (_____)_____

Mailing Address: _____

PROJECT NAME AND LOCATION

Job Address: _____

Assessor's Parcel Number: _____**Sub.** _____ **Lot** _____ **Block** _____

Building or Service Type: _____ **#Bedrooms:** _____ **Garbage Grinder** ___

Distance to Nearest Community Sewer System: _____

Was an effort made to connect to the Community Sewer System: _____

Type of OWTS	☐ Septic Tank	☐ Aeration Plant	☐ Vault	☐ Vault Privy	☐ Composting Toilet
	☐ Recycling, Potable Use	☐ Recycling	☐ Pit Privy	☐ Incineration Toilet	
	☐ Chemical Toilet	☐ Other _____			
Ground Conditions	Depth to 1st Ground water table _____	Percent Ground Slope _____			
Final Disposal by	☐ Absorption trench, Bed or Pit	☐ Underground Dispersal	☐ Above Ground Dispersal		
	☐ Evapotranspiration	☐ Wastewater Pond	☐ Sand Filter		
	☐ Other _____				
Water Source & Type	☐ Well	☐ Spring	☐ Stream or Creek	☐ Cistern	
	☐ Community Water System Name _____				
Effluent	Will Effluent be discharged directly into waters of the State? ☐ Yes ☐ No				

CERTIFICATION
Applicant acknowledges that the completeness of the application is conditional upon such further mandatory and additional test and reports as may be required by the local health department to be made and furnished by the applicant or by the local health department for purposed of the evaluation of the application; and the issuance of the permit is subject to such terms and conditions as deemed necessary to insure compliance with rules and regulations made, information and reports submitted herewith and required to be submitted by the applicant are or will be represented to be true and correct to the best of my knowledge and belief and are designed to be relied on by the local department of health in evaluating the same for purposes of issuing the permit applied for herein. I further understand that any falsification or misrepresentation may result in the denial of the application or revocation of any permit granted based upon said application and legal action for perjury as provided by law.

I hereby acknowledge that I have read and understand the Notice and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.

_____ _____

Property Owner Print and Sign **Date**

OFFICIAL USE ONLY			
Special Conditions:			
Permit Fee:	**Perk Fee:**	**Total Fees:**	**Fees Paid:**
Building Permit	**Septic Permit:**	**Issue Date:**	**Balance Due:**
BLDG DIV: _____ _____ **APPROVAL** **DATE**			

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GRADING PERMIT
APPLICATION CHECKLIST

GRADING PERMIT REQUIREMENTS

A permit is required for any excavation, grading, or earthwork construction including fills and embankments. A grading permit does not permit the construction of retaining walls or other structures.

EXEMPTION FROM GRADING PERMIT:

- Agricultural Land: Grading, excavation and earthwork, including fills and embankments that are constructed solely for agricultural purposes on lands that are farms or ranches.
- Small Projects: Grading that does not exceed 50 cu. yds of earthwork material or 6000 sq.ft. of graded area as long as grading does not change drainage patterns with respect to adjacent properties.
- See Amended IBC Appendix J for other exemptions.

TYPES OF GRADING PERMITS AND FEES: Payment is due at time of submittal.
Make Check payable to: Garfield County Treasurer

- **Major grading: over 20,000 sq. ft. or over 5000 cubic yards……..$400.00**
- **Minor grading: less than 20,000 sq. ft. and under 5000 cubic yards...……..…$100.00**

PERMIT APPLICATION & SUBMITTAL REQUIREMENTS (1 copy required):

- Complete application (a one page form is available from the County)
- Vicinity Map indicating section, township and range of site, proposed location of grading, and the site's relation to surrounding roads, municipal boundaries, and water bodies.
- Site plan that shows the following within 100 feet of the proposed grading:
  - i. Existing and proposed contours (see exemption below for pipelines)
  - ii. Delineation of area to be disturbed by grading activities
  - iii. Existing structures
  - iv. Existing and proposed roads and driveway
  - v. Property boundaries, right-of-ways and easements
  - vi. Floodplains, intermittent streams, wetlands and other bodies of water
- Erosion Control Plan and Details. Plan shows the location of all erosion control measures.
- MAJOR GRADING PERMIT ONLY:
  - i. Revegetation and Reclamation Plan. See attached requirements.
  - ii. Financial security for site reclamation. Please allow County to review reclamation cost estimate before providing security.
  - iii. For major grading permits, the plans must be prepared and stamped by a qualified Colorado Professional engineer.
- PIPELINES ONLY: The site plan does not need to show topographic contours if the installation of pipeline will not result in changes to the surface grade.
- Approved State Stormwater Permit if area disturbed by grading is greater than one acre.
- Soils Report: A soils report may not be required if the maximum depth of cut or fill depth is less than 15 feet and native slopes are less than 25%.
- Drainage Report: will be required if the County believes that grading may change drainage patterns with regard to adjacent properties, wetlands/water bodies or slopes greater than 25%

ALL PERMITS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:

- Appendix J- International Building Code as amended.
- Garfield County Land Use Code.
- Applicable Colorado Department of Public Health and Environment, Water Quality Control Division requirements.
- **UTILITY LOCTION IS REQUIRED PRIOR TO ANY GRADING.**

Garfield County Vegetation & Site Reclamation Requirements (Long-Term Disturbed Areas, One Acre or More)

Overview: Grading Permits typically require the submission of:

- A Site Specific Inventory and Map of county and State Listed Noxious Weeds.
- A Weed Management Plan.
- A Revegetation and Reclamation Plan.
- A Cost Estimate
- A Financial Security.

The **purpose** of the plan is to ensure that the development does not result in: (i) erosion and dust generation, (ii) the propagation of noxious weeds, (iii) the excessive loss of wildlife habitat and food sources, and (iv) long-term visual eyesores. The financial security allows the County to perform reclamation in the case that the developer abandons the project or does not perform adequate reclamation.

Required Elements of Vegetation and Reclamation Plan:

Section 1 - Soil Handling. Includes: (i) provisions for salvaging on-site topsoil, (ii) a timetable for eliminating topsoil and/or aggregate piles, (iii) plan that provides for soil cover if any disturbances or stockpiles sit exposed for a period of 90 days or more, and (iv) erosion control barriers and dust suppression measures.

Section 2 – Weed Management Plan. Includes: (i) a site specific weed inventory along with a site plan showing County Listed Noxious Weeds and Colorado Listed A & B Noxious Weeds (Contact Garfield County Vegetation Management for updated list), (ii) weed management plan that addresses inventoried weeds in a timely and effective manner. (Note: Garfield County may require the submittal for treatment records.)

Section 3 – Site Revegetation and Restoration. Includes: (i) plant material list (be specific, scientific and common names require), (ii) planting schedule (to include timing, methods, and provisions for watering, if applicable.)

Section 4 – Cost Estimate. Cost estimate is used to determine the amount of the financial security. Line items within the cost estimate include: (i) mobilization, (ii) earthmoving, (iii) seed and planting, (iv) weed- free mulch, erosion control, and dust suppression, (v) irrigation, and (vi) weed management. (Note: For pipelines and projects in which existing grade is the same as final grade, a cost of $2,500/acre can used to determine the financial security.)

Financial Security: Bonds, Letter of Credit valid for a minimum of 2 years or Cash.

County Inspection and Release of Financial Security: When grading has been completed and vegetation reestablished, the developer (permit holder) phones County Vegetation Manager (970-945-1377 Ext. 4305) and requests an inspection. If restoration is determined to be adequate, the county will inform the development and release the financial security.

APPENDIX J

GRADING

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

User note: Code change proposals to this chapter will be considered by the IBC – Structural Code Development Committee during the 2016 (Group B) Code Development Cycle. See explanation on page iv.

SECTION J101
GENERAL

J101.1 Scope. The provisions of this chapter apply to grading, excavation and earthwork construction, including fills and embankments. Where conflicts occur between the technical requirements of this chapter and the geotechnical report, the geotechnical report shall govern.

J101.2 Flood hazard areas. Unless the applicant has submitted an engineering analysis, prepared in accordance with standard engineering practice by a *registered design professional*, that demonstrates the proposed work will not result in any increase in the level of the base flood, grading, excavation and earthwork construction, including fills and embankments, shall not be permitted in *floodways* that are in *flood hazard areas* established in Section 1612.3 or in *flood hazard areas* where design flood elevations are specified but *floodways* have not been designated.

SECTION J102
DEFINITIONS

J102.1 Definitions. The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

BENCH. A relatively level step excavated into earth material on which fill is to be placed.

COMPACTION. The densification of a fill by mechanical means.

CUT. See "Excavation."

DOWN DRAIN. A device for collecting water from a swale or ditch located on or above a slope, and safely delivering it to an approved drainage facility.

EROSION. The wearing away of the ground surface as a result of the movement of wind, water or ice.

EXCAVATION. The removal of earth material by artificial means, also referred to as a cut.

FILL. Deposition of earth materials by artificial means.

GRADE. The vertical location of the ground surface.

GRADE, EXISTING. The grade prior to grading.

GRADE, FINISHED. The grade of the site at the conclusion of all grading efforts.

GRADING. An excavation or fill or combination thereof.

KEY. A compacted fill placed in a trench excavated in earth material beneath the toe of a slope.

SLOPE. An inclined surface, the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

TERRACE. A relatively level step constructed in the face of a graded slope for drainage and maintenance purposes.

SECTION J103
PERMITS REQUIRED

J103.1 Permits required. Except as exempted in Section J103.2, no grading shall be performed without first having obtained a *permit* therefor from the *building official*. A grading *permit* does not include the construction of retaining walls or other structures.

J103.2 Exemptions. A grading *permit* shall not be required for the following:

1. Grading in an isolated, self-contained area, provided there is no danger to the public and that such grading will not adversely affect adjoining properties. A
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a *registered design professional*.

Exemption from the *permit* requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

2. < 50 cyd or 600 s.f

SECTION J104
PERMIT APPLICATION AND SUBMITTALS

J104.1 Submittal requirements. In addition to the provisions of Section 105.3, the applicant shall state the estimated quantities of excavation and fill.

J104.2 Site plan requirements. In addition to the provisions of Section 107, a grading plan shall show the existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work and show in detail that it complies with the requirements of this code. The plans shall show the existing grade on adjoining properties in sufficient detail to identify how grade changes will conform to the requirements of this code.

J104.3 Geotechnical report. A geotechnical report prepared by a *registered design professional* shall be provided. The report shall contain at least the following:

1. The nature and distribution of existing soils.
2. Conclusions and recommendations for grading procedures.
3. Soil design criteria for any structures or embankments required to accomplish the proposed grading.
4. Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.

Exception: A geotechnical report is not required where the *building official* determines that the nature of the work applied for is such that a report is not necessary.

J104.4 Liquefaction study. For sites with mapped maximum considered earthquake spectral response accelerations at short periods (S_s) greater than 0.5g as determined by Section 1613, a study of the liquefaction potential of the site shall be provided and the recommendations incorporated in the plans.

Exception: A liquefaction study is not required where the *building official* determines from established local data that the liquefaction potential is low.

SECTION J105
INSPECTIONS

J105.1 General. Inspections shall be governed by Section 110 of this code.

J105.2 Special inspections. The *special inspection* requirements of Section 1705.6 shall apply to work performed under a grading permit where required by the *building official*.

SECTION J106
EXCAVATIONS

J106.1 Maximum slope. The slope of cut surfaces shall be no steeper than is safe for the intended use, and shall be not more than one unit vertical in two units horizontal (50-percent slope) unless the owner or the owner's authorized agent furnishes a geotechnical report justifying a steeper slope.

Exceptions:

1. A cut surface shall be permitted to be at a slope of 1.5 units horizontal to one unit vertical (67-percent slope) provided that all of the following are met:
   1.1. It is not intended to support structures or surcharges.
   1.2. It is adequately protected against erosion.
   1.3. It is no more than 8 feet (2438 mm) in height.
   1.4. It is approved by the building code official.
   1.5. Ground water is not encountered.
2. A cut surface in bedrock shall be permitted to be at a slope of one unit horizontal to one unit vertical (100-percent slope).

SECTION J107
FILLS

J107.1 General. Unless otherwise recommended in the geotechnical report, fills shall comply with the provisions of this section.

J107.2 Surface preparation. The ground surface shall be prepared to receive fill by removing vegetation, topsoil and other unsuitable materials, and scarifying the ground to provide a bond with the fill material.

J107.3 Benching. Where existing grade is at a slope steeper than one unit vertical in five units horizontal (20-percent slope) and the depth of the fill exceeds 5 feet (1524 mm) benching shall be provided in accordance with Figure J107.3. A key shall be provided that is at least 10 feet (3048 mm) in width and 2 feet (610 mm) in depth.

J107.4 Fill material. Fill material shall not include organic, frozen or other deleterious materials. No rock or similar irreducible material greater than 12 inches (305 mm) in any dimension shall be included in fills.

J107.5 Compaction. All fill material shall be compacted to 90 percent of maximum density as determined by ASTM D 1557, Modified Proctor, in lifts not exceeding 12 inches (305 mm) in depth.

J107.6 Maximum slope. The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes steeper than one unit vertical in two units horizontal (50-percent slope) shall be justified by a geotechnical report or engineering data.

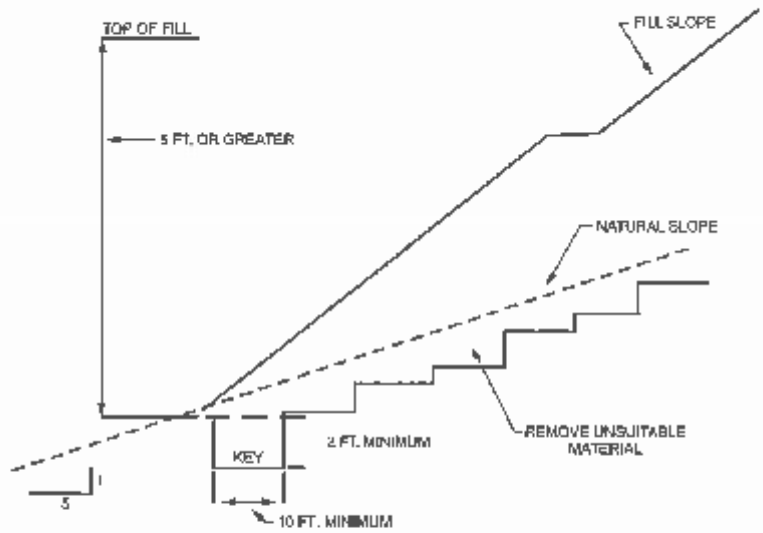
SECTION J108
SETBACKS

J108.1 General. Cut and fill slopes shall be set back from the property lines in accordance with this section. Setback dimensions shall be measured perpendicular to the property line and shall be as shown in Figure J108.1, unless substantiating data is submitted justifying reduced setbacks.

J108.2 Top of slope. The setback at the top of a cut slope shall be not less than that shown in Figure J108.1, or than is required to accommodate any required interceptor drains, whichever is greater.

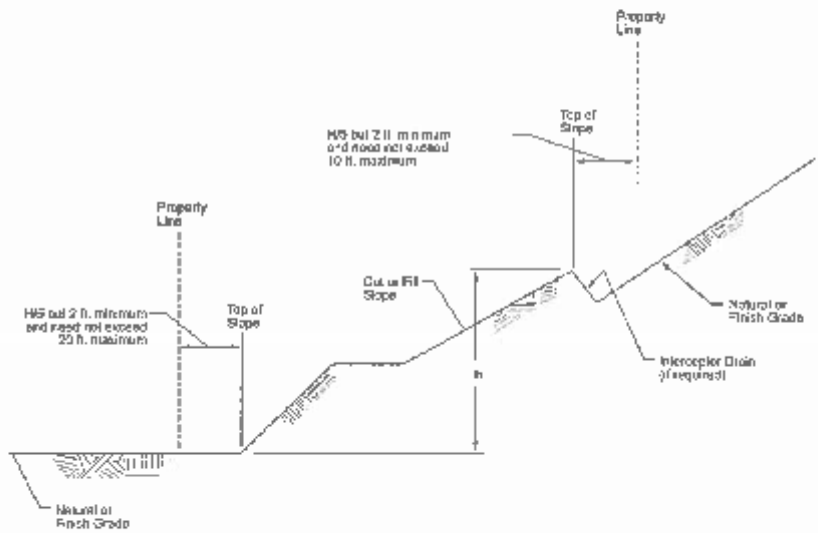
J108.3 Slope protection. Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the *building official*, shall be included. Such protection may include but shall not be limited to:

1. Setbacks greater than those required by Figure J108.1.



For SI: 1 foot = 304.8 mm.

FIGURE J107.3
BENCHING DETAILS



For SI: 1 foot = 304.8 mm.

FIGURE J108.1
DRAINAGE DIMENSIONS

2. Provisions for retaining walls or similar construction.
3. Erosion protection of the fill slopes.
4. Provision for the control of surface waters.

SECTION J109
DRAINAGE AND TERRACING

J109.1 General. Unless otherwise recommended by a *registered design professional*, drainage facilities and terracing shall be provided in accordance with the requirements of this section.

Exception: Drainage facilities and terracing need not be provided where the ground slope is not steeper than one unit vertical in three units horizontal (33-percent slope).

J109.2 Terraces. Terraces at least 6 feet (1829 mm) in width shall be established at not more than 30-foot (9144 mm) vertical intervals on all cut or fill slopes to control surface drainage and debris. Suitable access shall be provided to allow for cleaning and maintenance.

Where more than two terraces are required, one terrace, located at approximately mid-height, shall be at least 12 feet (3658 mm) in width.

Swales or ditches shall be provided on terraces. They shall have a minimum gradient of one unit vertical in 20 units horizontal (5-percent slope) and shall be paved with concrete not less than 3 inches (76 mm) in thickness, or with other materials suitable to the application. They shall have a depth not less than 12 inches (305 mm) and a width not less than 5 feet (1524 mm).

A single run of swale or ditch shall not collect runoff from a tributary area exceeding 13,500 square feet (1256 m^2) (projected) without discharging into a down drain.

J109.3 Interceptor drains. Interceptor drains shall be installed along the top of cut slopes receiving drainage from a tributary width greater than 40 feet (12 192 mm), measured horizontally. They shall have a minimum depth of 1 foot (305 mm) and a minimum width of 3 feet (915 mm). The slope shall be approved by the *building official*, but shall be not less than one unit vertical in 50 units horizontal (2-percent slope). The drain shall be paved with concrete not less than 3 inches (76 mm) in thickness, or by other materials suitable to the application. Discharge from the drain shall be accomplished in a manner to prevent erosion and shall be approved by the *building official*.

J109.4 Drainage across property lines. Drainage across property lines shall not exceed that which existed prior to grading. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Erosion of the ground in the area of discharge shall be prevented by installation of nonerosive down drains or other devices.

SECTION J110
EROSION CONTROL

J110.1 General. The faces of cut and fill slopes shall be prepared and maintained to control erosion. This control shall be permitted to consist of effective planting.

Exception: Erosion control measures need not be provided on cut slopes not subject to erosion due to the erosion-resistant character of the materials.

Erosion control for the slopes shall be installed as soon as practicable and prior to calling for final inspection.

J110.2 Other devices. Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety.

SECTION J111
REFERENCED STANDARDS

ASTM D 1557-12	Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort [56,000 ft-lb/ft^3 (2,700kN-m/m^3)].	J107.5

Amendments to Appendix J International Building Code Items 40, 41, 42
Resolution 2016-26

40. Section J103.1 is amended to read as follow:

    J103.1 Permits required. Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit from the Garfield County Community Development Department. A grading permit does not include the construction of retaining walls or other structures. Security deposits in a form and amount approved by the Building Official or designee, based upon recommendations from the County Vegetation management Office and the county's designated engineer shall be established prior to issuance of a major grading permit.

41. Section J103.2 (1.) is amended to read as follows:

    1. Grading, excavation and earthwork construction, including fills and embankments that are constructed solely for agricultural purposes on lands that are farms or ranches.

42. Section J103.2 is amended to add an 8th exemption from permit as follows:

    8. Grading that does not exceed 50 cubic yards of earthwork material or 6000 Square Feet of graded area, whichever is greater.

Garfield County
Community Development Department
108 8th Street, Suite 401
Glenwood Springs, CO 81601
(970) 945-8212
www.garfield-county.com

GRADING PERMIT APPLICATION

TYPE OF GRADING	
☐ MAJOR	☐ MINOR

INVOLVED PARTIES

Property Owner: _____ **Phone:** (_____)_____

Mailing Address: _____

Contractor: _____ **Phone:** (_____)_____

Mailing Address: _____

Architect: _____ **Phone:** (_____)_____

Mailing Address: _____

Engineer: _____ **Phone:** (_____)_____

Mailing Address: _____

PROJECT NAME AND LOCATION

Project Name:_____

Describe Work: _____

_____

_____

_____

Job Address: _____

_____

Assessor's Parcel Number: _____

Sub. _____ **Lot** _____ __**Block** _____

Earthwork (square feet): _____ **Earthwork (Cubic Yards):** _____

ALL UTILITIES MUST BE LOCATED PRIOR TO ANY GRADING

NOTICE

Authority. This application for a Building Permit must be signed by the Owner of the property, described above, or an authorized agent. If the signature below is not that of the Owner, a separate letter of authority, signed by the Owner, must be provided with this Application.

Legal Access. A Building Permit cannot be issued without proof of legal and adequate access to the property for purposes of inspections by the Building Division.

Other Permits. Multiple separate permits may be required: (1) State Electrical Permit, (2) County OWTS Permit, (3) another permit required for use on the property identified above, e.g. State or County Highway/ Road Access or a State Wastewater Discharge Permit.

Void Permit. A Building Permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance and if work is suspended or abandoned for a period of 180 days after commencement.

CERTIFICATION

I hereby certify that I have read this Application and that the information contained above is true and correct. I understand that the Building Division accepts the Application, along with the plans and specifications and other data submitted by me or on my behalf (submittals), based upon my certification as to accuracy. Assuming completeness of the submittals and approval of this Application, a Building Permit will be issued granting permission to me, as Owner, to construct the structure(s) and facilities detailed on the submittals reviewed by the Building Division. In consideration of the issuance of the Building Permit, I agree that I and my agents will comply with provisions of any federal, state or local law regulating the work and the Garfield County Building Code, OWTS regulations and applicable land use regulations (County Regulation(s)). I acknowledge that the Building Permit may be suspended or revoked, upon notice from the County, if the location, construction or use of the structure(s) and facility(ies), described above, are not in compliance with County Regulation(s) or any other applicable law.
I hereby grant permission to the Building Division to enter the property, described above, to inspect the work. I further acknowledge that the issuance of the Building Permit does not prevent the Building Official from: (1) requiring the correction of errors in the submittals, if any, discovered after issuance; or (2) stopping construction or use of the structure(s) or facility(ies) if such is in violation of County Regulation(s) or any other applicable law. Review of this Application, including submittals, and inspections of the work by the Building Division do not constitute an acceptance of responsibility or liability by the County of errors, omissions or discrepancies. As the Owner, I acknowledge that responsibility for compliance with federal, state and local laws and County Regulations rest with me and my authorized agents, including without limitation my architect designer, engineer and/ or builder.

I hereby acknowledge that I have read and understand the Notice and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.

_____ _____

Property Owner Print and Sign **Date**

OFFICIAL USE ONLY

Special Conditions:

Permit Fee:	**Misc Fees:**	**Total Fees:**	**Fees Paid:**
Balance due:	**Grading Permit:**	**Issue Date:**	**Zoning:**

BUILDING / PLANNING DIVISION : _____ _____

Signed Approval **Date**

Garfield County Driveway Permit Requirements

Information required by Garfield County Road and Bridge for Driveway permits or exemption letters:

- **State your request (Driveway Permit vs. Exemption)**
- **Legal description; Lot & Block # preferred, metes & bounds if necessary**
- **Plat or sketch, showing driveway location and any easements (must show nearest County Road and be easily read)**
- **Owners of record (as appears on the tax roll)**
- **Owner's mailing address, phone, fax (& Cell if applicable).**
- **Sub-contractor (if applicable) with contact person, address, phone, fax and cell.**
- **Be prepared to show your property pins/comers.**

Quick reference guideline for new or changed use of driveway(s):

- **Only one access per parcel (unless demonstrated need)**
- **90 degree intersection with County Road for first 30 feet**
- **3% maximum grade for first 30 feet**
- **4" thick hot asphalt/concrete apron if County Road is paved.**
- **300 feet visibility in both directions**
- **Corrugated steel culvert if a road ditch is crossed (15" min., no plastic or aluminum)**
- **Driveway runoff must not reach County Road.**
- **Obtain permit before commencing work, pay fee & sign. Keep signed permit on site.**
- **Complete the driveway within 30 days of pulling permit. *DO NOT DELAY!***

Contact:

Road & Bridge Main office: 0298 CR 333A (Hunter Mesa Rd), Rifle, CO 625-8601
Office Hours: Monday – Friday 6:30 a.m. – 5:00 p.m.

The Road & Bridge office will issue the permit. It can be picked up at the above address, or faxed upon receipt of payment. Payment can be made with check or Credit Card. If paying with a credit card, please provide the below information. Credit card information is shredded once the transaction is complete:

Credit Card: ☐ Visa ☐ Mastercard

Name as it appears on card:_____

Card No. ____/____/____/____ ____/____/____/____ ____/____/____/____ ____/____/____/____

Expiration date: ____/____ Vcode: (last 3 or 4 numbers on back of card) ____

X_____

Authorized Credit Card Signature **(REQUIRED)**

Please submit directly to Road and Bridge

Garfield County
Road & Bridge

DRIVEWAY PERMIT APPLICATION

PERMITTEE

Name_____
Address_____
City_____ State_____ Zip_____
Phone_____ Fax _____
Email _____

CONTRACTOR

Name/Company_____
Address_____
City_____ State _____ Zip_____
Phone_____ Fax_____
Email _____

County Road_____ Nearest Mile Post or Address _____
Distance From Nearest Mile Post or Address _____ Direction _____

Estimated Start Date _____

Width of Driveway: 30ft ☐ 40ft ☐ 100ft ☐ Other:_____
Culvert Required: Yes ☐ No ☐ Culvert Diameter: 12in ☐ 15in ☐ 18in ☐ Other:_____
Length of Culvert: 30ft ☐ 40ft ☐ Other:_____

Asphalt or Concrete Pad Required: Yes ☐ No ☐
Size of pad:
☐ 30ft wide X 10ft long X 4in thick
☐ 40ft wide X 10ft long X 4in thick
☐ 100ft wide X 20ft long X 4in thick
☐ Other:_____

Gravel Portion Required: Yes ☐ No ☐ Length of Gravel Portion: 40ft ☐ 50ft ☐ 100ft ☐

Trees or Brush Removed for Visibility: Yes ☐ No ☐
Distance and direction from driveway to be removed: _____

Certified Traffic Control Required: Yes ☐ No ☐
Work Zone Signage: Yes ☐ No ☐
Stop Sign Required at Entrance to County Road: Yes ☐ No ☐

The permittee shall notify authorizing supervisor with the Garfield County Road and Bridge Dept. at least 48 hours prior to commencing construction in the Garfield County right-of-way. The person signing as the permittee must be the owner or legal representative of the property served by the permitted access, and have full authority to accept the permit and all its terms and conditions.

SUPERVISOR SHALL HAVE APPLICANT INITIAL APPROPRIATE STATEMENT

_____ **This proposed driveway is located on a year-round maintained County Road.** (This does not guarantee that the county road accessing the driveway location is maintained on a regular basis, or that snow is plowed on the same day it occurs)

_____ **I understand this proposed driveway is on a "NO WINTER MAINTENANCE" section of the County Road.** (Garfield County will not maintain or plow this section of the road from approx. Nov 1 to Apr 1 or later depending upon conditions. The County does not allow private individuals to plow or maintain County Roads without a permit. I understand and agree that no winter maintenance of this road may affect my use of my property during winter months.)

_____ **I HAVE READ AND UNDERSTAND ALL GENERAL PROVISIONS AND ANY SPECIAL PROVISIONS REQUIRED.**

Permittee Signature_____ **Date**_____
Authorized by _____ **Date** _____ **District**_____

0298 CR 333A Rifle, CO 81650
Phone: 970-625-8601 Fax: 970-625-8627

Please submit directly to Road and Bridge

BOARD OF COUNTY COMMISSIONERS OF GARFIELD COUNTY
CERTIFICATION AND AFFIDAVIT
REGARDING ILLEGAL ALIENS

The Contractor, whose name and signature appears below, certifies and agrees as follows:

1. The Contractor shall comply with the provisions of C.R.S. 8-17.5-101 *et seq.* The Contractor shall not knowingly employ or contract with an illegal alien to perform work for the Board of County Commissioners of Garfield County, Colorado ("BOCC") or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien.

2. The Contractor represents, warrants, and agrees that it has verified that it does not employ any illegal aliens; that it has participated or attempted to participate in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security; and otherwise shall comply with the requirements of C.R.S. 8-17.5-102(2)(b).

3. The Contractor shall comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or C.R.S. 8-17..5-101 *et seq.*, the BOCC may terminate work for breach and the Contractor shall be liable for actual and consequential damages to the State.

4. If the Contractor is a sole proprietor, the undersigned hereby swears or affirms under penalty of perjury under the laws of the State of Colorado that (Check one):

_____ I am a United States Citizen, or

_____ I am a Permanent Resident of the United States, or

_____ I am lawfully present in the United States pursuant to Federal Law.

I understand that this sworn statement is required by law because I am a sole proprietor entering into a contract to perform work for the BOCC. I understand that State Law requires me to provide proof that I am lawfully present in the United States prior to starting work for the BOCC. I further acknowledge that I will comply with the requirements of C.R.S. 24-76.5-101 *et seq.* and will produce the required form of identification prior to starting work.

I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under C.R.S. 18-8-503.

CERTIFIED and AGREED to this _____ day of _____, 20____.

CONTRACTOR:

_____ _____

(Contractor Full Legal Name) FEIN or Social Security Number

By: _____ _____

Signature of Authorized Rep. Title

Please submit directly to Road and Bridge

COLORADO
Department of Regulatory Agencies
Division of Professions and Occupations

Division of Professions and Occupations
State Electrical Board

ELECTRICAL PERMIT APPLICATION

☐ Original permit #_____ ☐ Trim for original permit # _____
☐ Add Fee for permit #_____ Associated Solar Permit # _____

Work Performed by:

☐ Electrical Contractor (reg. #)_____
☐ Homeowner * (see clause below) ☐ Non-licensed contractor (well pump installer, fire alarm installer, etc.)

Complete this form. Incomplete applications will be returned for missing information.

Permit applicant mailing address:

Name _____
Company / contractor OR Homeowner*

_____
Address

_____
City State Zip Code

Phone # (_____)_____

Cell # (_____)_____

Fax # (_____)_____
Must have a separate (dedicated) phone line for fax

Email: _____

Job Site / Property address: If a designated numbered address is not available use lot, block, filing, subdivision or GPS coordinates. Attach a map.

_____
Property Owner

_____
Job Address

_____
City (that mail is postmarked from) County
Job site contact phone number (required)_____

Directions: _____

_____

Power Supplier_____

Check mark (√) ALL boxes that best describe the electrical installation. Describe work below:

☐ New ☐ Residential ☐ New Service or service remodel
☐ Remodel ☐ Commercial ☐ Temporary construction service only
☐ Addition ☐ Solar A/C only ☐ Manufactured/Modular/Mobile Home
☐ Requesting Extended Permit – Installation will take longer than 12 months, attach explanation.
☐ Other (describe installation)_____
Briefly describe work being performed: _____

*** HOMEOWNER CLAUSE:** The Colorado Revised Statutes provide a homeowner the opportunity to perform the electrical installation provided the following conditions are true:

- You are the property owner and this property is not for sale, resale, or is not rental property.
- You reside or intend to reside at this property as your sole place of residence.
- You are doing the permitted work yourself and have a reasonable enough knowledge of electrical codes for a proper installation.

By my signature below I attest the above statements are true.
I understand that my homeowners insurance may not cover damages to my home due to construction accidents.

SIGNATURE: _____ **Date** _____ **Fee enclosed $** _____
By Contractor or authorized representative; Homeowner * ***Fee calculated from page 2***

MAKE CHECKS PAYABLE TO: STATE OF COLORADO – Do not staple the check to the application.
NOTE: MAILED OR HAND-DELIVERED PERMITS MAY TAKE 5-7 WORKING DAYS TO PROCESS AFTER RECEIPT AND WILL BE MAILED, EMAILED, OR FAXED ACCORDING TO THE INFORMATION PROVIDED. PLEASE ENSURE THAT THE FEE IS CORRECT.
PERMITS EXPIRE ONE YEAR FROM THE DATE ISSUED.
NO REFUNDS WILL BE PROCESSED AFTER SIX MONTHS OF PERMIT ISSUE DATE.

The content of this application must not be changed under penalty of Colorado Law.

1560 Broadway, Suite 1350 Denver, Colorado 80202 Phone 303.894.2300
Fax 303.894.2310 www.dora.state.co.us V/TDD 711

ELECTRICAL PERMIT FEES

Fee Schedule effective: April 1, 2016

(Solar Permits are on a Separate Form)

Fees are computed according to the appropriate chart below

Fees are based on A, B, C, or D below. Do not use more than one table to determine your fee.
If a permit is not filed in advance of the commencement of an installation, the inspection fee will be double, as prescribed by CRS 12-23-117(3).

Temporary construction meters require a separate permit application from any other activity.

Trim permit. If a permit expires after the rough-in inspection has been completed, inspected, and approved by the electrical inspector, but before the final inspection is approved, a TRIM permit must be obtained. The fee is based on the valuation of the electrical remaining work to be inspected. Minimum fee is $100

A. Residential Electrical Only Installation: (new, remodel, addition) (round sq. ft. up to next 100 for calculation)

Residential Installation – Based on enclosed living area only	**FEE**
Living Area: ≤ 1000 square feet	$100
1,001 square feet but ≤ 1,500 square feet	$150
1,501 square feet but ≤ 2,000 square feet	$200
≥ 2001 square feet ($200 + ($10 x each additional 100 sq. ft.))	
Example: (2235 sq. ft.) first 2000 sq. ft. = $200 + 300 (235 rounded up to next 100) x $10 = $230	

B. Commercial and other fees: Including some residential installations that are not based on square footage (not living area, i.e. garage, shop, etc.). Fees in this section are calculated from the total cost to customer (contract price), including electrical materials, items and labor- **whether provided by the contractor or the property owner**.

Valuation of Installation – (Based on cost to customer of labor, material and items)	**Fee**
≤ $2000 = $100 (base fee)	$100
≥ $2001 add $10 **per thousand** of job valuation (always round up the next $1,000) to the Base Fee ($100) =	
EXAMPLE: The cost of the installation is $5,150 (round up to $6,000) (6 x $10 = $60)	
The base fee (shown above): $100 + (6 x $10) $60 = $160.00 total fee	

C. Mobile/Modular/Manufactured Home set (per unit)	$100
D. Temporary heat release	$ 50

RE-INSPECTION FEE ($50): A re-inspection fee may be assessed when additional inspections are required when the job is not ready for inspection (if 5 or more correction items are cited), access is not provided, violations from the last inspection are not completed, etc.

Permit fees are reviewed occasionally and may be adjusted as necessary.

PLEASE NOTE: Applicants should be prepared to do the following:

- Use the online permit system to request an inspection when the job is ready.
- Ensure that the work is completed within the time limitation of the permit.
- Install electrical according to the currently adopted edition of the Colorado Electrical Code (NEC).
- Request an electrical inspection *prior* to covering and a final inspection *prior* to occupancy.

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