

Residential Building Packet
Archuleta County Building Department
1122 HWY 84 P. O. Box 1507
Pagosa Springs, Colorado 81147
970-731-3877 Fax 970-731-3881
www.archuletacounty.org

This packet is designed to assist you through the building process of your proposed Residential Building for Archuleta County. The County has adopted the 2006 International Code; plans submitted after January 1, 2009 will need to meet the 2006 IRC plus Radon mitigation appendix F and 2006 IECC.

****As of 7/1/09 new construction requires carbon Monoxide Detectors see Note****

The provisions of the 2006 International Residential Code for One and Two Family Dwellings shall apply to the construction, alteration, movement, enlargement, repair, equipment, use and occupancy, location removal and demolition of detached one and two family dwellings and multiple single family dwellings (townhouses) not more than 3 stories in height with a separate means of egress and their accessory structures. **See note in the building specifications section about the need for a design professional.**

SCOPE: Jurisdiction of the Archuleta County Building Department includes all unincorporated areas of the County, and all subdivisions within the County. Verify that your project does not lie within the limits of the Town of Pagosa Springs.

CODES: The following Building Codes are currently in effect within the County: The 2006 Edition of the International Residential Code, for One- and Two- Family Dwellings; the 2006 International Building Code; the 2006 International Energy Conservation Code; the 2006 International Fire Code except for the appendices, 2009 International Plumbing Code; and 2008 National Electric Code; latest edition and amendments to the Electrical and Plumbing Codes as adopted by the State of Colorado.

The Land Use Regulations require a residence (house) on a property prior to any accessory building construction on vacant land. The house must be completed before a detached accessory building (garage) permit is applied for.

The following is a list of work that is **exempt** from residential permit process. A building permit shall **not** be required for the following:

1. One story detached accessory buildings used as **tool and storage sheds**, playhouses and similar uses, provided the foot print does **not** exceed **180 square feet**.
2. Fences **not** over 6 ft. high. *Fence over 6 ft needs a permit and Fence over 8 ft needs to be engineered.*
3. Retaining walls, which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does **not** exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment accessory to a one or two family dwelling.
9. Window awnings supported by an exterior wall.
10. Uncovered decks 8' X 8' or less and less than 24" off the ground.

Exemption from the permit requirements of this code **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. **A FINE WILL BE ASSESSED IF CONSTRUCTION BEGINS OR IS COMPLETED WITHOUT THE REQUIRED BUILDING PERMIT IN THE AMOUNT OF 150% OF THE ORIGINAL PERMIT FEE.**

**PERMIT IS REQUIRED FOR ALL CONSTRUCTION AND FOR ALL MANUFACTURED HOMES
SPECIAL NOTE: UNDER THE INTERNATIONAL BUILDING CODE SOME BUILDING MAY FALL UNDER THE IBC 2006 INSTEAD OF THE IRC 2006**

Window Replacement: Now require a permit per the IECC. The cost is based on the project.

Agricultural Buildings do require an agricultural exemption application. The definition of an agricultural building is a structure designed and constructed for the sole purpose of housing agricultural implements, farm products, hay, grain, poultry, livestock, or other horticulture products. This structure shall not be a place of human habitation or a place of employment where agricultural products are produced, treated, or packaged; nor shall it be a place used for storage of cars, trucks, boats, or recreational vehicles or any other non-agricultural vehicles. The structure shall not be used by the public. See the AG building information packet for further details. Cost of application is \$125.00

INSTRUCTIONS TO PROSPECTIVE BUILDERS IN ARCHULETA COUNTY

Obtaining a building permit for construction within Archuleta County can be a relatively simple procedure. You will need the following information to submit the application. Allow **fifteen** working days **minimum** under **normal** circumstances from the time you submit your application until your permit is issued, following these basic guidelines. **PLEASE NOTE** if plans do not contain the information requested plan review **will cease** and the owner or agent will be notified as to what is needed to complete the plan review.

Please note that we **WILL NOT ACCEPT FAXED or EMAILED PLANS**. In order for submittal we will require a completed **application, Improvement Location Certificate, flood plain determination, access approval & right of way permits, proof of sanitation, proof of ownership of property, airport influence area determination, (2) two sets of complete plans and a Rewriteable disk with a PDF formatted set of plans that are certified to meet all the codes adopted the Archuleta County**, and all permit fees paid. If you have any questions, please feel free to call our office.

Application: Can be obtained from our office located at 1122 HWY 84 in the Road and Bridge facility. Go to our website www.archuletacounty.org , Departments, Development Services, Building, Documents.

When filling out the application please print and complete all portions of the application. Under **building information** the following must be filled in.

- ❖ **USE:** the type of permit, Single Family Res., Modular, Mobile, Addition, Remodel etc.
- ❖ **Basement:** outside wall to outside wall square footage; if not a crawl space.
- ❖ **First / Second Floor:** outside wall to outside wall square footage.
- ❖ **Garage:** if attached to the home outside wall to outside wall square footage. (If detached the garage requires a separate permit.)
- ❖ **Other:** This includes Covered Patios, Covered Porches, and Covered Decks; anything under the roof line more than 24" out from the wall.
- ❖ **Total:** is all the above added together
- ❖ **Valuation:** This is a calculation. Is now for Table 1 of the 2006 IBC Construction Cost per sq. ft. A portion of the table is below with the most common used figures.
- ❖ **Permit Fee:** Building permit fees are calculated in accordance with the following fee table 1-A. All figures will be verified by our office before a permit is taken and fees are paid at the time of submittal.

Table 1 Square Foot Construction Cost a. b. c.(use to figure Valuation these are just a few).

Group		Type of Construction				
		IB	II B	III B	IV*	V B
A-2	Assembly, restaurants, bars, banquet halls	120.67	113.17	104.50	109.00	93.06
B	Business	123.20	113.70	101.18	109.36	87.43
R-2	Residential, multifamily	101.89	93.81	84.57	90.57	72.38
R-3	Residential, one-and two family	98.11	93.06	88.44	91.50	78.35*
S-1	Storage, moderate hazard	68.25	61.73	53.71	58.98	41.65
S-2	Storage, low hazard	67.25	60.73	82.71	57.98	40.65
U	Utility, miscellaneous	51.85	46.33	40.19	43.73	31.46

- a. Private Garage use U-Utility, Miscellaneous
- b. Unfinished basements (all group) =\$15.00 per sq. ft.
- c. NP = Not Permitted

*Sample to figure valuation: R-3 type IV cost per sq ft. \$91.50 x 1500 sq. ft. = 137,250.00 is your Valuation and the round up to the nearest thousand (138,000.00) then use table 1-A to figure permit fee. Permit fee is \$1206.55. The cost for most R-3 homes in Archuleta will be under the V B category which is figured at \$78.35 cost per sq. ft.

The determination of permit fees for projects will be based on valuation computed from the figures, established by IBC 2006 code table 1 and Table 1-A of the Building Standards Magazine. All fee schedules may be changed by resolution of the County Commissioners from time to time as may be necessary to defray the cost of administering these regulations. Checks made payable to Archuleta County. **Update of fees adopted October 17, 2008**

Building Permit Fees Building Standards Magazine Table 1-A

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

Other Inspections and Fees:

1. Inspections outside of normal business hours, minimum charge two hours.....\$50.00 per hour (1)
2. Re-inspection Fees\$50.00 per hour (1)
3. Inspections for which no fee is specifically indicated, minimum charge, one-half hour\$50.00 per hour (1)
4. Additional plan review required by changes, additions or revisions to plans.....\$50.00 per hour (1)
5. For use of outside consultants for plan review and inspections or both.....\$Actual Costs (2)
6. Agricultural Building..... \$125.00
7. Fence (over 6 feet in height) 30% of linear feet
8. Deck (uncovered) 30% of sq footage
9. Permit Extension Fee\$105.00
10. Re-Permit Fee50% of original fee
11. Occupancy without Certificate 200% of original fee
12. Building without a Permit 200% of permit fee
13. Address Sign\$5.00
14. Copies\$.25 a page
15. Modular / Mobile Permits \$79.00

Improvement Location Certificate: Are required for individual builds and additions. Site Plan (ILC), must be an appropriate scale on 8.5" x 14" or 11" X 17" size paper and must be done by a Colorado Licensed Surveyor. The ILC must show the following:

- Owner name and location address shall be printed on each survey
- The location of all existing structures and proposed construction
- Distances to property lines and existing structures
- Driveway location
- Septic and well locations and distance (if applicable)
- Easements/Setbacks in the Land Use Regulations under zoning section 3.1.4 (see below)
- Ditches/canals
- Power lines
- Elevations, 15% of Grades, and Slope direction indicators
- North arrow
- Surveyor's seal and signature

Larger parcel – ILC only needs to show up to 300' radius to building site, however, all area encumbered by improvements shall be given in sq. ft. for entire project

Area encumbered by improvements – this is a calculation, shown in acreage, of area of ground to be disturbed by construction, including but not limited to driveway, septic field, construction footprint, etc. This item has been included to assist the County in meeting State of Colorado Storm Water Discharge Permitting Requirements.

Contact the Archuleta County Planning Department for parcel zoning or see the map on the home page at www.archuletacounty.org

FLOODPLAIN DEVELOPMENT PERMIT from the Planning Department **IS REQUIRED** if you are by a water way. Download the application form from the County website, complete the first page and submit it separately with an elevation certificate. A completed Floodplain Development permit will be required and the application fee for that is \$100.00. A separate review for this permit is also required and must be completed before your building permit is submitted.

TABLE 4: ZONE DISTRICT STANDARDS in Section 3 of the land use regulations

DIMENSION	AF	AR	AE	RR	R	MH	C	I
Minimum Lot Size	160 acres	35 acres	5 acres	3 acres	8,000 ft ²	2,500ft ²	10,000 ft ²	10,000 ft ²
Minimum Lot Width	500 feet	200 feet	100 feet	80 feet	60 feet	40 feet	100 feet	100 feet
Minimum Front Setback	100 feet	75 feet	25 feet	20 feet	15 feet	10 feet	25 feet	50 feet
Minimum Side Setback	100 feet	25 feet	25 feet	20 feet	15 feet	10 feet	10 feet	25 feet
Minimum Corner Setback (street side)	150 feet	50 feet	50 feet	40 feet	25 feet	25 feet	25 feet	50 feet
Minimum Rear Setback	100 feet	25 feet	25 feet	20 feet	15 feet	10 feet	10 feet	25 feet
Maximum Height	40 feet	40 feet	35 feet	35 feet	35 feet	16 feet	40 feet	40 feet
Accessory Height	40 feet	40 feet	30 feet	30 feet	30 feet	16 feet	40 feet	40 feet
Maximum Density	n/a	2 DU/35 Ac.	2 DU/5 Ac.	2 DU/3 Ac.	5 DU/ Ac.	12 DU/Ac.	n/a	n/a
Minimum District Size	500 acres	100 acres	20 acres	12 acres	1 acre	5 acres	1 acre	1 acre

Water Body Setbacks: All roads and driveways and all structures and improvements which require a land use permit shall be located a minimum of twenty-five (25) feet from the ordinary high water line of all water bodies. Check also the Land Use Regulations for other requirements for flood hazard areas.

If you have a non conforming lot in your zoning area and can't meet the setbacks contact the Archuleta County Planning Department.

PLEASE BE ADVISED that any parcel of land or subdivision lot located along any water way **will** require review by a Colorado licenced surveyor / engineer prior to submitting for a building permit. You will be required to bring in a letter stating you are not in a flood-plain or flood-way. If you are determined to be in a flood-plain you will need an elevation certificate and engineered plans. **If you are in a flood way you will not be allowed to build. This may also slow down your review process.**

TESTS AND SURVEYS: As noted in the amendments to the codes, soils tests of property (suitable alternatives) **may be** required for grades greater than 15% percent. Topographical maps at 2' intervals showing all grade cuts **may also** be required. A certified survey or acceptable substitute (property or subdivision plat) showing property lines, easements, access and internal road systems and unusual site characteristics **may also** be required. The **decision** will be left up to the Building Department.

RESEARCHING PARCELS OF LAND: Any building permit application that is submitted for un-platted property less than 35 acres in size, will require a chain of title dating back to October 3, 1973, verifying the date the parcel of land was subdivided.

PROCEDURE FOR RESEARCHING PARCELS OF LAND

If you are planning to build on a parcel of land which is less than 35 acres and not in a platted, recorded subdivision, it is your responsibility to provide complete documentation that the property was legally divided as part of the application for building permit.

Definition of legal parcel of land:

A tract or plot of land outside of a recorded subdivision which was deeded separately and has continuously had a separate deed, with the same legal description, prior to the effective date of Senate Bill 35; also, a lot or tract delineated as part of a recorded subdivision plat.

You will need to do research in the Archuleta County Planning office, the Clerk and Recorder's office. An attorney or title company should be qualified to do this research for you. In either case, complete documentation must be provided to the Building Department so that it may be reviewed by the County Attorney prior to the issuance of building permit. In the event that there is a legal question concerning the property, you may need to retain your own legal counsel. The Building and Planning Department will not give legal advice as to whether a parcel has been legally or illegally subdivided.

Through this research, you will determine when the legal description for your property came about. The legal description should include a metes and bounds description and may include the number of acres. When reviewing the documentation, compare the legal descriptions to see if they are exactly the same. If they differ, note the date of the document. If the current legal description remains exactly the same for your parcel from prior to March 1972 to now, then your parcel is legal. If not, then the parcel was illegally subdivided unless one of the following conditions was met.

- Developed through the Subdivision Regulations.
- An exemption to the Subdivision Regulations was granted by the County Commissioners after a hearing by the Upper San Juan Regional Planning Commission.
- Through a Court Order

Researching the County Records:

1. Archuleta County Planning Department
Check to see if an exemption was granted. If not, go the Assessor's Office.
2. Archuleta County Assessor's Office
Have the legal description including quarter section, section, township and range, and current owner's name. Pull up the paper file to find the ownership and recording dates. Get the recording information (book/page) for each ownership given.
3. Archuleta County Clerk and Recorder's Office
Begin by working backwards from the most recent recording. Look up the book and page for the ownerships you obtained from the Assessors Office. Once you have gone through the recordings from the Assessor's Office, you may have to go through the Grantee and Grantor books to determine additional transfers of this property.
4. Once you have determined that you have a legal parcel of land, photo copy the deeds and legal descriptions for your records.
5. If you are not able to determine when your parcel was divided through the Clerk and Recorder's records, then it may be necessary to have the Court Records researched.
6. If you do not wish to research the records yourself, you may hire a title company to do this work for you.

Researching the Court Records:

The Court Records are not open to the public. If you think that your parcel was created due to a court order, we would suggest that you seek legal counsel to assist you.

Access approval & right of way permits: Contact the Archuleta County Road and Bridge Department for information regarding the need for a permit from the County.

Bruce Quintana **970-264-5660 ext 230**
 Archuleta County Road & Bridge
 1122 Hwy 84 PO Box 1507; Pagosa Springs CO 81147
 Office Hours: 7:00 am –8:30 am & 2:30 pm – 3:30 pm Monday thru Friday

SANITATION: Proof of sanitation will be required before issuance of a building permit. Proof consists of an application for a septic system, **signed off by San Juan Basin Health.** See the Metro District / POA List at the end of this document for contact information for the sanitation or water requirements your POA might have.

San Juan Basin Health (tri-county public health agency) www.susie@sjbhd.org
SJBH Inspector — Royce Kinnaman **970-264-2409 ext 204**
 502 S. 8th Street, PO BOX 597, Pagosa Springs 81147
 Office Hours: 8:00 am to 10:00 am, winter hours may vary

If you are a Pagosa Area Water and Sanitation District customer contact them for fees and procedures regarding new construction, additions or change of use.

PROOF OF OWNERSHIP: The only forms accepted are a copy of the recorded warranty deed, or Tax Receipt show taxes are current.

Letter of approval from the architectural control committee (PLPOA and others). Some subdivisions impose **Restrictive Covenants**, which require approval from an Architectural Control Committee on plans for construction. See the partial Metro District / POA List we have at the end of this document. Be sure to get the information you need for your project from all the right sources.

PLEASE BE ADVISED that an **Avigation Easement** shall be granted by the owner of any site within the Airport Influence Area as a condition for the issuance of a permit for any building or structure on such site. The Airport Influence Area is an area bounded by imaginary lines parallel to and one (1) mile from each side of every existing or planned runway centerline and perpendicular to and one (1) mile from every existing or planned runway end; as shown on the official map on file in the Building Department. Contact our office for the easement before submittal.

ARCHULETA COUNTY USES THE 2006 INTERNATIONAL RESIDENTIAL CODE AND THE 2006 INTERNATIONAL ENERGY

CONSERVATION CODE CRITERIA FOR RESIDENTIAL BUILDING

Two copies of the plans should be submitted with the building permit application along with the following requirement. Plus a PDF format set on a Re-writable Disk

As of Jan. 1, 2009 the Archuleta County Building Department will require building plans to meet the following:

Certification by a Colorado Licensed Architect, Engineer, Registered Design Professional or certified Energy professional that the plans meet the requirements of the following codes:

- o 2006 International Building Codes (IBC)
- o 2006 International Residential Codes (IRC)
- o 2006 International Energy Conservation Code (IECC)
- o 2006 International Fire Code (IFC)

This is to include Appendix F Radon Control Methods (Waivers are available for this requirement) of the 2006 IRC and any Mechanical code within these Codes. Additionally grade and drainage must be addressed in all plans submitted.

Allow 15 business days for review.

Buildings are not to be occupied until all inspections have been completed and Building Inspector has approved occupancy.

Building Specifications

Building Requirements: IRC and IBC 2006 Code; Roof snow load 65 / 45 in southwest corner of the county; Frost Depth 42" / 32" in southwest corner of the county; Wind speed 90 exposure C; Seismic 1. To verify if you are in an area with a reduced snow load and frost depth contact the office with your 12 digit parcel / tax schedule number from the assessor's office.

FOUNDATIONS

Foundation depth should be 42" from the bottom of the footer to the top of the finish fill. Certain sections of the southern most part of the county the foundation depth drops to 32" from the bottom of the footer to the top of the finish fill. Some subdivisions require engineered foundations.

Footings: 8" H x 16" W with 2 # 5 or 3 # 4 rebar is usually sufficient.

Stem-wall: May be 6" thick for single story structure; 8" for anything higher or log; rebar vertically and horizontally. **If the wall is over 8' high it needs to be engineered.**

Treated Wood Foundations: acceptable.

Sill Anchors: Should have 7" embedment and spaced 6 ft. on center minimum.

Decay resistant wood should be used for sill plate and all areas where wood comes in contact with concrete.

Foundation Vents: required in crawl spaces.

Please Be Advised: Metal buildings of any kind must have an engineered plans and foundation.

Radon: Required as of August 1, 2007 for more information we have typicals in the office or you can do the waiver program and have an attached map or testing.

FRAMING

Floor Joists: Require 40 lbs. per square foot live load.

Rafters/Trusses: Require a minimum of 65 lbs. per square foot live snow load.

Certain sections of the most southern part of the county require a minimum of 45 lbs. per square foot live snow load.

Attic Access: 22" x 30" minimum.

Crawl Space Opening: 18" x 24" minimum.

ENERGY: Archuleta County is in Zone 6 for the IECC the following is requirements are found in the IECC for zone 6 Tables 402.1.1, 402.1.3 Please see addition information for required documentation.

402.1.1 Insulation and Fenestration requirements by component									
Fenestration U-Factor	Skylight U-Factor	Glazed Fenestration SHGC	Ceiling R-Value	Wood Frame R-Value	Mass Wall R-Value	Floor R-Value	Basement Wall R-Value	Slab R-Value Depth	Crawl Space Wall R-Value
0.35	0.60	NR	49	19 or g	15	30 or f	10/13	10, 4 ft	10/13
402.1.3 Equivalent U- Factors									
Fenestration U-Factor	Skylight U-Factor	Ceiling U-Factor	Wood Frame U-Factor	Mass Wall U-Factor	Floor U-Factor	Basement Wall U-Factor	Crawl Space Wall U-Factor		
0.35	0.60	0.026	0.060	0.06	0.033	0.059	0.065		

f. Or insulation sufficient to fill the framing cavity, R-19 minimum

g. "13 + 5" means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing shall be supplemented with insulation sheathing of at least R-2.

Note: Ceilings with and without attic space have different requirements see sections 402.2.1 and 402.2.2

Steel Frame ceilings, walls, and floors have different requirements See table 402.2.2.4 in the IECC

MECHANICAL *This requirement is reinstated has of Jan. 1, 2009. Check with Rescheck*

Size of Appliances: Furnace, Fire place, Hot-water heaters, Boilers, Stove/oven, refrigerator, washer/dyer, and **All Gas appliances must have the BTU Rating**

Exhaust Fans

Fireplace and Room heaters: Show hearth requirements as per code

Installer Letter: The Letter must certify the duct systems meets the Code. **This letter and the Heat Loss Calculations be delivered to the building department before Rough in inspections.**

Heat Loss Calculations: Website is: www.pprbd.org click on " plan review" and then "heat loss calculations".

WINDOWS

Every **habitable room** is required to have window area equal to 8% of floor area.

Ventilation should be 4% of floor area.

Every **sleeping area** requires one (1) opening with a minimum net opening of 5.7 sq. ft., minimum height opening of 24" and minimum width opening of 20".

STAIRS-RESIDENTIAL

Must be minimum of 36" wide with a maximum rise of 7-3/4" and minimum run of 10".

Headroom clearance must be 6'8".

Guardrails must be 36" high and designed so that a 4" sphere cannot pass through the pattern.

Handrails: Minimum height 34", Maximum height 38"

VENTING

Attic spaces must be vented, usually by venting at eaves, louvered vents at gable ends and at the ridge cap.

SMOKE DETECTORS

Smoke detectors must be installed in each sleeping area and other areas as designated per the 2006 International Residential Code, Section R317.

Carbon Monoxide Detectors see note on page 11

CEILING HEIGHTS

Habitable space shall have a ceiling height of 7'.

MINIMUM DRAWINGS TO BE SUBMITTED ARE AS FOLLOWS:

(1) Site Plan (ILC), must be scale 1" = 20'. 0", Improvements Location Certificate from a Colorado Licensed Surveyor. (2) Complete set of plans to include all **elevations, drainage plan, floor plan, foundation details, structural details, radon mitigation details, mechanical details, energy code details and calculations**, and **exterior lighting** needs to meet our "Outdoor Lighting Regulations". Required drawings shall be presented on substantial paper NO SMALLER than 11" x 17" that is suitable for reproduction and in sufficient detail to clearly indicate the scope of the project and at a minimum 1/4" = 1' scale. In the lower right hand corner of each page shall appear the legal description of the property and the name and address of the person preparing the drawings and the Owners name.

PLANS: **Two (2) paper** copies of the project plan (drawings) and specifications are required. **Plus a PDF format set on Disk. One (1) set** will be retained for the files of the Building Department, **one (1) set will be returned to the applicant to be kept with the Building Permit in a weather-proof packet on the job site in a place that is easily available for the Building Inspector. This set must remain on the job site until the project is completed.**

Required drawings shall be presented on substantial paper that is suitable for reproduction and in sufficient detail to clearly indicate the scope of the project. In the lower right corner of each page shall appear the legal description of the property and the name and address of the person preparing the drawings. Contact the office about electronic format of plans.

SPECS: Two (2) sets of written specifications of the work to be performed, methods of construction to be used and materials planned for use in the project shall be provided. (Exception: If specifications in sufficient detail are written in the drawings, they need not be submitted separately. The decision will be left up to the Building Department) engineering details, stress diagrams, computations and the like to show correctness of the plans and designs therein **may** be required at the discretion of the Building Department. Special attention to snow load designs must be made. Adopted snow loads for Archuleta County range from 45 lbs. psf minimum to 65 lbs. psf minimum depending on the location. However, we recommended that you base your snow load on the elevation of your building site. Check with the Building Department for the specific location.

CHANGE ORDERS: If, during the progress of the construction of the project, changes in the construction methods, materials and/or designs are made or requested to be made, written approval of said change must be obtained from the Building Department **BEFORE IT TAKES PLACE**. Failure to comply with this regulation could result in stoppage of the work until such time as the change has been approved and inspected by this Department. **PLEASE NOTE:** the owner or builder will be required to make an appointment at 7:30AM with the building inspector and bring the original approved plans marked in blue or black ink clouded where changes have been made or plans with changes and the original set of approved plans. You may also drop off the above mentioned documentation and it will be reviewed has time is available.

PERMIT EXPIRATION:

Every permit issued by the Building Official under the provisions of this code shall expire by limitation and become null and void if there is not an Archuleta County Building inspection of record commenced within **180 days (6 months) (this does not include dirt work)** Owner and/or contractor is responsible for keeping the permit current. If the permit expires the owner and/or contractor understands that they will need to resubmit plans and /or any required documents to meet the current codes Archuleta County has adopted at the time of the new submittal.

The Building Department may extend the time for action, if the permit has not expired, for a period not exceeding 360 days and with an additional fee of **\$105.00**. A permittee may continue their project for 2 years only for the original issue date.

INSPECTION REQUESTS: (970)-731-3877

FIELD INSPECTIONS: The owner is responsible for obtaining all required inspections. The Codes require that the following minimum inspections of the work in progress be made:

Radon: Will be inspected at the foundation, framing, and final.

- (1) **Footing**, forms in place with tied steel in place prior to the pouring of concrete;
- (2) **Foundation**, if block foundation is used, block must be in place with Dur-a-wall in place and voids slushed and steel in voids. If wood foundation, all walls standing and waterproofed; if the inspection is scheduled and the project is not ready a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**
- (3) **Rough mechanical and framing**, roofs and walls; both the rough electric and plumbing **must be inspected by the state electrical and plumbing inspectors prior to** requesting the rough framing inspection from the building department; if the inspection is scheduled and the project is not ready a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**
- (4) **Insulation inspection** before covering with drywall and window stickers inspected to see if the energy code requirement is met according to the plans. If the inspection is scheduled and the project is not ready a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**
- (5) **Final inspections**, structure complete, site cleaning and grading; the final electric, plumbing, **must be inspected by the state electrical, plumbing and individual sewage the state sewage inspectors**, access approval and right of way permits **must be inspected by the County Road & Bridge Department** prior to requesting the final inspection from the building department.

INSPECTION REQUESTS REQUIRE 24 HOURS NOTICE Or More FOR FOOTING AND STEM WALL INSPECTIONS and will be done as quickly as possible. No one is allowed to pour concrete without an inspection for any reason. YOU ARE REQUIRED TO BE 90% READY FOR THE INSPECTION AT THE TIME THE INSPECTION IS REQUESTED. RADON INSPECTION AT FOUNDATION WILL DEPEND ON THE SCHEDULING OF CONCRETE.

RADON, MECHANICAL, FRAMING, INSULATION, AND FINAL INSPECTION ARE SCHEDULED as quickly as possible depending on inspector work load. No work beyond required inspection will be allowed until inspection is passed.

THE ISSUED HARD CARD IS TO BE POSTED AT THE DRIVEWAY ENTRANCE WITH THE ADDRESS SIGN AND THE SET OF APPROVED PLANS IN A WATERPROOF CONTAINER AT THE CONSTRUCTION SITE WHEN INSPECTIONS ARE REQUESTED.

Mechanical Rough Inspections.

Nail Plates

Manufacturer Specs. On Appliances

90% Furnaces

Runs & Elbows

Fireplaces

Installed, Framed, & Anchored

Clearances

Fire Stops

Dryer Exhaust:

Per Section M1502 in the 2006 Code

Exhaust Fans:

Class 0 and 1 Rated UL181 Corrugated Duct Backdraft Dampers

Check Clearance

100" Square Make-Up Air In Sealed Laundry Rooms

Exhaust fans required if no operable window

Forced Air Supply & Returns

Check Return Air For Furnaces

Sized and sealed

Check Attic Vent Shield (Insulation Off Pipe)

Vent Support

Roof Penetrated

Combustion Air

Ok to Put Into Return Air if Within 10' of Furnace

- Check Duct Joints to Show They Are Substantially Air Tight**
- Metal ducts minimum of 4" to ground**
- Vent connectors must have adequate pitch and clearances to combustibles**
 1/4" per foot slope back to appliance Section M1803.3
- Vents must be listed and suitable for type of fuel and sized properly**
 Joints must be mechanically connected

Final Mechanical Inspections.

- Manufacturers Specs.** On all Appliances
- Vented room heaters**
- Thermostats**
- Installed and operating**
- Condensate Drains**
- Water Heater**
- Temp & Pressure Overflow Drain**
- 100"square Make-Up Air in Sealed Laundry Rooms**
- Exhaust Fans:** In all bathrooms and laundry rooms without a operating window
- Return and Supply Air Registers**
- Crickets**
- Caps & Roof Jacks**

Final Mechanical Inspection cont.

- Vent Terminations**
- Vent Intakes**
- Mechanical rooms as per code for access requirements**
- Filters installed on appliances requiring them**
- Letter from installer:** certifying that all hydronic piping applications meet the code for pressure testing
- Solid fuel fireplaces:** meet required clearances to combustibles per code Hearth requirements as per chapter 10

CERTIFICATE OF OCCUPANCY/USE: A certificate of occupancy will be issued to the owner of the project only after a final inspection of the work in the company of the Contractor or Owner (or authorized agents thereof) and when the construction site has been cleaned of debris and/or waste, construction materials and equipment to the satisfaction of this Department. **Certificate of Occupancy** will be issued for R-3 (Single Family Dwellings.) No **Certificates of Occupancy** will be issued for Garages, Storage Units, Fences, etc.

OCCUPANCY OF THE STRUCTURE SHALL NOT TAKE PLACE UNTIL A CERTIFICATE OF OCCUPANCY or USE HAS BEEN ISSUED. A FINE OF 200% OF THE ORIGINAL PERMIT FEE WILL BE ASSESSED IF OCCUPANCY OCCURS BEFORE A FINAL INSPECTION FOR OCCUPANCY IS COMPLETED. The Department may, at its discretion, issue a **Temporary Certificate of Occupancy**, good only under the conditions stated thereon, and for the time period specified.

For State electric and plumbing permits you can go on line to:

Colorado Department of Regulatory Agencies/Electrical Board

www.dora.state.co.us/electrical

Colorado Department of Regulatory Agencies/Plumbing Board

www.dora.state.co.us/plumbing

or come to the Development Services Building Department for mail in forms.

The local inspectors contact information is as follows:

Electrical Inspector — Kelly Stockwell..... 970-264-6906
1419 15th Street, PO Box 982 Pagosa Springs, CO 81147
Office Hours: 7:30 am to 8:30 am Tuesday, Wednesday, and Thursday

Plumbing & Gas Inspector – Timothy McAvoy 970-264-6907
1419 15th Street, PO Box 982 Pagosa Springs, CO 81147
Office Hours: 7:30 am to 8:30 am Tuesday, Wednesday, and Thursday

The State phone number for more information is 303-894-2985

WATER WELL PERMIT information, water rights, and other water issues contact.

Colorado Division of Water Resources 970-264-4241

For Emergency you can contact 970-247-1845

468 Pagosa St., Suite B, Pagosa Springs, CO 81147

Pagosa Office Hours: 1:00 pm — 4:00 pm Monday, Wednesday & 8-12 AM Friday

Please leave message www.water.state.co.us

IF YOU ARE PLANNING TO BUILD A POND

Pursuant to Colorado Revised Statute 37-87-125 (1984)

10 days prior to the construction of a non-jurisdictional dam (1), a notice of intent to construct must be filed with the Division Engineer, Colorado Division of Water Resources. For assistance please contact: Water Commissioner Division of Water Resources (1) Vertical height is 10 feet or less at the longitudinal centerline of dam from lowest point of ground surface to crest of spillway, or 20 surface acres or less at high water line, or dam impounds 100 acre feet or less of water.

****Note****

As of 7/1/09 **All** new construction mobile homes, modular homes, remodels, sold homes and rental properties that have a change in tenant now will require a carbon monoxide detectors within 15 feet of all bedrooms or rooms used lawfully for sleeping purposes if the home has:

- 1) a fuel burning heater or appliance
- 2) a fireplace and /or
- 3) an attached garage

According to Colorado law 1091, Carbon Monoxide alarms must be installed in one of the following ways:

- Wired directly into the home’s electrical system
- Directly plugged into an electrical outlet (that is not on a switch other than a circuit breaker)
- Any battery powered alarm can be attached to the wall or ceiling of the home.

Alarms installed in this manner must comply with the National Fire Protection Association standard 720, or any successor standard for the operation and installation of carbon monoxide alarms.

Remember all of the items listed below are required to submit for a building permit

Complete Application

2 Sets of Complete Plans to include a radon mitigation plan for living space or a signed waiver *and certification from a design professional that the plans meet the 2006 Codes required by the County.* Plus a PDF format set on Re-writable Disk

Improvement Location Survey (ILC)

Floodplain determination and analysis / Surveyor letter / Elevation Certificate and Approved Floodplain Permit is needed with the ILC near rivers, creeks, and water ways.

Letter of approval from the architectural control committee

Access & Right of Way Approval from County Road & Bridge Department

Copy of San Juan Basin Health for Individual Septic System

Proof of ownership of Property (copy of Tax Receipt)

Airport Influence Area / AVIGATION Easement

Permit fees paid in full.

**FOR YOUR PROTECTION
BE SURE YOUR PROJECT IS ADEQUATELY INSURED
WITH WORKERS’ COMPENSATION AND LIABILITY
INSURANCE!**

CALL BEFORE YOU DIG! UTILITY LINE LOCATES!

1-800-922-1987

(You can also contact each utility for line locates)

LA PLATA ELECTRIC 603 South 8th Street Pagosa Springs, CO 81147	970-247-5786
SOURCE GAS (Natural Gas) 457 Lewis Street Pagosa Springs, CO 81147	1-800-922-1987
CENTURY LINK Division Office LaJunta, CO.	1-800-261-7649
PAGOSA AREA WATER & SANITATION DISTRICT (Water and Wastewater) 100 Lyn Avenue (off of Lake Forest Circle) Pagosa Springs, CO 81147	970-731-2691
PAGOSA SPRINGS SANITATION DISTRICT (Wastewater) Town Hall, Pagosa Springs	970-264-4151
PAGOSA VISION, Cable T.V. 40 County Road 600 (Piedra Rd) Suite F Pagosa Springs, CO. 81147	970-731-2211
WEST GAS High Pressure Transmission Line, no local address	1-800-922-1987

Contact Information:

Archuleta County Building Department
1122 HWY 84
P.O. Box 1507
Pagosa Springs, CO. 81147
Phone: (970) 731-3877
Fax: (970) 731-3881
Email: building@archuletacounty.org

Links:

San Juan Basin Health
www.susie@sjbhd.org

Colorado Department of Regulatory
Agencies/Electrical Board
www.dora.state.co.us/electrical

Colorado Department of Regulatory
Agencies/Plumbing Board
www.dora.state.co.us/plumbing

Colorado Division of Water Resources
www.water.state.co.us

Metro District / POA	Contact	Address	Phone
Alpha Rockridge Metro District Driveways / Roads	c/o Owen Parker, Chairman	1 Alpha Drive Pagosa Springs, CO 81147	970-731-2822
* ALPHA POA Architecture Committee	Patsy Lindblad	PO Box 3838, Pagosa Springs, CO 81147	
* Alpine Lakes ALRPOA Additions not approval needed		PO Box 3792 Pagosa Springs, CO 81147	
Aspen Springs Metro District Driveways / Roads	Pat Ullrich Carey Brown	PO Box 488 Pagosa Springs, CO	970-731-3061 970-731-5656
*Blue Lake Estates	unknown		
* Colo. Timber Ridge POA Website: CTRHOA.org. under "Rules and Governance"	Mike Mitchell	P O Box 398, Pagosa Springs, CO 81147	
* Crowley Ranch Reserve POA		PO Box 267 Chromo, CO 81128	
* Echo Canyon Ranch	Lynn Constan Ranch Manager	PO Box 2031 Pagosa Springs, CO 81147	
* Elk Park	Unknown		
* Holiday Acres POA holidayacres.org	Lawrence (Larry) Dick holidayacres@centurytel .net	PO Box 2705 Pagosa Springs, CO 81147	970-264-6919
* Hidden Valley Limited Partnership Design Review Committee	JR Ford	PO Box 4490 Pagosa Springs, CO 81147	
Loma Linda Metro District Roads, Parks, Rec.	Jerry Zepnick or Clay Vyzralek	P O Box 3932, Pagosa Springs, CO 81147	970-264-2533 97-264-6836
* Loma Linda Property Owners Association	Dick Neyen	PO Box 1139, Pagosa Springs, CO 81147	970-731-4787
* Pagosa Lakes Property Owners Association PLPOA		230 Port Ave., Pagosa Springs, CO 81147	970-731-5635
Piedra Park Metro Improvement District	Betsy Powell	PO Box 1609, Arboles, CO 81121- 1609	970-883-5400 970-833-2505
* Powder Horn HOA	Thomas Thorpe consulttom@wildblue.net	PO Box 2851 Pagosa Springs, CO 81147	970-264-6140 Fax 970-264-6144
*Reserve at Pagosa Peak	Jeff Papple 188 S 7 th Street	PO Box 4792 Pagosa Springs, CO 81147	970-264-7008 Fax 970-264-7009
Rio Blanco Valley POA		PO Box 763, Pagosa Springs, CO 81147	
San Juan River Resort (Village) Metro Water, Wastewater, Roads		PO Box 5551 Pagosa Springs, CO 81147	970-264-1719
Alpha Rockridge Metro District Driveways / Roads	c/o Owen Parker, Chairman	1 Alpha Drive Pagosa Springs, CO 81147	970-731-2822
* ALPHA POA Architecture Committee	Patsy Lindblad	PO Box 3838, Pagosa Springs, CO 81147	

* These Associations have Design or Architectural control committee that need letter for submittal *