

**Commercial Building Packet**  
**Archuleta County Building Department**  
**1122 HWY 84 P. O. Box 1507**  
**Pagosa Springs, Colorado 81147**  
**970-264-1390 Fax 970-264-3338**  
[www.archuletacounty.org](http://www.archuletacounty.org)

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This packet is designed to assist you through the building process of your proposed Commercial Building for Archuleta County. The County has adopted the 2015 International Building Codes; plans submitted after September 1, 2019 will need to meet the requirements of the 2015 IBC.

**SCOPE:** The provisions of the 2015 International Building Code shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal, and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures.

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 2015 Edition of the International Residential Code, for One- and Two- Family Dwellings; the 2015 International Building Code except for appendices; the 2015 International Energy Conservation Code; the 2009 International Fire Code except for the appendices, 2015 International Plumbing Code; and 2017 National Electric Code; Appendix Q of the 2018 International Residential Code, and latest edition and amendments to the Electrical and Plumbing Codes as adopted by the State of Colorado.

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

- One story detached accessory buildings used as **tool and storage sheds**, playhouses and similar uses, provided the floor area does **not** exceed **120 square feet detached**.
- Fences **not** over 7 ft. high. Over 8' needs engineering
- 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 or impounding Class I, II, and IIIA liquids.
  
- Water tanks supported directly upon grade if the capacity does **not** exceed 5,000 gallon's and the ratio of height to diameter or width does not exceed 2 to 1.
- Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Temporary motion picture, television, theater stage sets and scenery.
- Prefabricated swimming pools that are less than 24 inches deep and installed entirely above ground.
- Shade cloth structures constructed for nursery or agricultural purposes.
- Swings and other playground equipment accessory to a one or two family dwelling.
- Window awnings in Group R-3 and U Occupancies, supported by an exterior wall that do not project more than 54 inches from the exterior wall, and do not require additional support.
- Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height.

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 100% OF PERMIT FEE.**

## **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 with the application. Allow **fifteen** business days **minimum**, under **normal** circumstances, from the time you submit your application until your permit is issued. **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. The following items will be required for application submittal:

- Completed Building Permit Application and Permit Fee
- Planning Approval
- Proposed Improvement Location Certificate
- (3) Sets of Plans
- Access Approval & Right of Way Permits
- Sanitation (San Juan Basin Health or Pagosa Area Water & Sanitation District)
- Proof of Ownership
- Letter of Approval from Architectural Control Committee – Property Owner Associations
- Flood Plain Determination
- Airport Influence Area Determination

**Plans must be done by a Colorado Licensed Architect or Engineer and meet the requirements of the following codes:**

- **2015 International Building Code (IBC)**
- **2015 International Energy Conservation Code (IECC)**
- **2009 International Fire Code (IFC)**

**This is to include any mechanical code within these Codes. Additionally grade and drainage must be addressed in all plans submitted.**

**PLANNING DEPARTMENT APPROVAL:** All commercial permits will require a planning approval letter from the Archuleta County Planning Department. Contact the Planning Department for a pre-application meeting. 970-264-1390

**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](http://www.archuletacounty.org), Departments, Building Department, Permit Application.

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

Table 1 Per Square Foot Construction Cost for each Group that rate times total square footage under roof line\* (this is used to figure valuation)

Group	A	B	E	F	H	I	M	R-3	R-1,2,4	S	U	Uncovered Decks: \$19.67
Cost per Sq. ft.	\$129.81	\$109.81	\$119.41	\$58.39	\$81.30	\$120.15	\$78.31	\$97.94	\$116.04	\$51.44	\$39.33	Covered Decks: \$39.33

\*Sample to figure valuation: S (Storage) type cost per sq. ft. \$51.44 x 1500 sq. ft. = \$77,160.00 is your Valuation and the round up to the nearest thousand (\$78,000.00) then use table 1-A to figure permit fee. Permit fee is \$974.00.

**Building Permit Fees Table 1-A**

TOTAL VALUATION	FEE
\$1.00 to \$1,900.00	\$75.00
\$2,000.00 to \$24,000.00	\$80.00 for the first \$2,000.00 plus \$16.00 for each additional \$1,000.00, or fraction thereof, to and including \$24,000.00
\$25,000.00 to \$49,000.00	\$450.00 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$49,000.00
\$50,000.00 to \$99,000.00	\$750.00 for the first \$50,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$99,000.00
\$100,000.00 to \$499,000.00	\$1,150.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$499,000.00
\$500,000.00 to \$999,000.00	\$3,750.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$999,000.00
\$1,000,000.00 and up	\$6,500.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

The determination of permit fees for projects will be based on valuation computed from the figures averaged in each category of table 1 established by the Building Department and Table 1-A 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.

**Proposed Improvement Location Certificate (PILC): Are required for individual builds and additions.** Site Plan (PILC), 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 PILC must show the following:

- Owner name and location address shall be printed on each survey
- Legal Description
- Easements/Setbacks in the Land Use Regulations under zoning section 3.1.4 (see below)
- Site Orientation (North Arrow)
- Surveyor’s seal and signature
- The location of all existing structures and proposed construction
- Distances to property lines and existing structures
- Access Driveways and their grades, sidewalks, parking, paving, and curb cut locations.
- Septic and well locations and distance (if applicable)
- Power lines
- Wetlands, ditches, and canals OR a surveyor’s note stating “there are no wetlands, ditches, or canals on this parcel”
- Slopes ≥ 15% must be depicted with contour lines OR a surveyor’s note stating “there are no slopes greater than 15% on this parcel”
- Flood Zone Information OR a surveyor’s note stating “there are no floodplain areas on this parcel”

**Larger parcel** – PILC 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.

**Slopes, Wetlands, and Flood Zones** – All PILCs **MUST** depict these areas. If any of these categories are **NOT** present on the parcel, the surveyor must add a note to that effect as explained above. If your parcel, on the other hand, *is determined to have a flood zone, wetlands, or slopes greater than 20%*, there may be additional requirements. You may need an elevation certificate, engineered building plans, permits from outside agencies, and/or a soil test to be included as part of your building permit application, as determined by the Planning Department. Do not delay in contacting the Planning Department if your surveyor indicates the presence of these items or if you are in doubt. Please ensure your PILC meets the requirements listed above to facilitate this permitting process, as well.

**Any PILC that does not meet all the requirements listed above will be rejected and must be corrected before the application will be accepted. Contact the Archuleta County Planning Department for parcel zoning or see the map on the home page at [www.archuletacounty.org](http://www.archuletacounty.org)**

**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 <sup>2</sup>	2,500ft <sup>2</sup>	10,000 ft <sup>2</sup>	10,000 ft <sup>2</sup>
Minimum Lot Width	500 feet	200 feet	100 feet	80 feet	60 feet	40 feet	100 feet	100 feet
Minimum Front Setback	100 feet	50 feet	25 feet	20 feet	10 feet	10 feet	25 feet	25 feet
Min Garage door setback	n/a	n/a	n/a	20 feet	20 feet	20 feet	20 feet	n/a
Minimum Side Setback	100 feet	25 feet	25 feet	20 feet	10 feet	10 feet	10 feet	25 feet
Minimum Corner Setback (street side)	150 feet	50 feet	25 feet	20 feet	10 feet	10 feet	25 feet	25 feet
Minimum Rear Setback	100 feet	25 feet	25 feet	20 feet	10 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

**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.

**Tim Hatch** ..... **970-264-8403**

Archuleta County Road & Bridge  
1122 Hwy 84 PO Box 1507; Pagosa Springs CO 81147

**Sanitation:** If applicable, Approved sanitation will be required when applying for a Utility Building permit. Proof consists of property located in Public sewer system area, or **Approved** application for an On-site Wastewater Treatment System, **signed off by San Juan Basin Health**

**San Juan Basin Health (tri-county public health agency) [www.sjbhd.org](http://www.sjbhd.org)**

**SJBH Durango** ..... **970-335-2052**      **Pagosa Springs** .... **970-264-2409 Ext 206**

**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. 970-731-2691**

**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.**  
**ARCHULETA COUNTY USES THE 2015 INTERNATIONAL RESIDENTIAL CODE FOR RESIDENTIAL BUILDING**

**\*Allow 15 business days for review\***

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

## **PLAN REVIEW REQUIREMENTS**

Plans shall be drawn to scale (1/4" Scale Min.) and shall clearly indicate the **Name, Location (Address), Nature and Extent of the Work Proposed** and show that it will conform to the provisions of the adopted model codes and standards and all relevant laws, ordinances, rules and regulations.

Some projects will not require all the following information on the plans or details. Please examine the information listed below; information not applicable to a given project need not be included in the plans.

**PLANS & SPECIFICATIONS:** **Three (3) paper** copies of the project plan (drawings) and specifications are required. 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  $\frac{1}{4}" = 1'$  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 and Specifications may be required to be prepared by a qualified Architect or Engineer licensed by the State of Colorado. **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.**

**Structural Design Criteria-** The following information regarding structural design shall be included on the plans:

- Soil bearing capacity (if soils report is required). 1500 PSI
- Roof design snow load. 65 lbs. per ft./ 45 lbs. southwest corner of county
- Frost Depth 42" / 32" in southwest corner of county
- Wind design speed (115 mph) and exposure (C)
- Seismic zone - B
- Current model codes (2015 International Residential Code)

**Floor Plans-** Floor plans shall be provided for each individual floor (including basements, lofts, storage areas, mezzanines, decks, and porches, etc.). The plans shall be dimensioned so as to clearly show the following:

- Exterior and interior walls and partitions.
- Exterior and interior wall opening locations and sizes (window, doors, etc.)
- Use of each room or space (Labeled)
- Exterior decks, stairs and landings, guardrails and handrails
- Interior stairs and landings, guardrails and handrails
- Mechanical appliances and equipment (furnaces, boilers, fireplaces, water heaters, etc.)
- Plumbing fixtures. (Sink's, lavs, tubs/showers, toilets, clothes washer/dryers, etc)
- Permanent counters and cabinets.
- Square footage of each floor from exterior wall to exterior wall including stairs, mechanical rooms, storage, and unfinished areas.

**Elevations-** Exterior building elevations shall be provided for each individual elevation and shall the following:

- Windows and doors, exterior finishes (siding, trim, stucco, stone or masonry, etc.)
- Roof pitches, porches, decks and guardrails
- Finish grade, existing grade, and the line of the foundation below finish grade for each elevation. Grade lines shall match the contours provided from PILC.
- Chimneys and any other permanent equipment installed on the exterior of the building

**Foundation Plan and Details-** Foundation Plans and details shall include the following:

- Foundation material description and specifications.
- Location, depth and size of footings and piers
- The location and size of all foundation walls.
- The size, grade and spacing of reinforcing steel.
- Anchor bolt size and spacing.
- Framing anchors and connectors to be embedded in concrete or masonry.
- Concrete and masonry beam pocket locations and size.
- Concrete slab thickness and reinforcement.

**Structural Framing Plans and Roof Details-** The structural framing plans and roof details shall include the following information:

- Construction details and material specifications for columns, girders, beams, headers, etc.
- Location of all exterior and interior bearing and shear walls.
- Bearing and wall construction details and material specifications.
- Floor construction details and material specifications.
- Roof construction details (Trusses) and material specifications.
- Exterior deck and porch construction details and material specifications.

**Building Sections-** Architectural building sections and details shall include the following information:

- Interior wall and ceiling framing and finishes. (stud size and spacing, drywall, paneling, etc.)
- Exterior wall framing and finishes. (Stud size and spacing, sheathing, siding, veneers, etc.)
- Insulation details (Walls, ceiling/roof assembly and basement or crawlspace)
- Roofing details (underlayment and roof covering materials)
- Stairway construction details (material specifications, stair width, rise and run, handrails).
- Guardrail construction details (material specifications, guardrail height, and clearances)

**ENERGY:** Archuleta County is in Zone 6 for the IECC the following is requirements are found in the 2015 IECC for zone 6 Tables 402.1.3, 402.1.4 Please see addition information for required documentation.

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 Heated	Crawl Space Wall R-Value
.32	MIN .55	MIN .32	R-49	R-19	R-19	R-30	R-7.5	R-15	R-7.5
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		
.32	.55	R-49	R-19	R-19	R-30	R-19	R-7.5		

**SUBMITTALS FOR BUILDING PERMITS WILL NOT BE ACCEPTED WHEN THEY ARE NOT BOUND OR DO NOT CONTAIN ALL OF THE APPLICABLE INFORMATION AS REQUIRED ABOVE!!!**

**ANY ALTERNATIVE METHODS OF CONSTRUCTION OR METAL BUILDINGS MUST BE ENGINEERED AND WET STAMPED**

**AMENDED CONSTRUCTION DOCUMENTS:** 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 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 as time is available.

**PERMIT EXPIRATION:** Every permit issued by the Building Department 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 the first **180 days (6 months) (this does not include dirt work)** of the issue date. Owner and/or contractor is responsible for keeping the permit current. Once there is an inspection of record the permit is good for one (1) year from the issued date. 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 permit for an additional year, with an additional fee of **\$200.00**, if the permit has not expired, for a period not exceeding 360 days per the Building Official's discretion provided the permit has not expired.

## **INSPECTION REQUESTS: (970) 264-1390**

**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.

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 Framing & Mechanical**, 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.

MECHANICAL, FRAMING, INSULATION, AND FINAL INSPECTION ARE SCHEDULED as quickly as possible depending on inspector workload. No work beyond required inspection will be allowed until the inspection has been passed.

THE ISSUED HARD CARD IS TO BE POSTED WITH THE SET OF APPROVED PLANS IN A WATERPROOF CONTAINER AT THE CONSTRUCTION SITE WHEN INSPECTIONS ARE REQUESTED. THE ADDRESS SIGN IS TO BE POSTED AT THE DRIVEWAY ENTRANCE BACK FAR ENOUGH SO PLOWS DO NOT HIT THE POST.

**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 \$100.00 per DAY WILL BE ASSESSED IF OCCUPANCY OCCURS BEFORE A FINAL INSPECTION FOR HAS BEEN APPROVED.** The Department may, at its discretion, issue a **Temporary Certificate of Occupancy For a fee of \$ 200.00**, 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](http://www.dora.state.co.us/electrical)

**Colorado Department of Regulatory Agencies/Plumbing Board**  
[www.dora.state.co.us/plumbing](http://www.dora.state.co.us/plumbing)

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

**The local inspectors contact information is as follows:**

**Electrical Inspector — Kelly Stockwell..... 303-869-3463**

**Plumbing & Gas Inspector – Timothy McAvoy ..... 303-869-3468**