

**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**

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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 Code plans submitted after February 19, 2019 will need to meet the 2015 IBC.

These 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 appurtenances connected or attached to such buildings or structures.

**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. Contact the Town Clerk for assistance. 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 for all the right sources.**

**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; the 2006 International Energy Conservation Code; the 2009 International Fire Code except for the appendices, 2015 International Plumbing Code; and 2017 National Electric Code; latest edition and amendments to the Electrical and Plumbing Codes as adopted by the state of Colorado.

**EXCEPTION:** Detached one and two family dwellings and multiple single-family dwellings (Townhouses) not more than three stories high with separate means of egress and their accessory structures shall comply with the International Residential Code 2015.

The following is a list of work that is **exempt** from Commercial 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 120 square feet
2. Fences **not** over 6ft. high.
3. Oil derricks.
4. 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 or III-A liquids.
5. 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.
6. Sidewalks and driveways **not** more than 30 inches above grade and not over any basement or story below and which are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Window awnings supported by an exterior wall of Group R, Division 3, as applicable in Section 101.2, and Group U Occupancies.
10. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy, as applicable in Section 101.2, which are less than 24 inches deep, do not exceed 5,000 gallons and are entirely above ground.
11. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
12. Moveable cases, 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 200% OF THE ORIGINAL PERMIT FEE.**

Please note that we **WILL NOT ACCEPT FAXED PLANS**. In order for submittal we will require a **completed** application, **Planning approval**, (3) three sets of **complete plans wet stamped**, **Purposed Improvement Location Certificate**, **access approval & right of way permits**, **proof of sanitation**, **proof of ownership of property**, **flood plain determination**, **airport influence area determination**, and **all permit fees paid**. If you have any questions, please feel free to give our office a call.

**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** not including Fire Department Review 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.

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

- **2015 International Building Codes (IBC)**
- **2006 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 per-application meeting. 970-264-1390

**FIRE DEPARTMENT APPROVAL:** All commercial permits will require a plan review approval from the Pagosa Fire District which will run concurrent to our review. The third set of plans we give to Fire for review. This may require more time to review.

**Location: Pagosa Fire District ...731-4191, 191 N. Pagosa Blvd.**

**SANITATION:** Proof of sanitation will be required before issuance of a building permit. Proof consists of an application for an On-site Wastewater Treatment System **Approved 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**

**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 copy of the Tax Receipt show taxes are current for the property.

**Letter of approval from the architectural control committee:**

**See the Metro District / POA List at the end of this document for contact information for the requirements your Metro District / POA might have.**

**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: (i.e. Airport Influence Area): 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 Department of Building Safety Office.

**\*\*\*NOTICE\*\*\***

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.

**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, Development Services, Building, Documents.

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

- ❖ **USE:** the type of permit, Commercial Use of the building.
- ❖ **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 building outside wall to outside wall square footage. (If detached needs a separate permit)
- ❖ **Other:** This includes Covered area for storage or equipment or anything under the roof line more than 24” out from the wall.
- ❖ **Total:** is all the above added together. THE FEE IS BASED ON THIS SQUARE FOOTAGE
- ❖ **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 fees.
- ❖ **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, The Plan review Fee \$250.00 must be paid at the time of submittal. The Permit Fee must be paid before the permit is issued.

Table 1 Square Foot Construction Cost Group and Type of construction rate times total square footage (use to figure Valuation).

Group	A	B	E	F	H	I	M	R-3	R-1,2,4	S	U	Covered decks & carports
Cost per Sq. ft.	103.85	87.85	95.53	46.71	65.04	96.12	62.65	78.35	92.83	41.15	31.46	18.25

\*Sample to figure valuation: R-1 type cost per sq ft. \$92.83 x 25,000 sq. ft. = 2,320,750 is your Valuation and the round up to the nearest thousand (2,321,000) then use table 1-A to figure permit fee. Permit fee is \$10,430.40

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 IBC 2006 code 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. **Update of fees adopted January 6, 2015**

<u>Building Permit Fees Table 1-A</u>	
<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 to \$2000.00	\$75.00
\$2001.00 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

**Special Note: There is an additional charge for Plan review of \$250.00 for projects all commercial projects.**

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
9. Permit Extension Fee .....\$200.00
10. Demo Permit ..... \$50.00
11. Occupancy without Certificate ..... 200% of original fee
12. Building without a Permit ..... 200% of permit fee
13. Address Sign .....\$25.00
14. Copies .....\$.25 a page

**Purposed Improvement Location Certificate: Are now 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
- 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, **ALSO Site Elevation**
- North arrow
- Surveyor's seal and signature
- 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.

**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	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	25 feet	20 feet	15 feet	10 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.

**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.

**PLEASE BE ADVISED** that any parcel of land or subdivision lot located along any water way **will** require review by a Colorado licenced 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.**

**US Army Core of Engineers If there is any disruption of wetlands or water ways.**

Kara Hellige Chief, Durango Regulatory Office Sacramento District  
1970 E 3rd Ave, #109 Durango, Colorado 81301  
970-259-1604 (office) 970-317-5152 (cell)  
Customer Service Hours: 9:00am to 3:00 pm

**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** ..... **970-518-0415**

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

**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 Department of Development Services.

**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 1972 to now, then your parcel is legal. If not, then the parcel was illegally subdivided unless one of the following conditions was met.

- (a) Developed through the Subdivision Regulations.
- (b) An exemption to the Subdivision Regulations was granted by the County Commissioners after a hearing by the Upper San Juan Regional Planning Commission.
- (c) 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.

**Building Requirements:** IRC and IBC 2015 Code; Roof snow load 65 / 45 in southwest corner of the county; Frost Depth 42" / 32" in southwest corner of the county; Wind speed 115 exposure C; Seismic B. To verify if you are in an area with a reduced snow load and frost depth contact the office.

**MINIMUM DRAWINGS TO BE SUBMITTED ARE AS FOLLOWS:**

(1) Site Plan (PILC), must be scale 1" = 20'. 0", Purposed Improvements Location Certificate from a Colorado Licensed Surveyor. (2) Complete set of plans to include all elevations, 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.

**All plans must include the heat lost, energy calculation plan for living space is required, and be wet stamped. Please contact the office for updated information.**

**PLEASE BE ADVISED** that Section 1, Article 4, of Title 12, Colorado Revised Statutes 1973, 1978 Repl. Vol. as amended, requires that the design and drawing be prepared by a Colorado licensed Architect or Engineer.

**PLANS: Three (3) paper copies of the wet stamped project plan's (drawings) and specifications are required. One (1) set go to Fire Department, One (1) set will be retained for the files of the Department of Development Services, 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. The second 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.

**SPECS: Three (3) sets of written specification 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 to 65 lbs. psf and 32" to 42" frost depth depending on the location. However, it recommended that you base your snow load on the elevation of your building site. Check with the Department of Development Services for the specific location.**

**ENERGY: Archuleta County is in Zone 6 for the IECC follow the requirements for construction found in the IECC Chapter 5 Commercial Energy Efficiency**

**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 Department of Development Services **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 / builder will be required to pick up the plans for any changes that they wish to make prior to the next inspection. If the plans are returned for a second review or any additional changes or changes not submitted the plans will be placed for review in the order in which they are received with an additional plan review fee of **\$50.00 per hour (1) (minimum charge – one-half hour).**

**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.

Permits that have expired and / or a cloud of title letter has been recorded will need to submit for a new permit and meet the current codes Archuleta County has adopted at the time of the new submittal per the Building Official’s discretion.

**Easements for Irrigation Ditches**

For properties with irrigation ditch easements written permission must be obtained from the applicable ditch owner and provided to the Building Department at permit submittal. Also the ditch easement should show on the **PILC** for the project, *if staff finds an existing easement that is not shown on the PILC, the PILC may be rejected.*

**INSPECTION PROCEDURES**

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

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

**\*\*\*\*IN-FLOOR HEATING SYSTEM PRESURE TESTING REQUIRED\*\*\*\***

**FOOTING INSPECTION:** Forms in place with tied steel and properly braced. **Inspected before concrete is poured.** If inspection is scheduled and the project is not ready a re-inspection fee will be assessed at **\$50.00 per hour paid in advance before rescheduling.**

**STEM WALL INSPECTION:** 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. **Inspected before concrete is poured.** If inspection is scheduled and the project is not ready a re-inspection fee will be assessed at **\$50.00 per hour paid in advance before rescheduling.**

**MECHANICAL ROUGH INSPECTION:**

- 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**

¼" 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

**FRAMING INSPECTION:** Rough 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 inspection is scheduled and the project is not ready a re-inspection fee will be assessed at **\$50.00 per hour paid in advance before rescheduling.**

**Insulation inspection:** Insulation will need to be inspected 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.**

**MECHANICAL FINAL INSPECTION:**

**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**

**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 (section M2103.1)

**Solid fuel fireplaces** meet required clearances to combustibles per code

Hearth requirements as per chapter 10

**FINAL INSPECTIONS:** Final inspections, structure complete, site cleaning and grading; both the final electric, plumbing, individual sewage **must be inspected by the state electrical, plumbing and sewage inspectors**, access approval and right of way permits **must be inspected by the County Road & Bridge Department and final Planning Department and Fire Department approval** prior to requesting the final inspection from the Building Department. Building inspections will not take place if the inspector arrives and the required sign off's are not available. If inspection is scheduled and the project is not ready a re-inspection fee will be assessed at **\$50.00 per hour paid in advance before rescheduling.**



**FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF USE:**

1. **Commercial Buildings (Groups A-B-H of full or mixed occupancy).**  
Commercial buildings will be fully completed and a Certificate of Use issued prior to occupancy. Exceptions: Portions of buildings being sublet may remain unfinished until leased, although all adjoining walls, roofs or partitions must have full occupancy or area separations completed. At such time as a space is rented, let, sold, or leased, a permit for the finishing of that space will be required and inspections made. A Certificate of Occupancy will be issued following final inspection and approval.
2. **All buildings in Group A, E, and I, and H Occupancy.** All buildings in this category will be fully completed and Certificate of Use issued prior to occupancy. In Group A all unfinished tenant space must be separated by Physical Barriers and all required Fire Rated Walls necessary to maintain the integrity of the building must be completed.
3. **USE OF THE STRUCTURE SHALL NOT TAKE PLACE UNTIL A CERTIFICATE OF USE HAS BEEN ISSUED. A FINE OF 200% OF THE ORIGINAL PERMIT FEE WILL BE ASSESSED IF USE OCCURS BEFORE A FINAL INSPECTION FOR USE IS COMPLETED.** The Department may, at its discretion, issue Temporary Certificate of Occupancy, good only under the conditions stated thereon, and for the time period specified.

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

**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)

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

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

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

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

**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 ..... 970-731-2931**

**46 Eaton Dr, PO Box 3604 Pagosa Springs, CO 81147**

**Durango Office ..... 970-247-1845**

**Website for more information [www.water.state.co.us](http://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: Val Valentine, 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.

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

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

- Complete Application
- Approval Letters from Archuleta County Planning Department
- Approval Pagosa Fire District will run concurrent.
- 3 Sets of Complete Plans that meet the county’s adopted code requirements and wet stamped by design professional
- Purposed Improvement Location Certificate (for additions and single buildings) Floodplain determination and analysis / Surveyor letter / Elevation Certificate and Approved Floodplain Permit is needed with the PILC near rivers, creeks, and water ways. Irrigation Ditches and written permission from ditch owner must be submitted as well.
- Letter of approval form the architectural control committee (see list below)
- Access & Right of Way Approval from County Road & Bridge Department
- Copy of San Juan Basin Health for On-site Wastewater Treatment System
- Permit fees paid in full & Proof of ownership of Property

**CALL BEFORE YOU DIG! UTILITY LINE LOCATES! 811**

(You can also contact each utility for line locates)

- LA PLATA ELECTRIC** **970-247-5786**  
603 South 8th Street  
Pagosa Springs, CO 81147
- Black Hills (Natural Gas)** **1-800-563-0012**
- CENTURY LINK** **1-800-261-7649**  
Division Office  
LaJunta, CO.
- PAGOSA AREA WATER & SANITATION DISTRICT** **970-731-2691**  
(Water and Wastewater)  
100 Lyn Avenue (off of Lake Forest Circle)  
Pagosa Springs, CO 81147
- PAGOSA SPRINGS SANITATION DISTRICT** **970-264-4151**  
(Wastewater)  
Town Hall, Pagosa Springs
- USA Communications** **970-731-2211**  
56 Talisman Dr #2  
Pagosa Springs, CO. 81147
- WEST GAS** **1-800-922-1987**  
High Pressure Transmission Line, no local address

**Contact Information:**

Archuleta County Building Department  
 1122 HWY 84  
 P.O. Box 1507  
 Pagosa Springs, CO. 81147  
 Phone: (970) 264-1390  
 Fax: (970) 264-3338  
 Emails:  
 Planning – [svick@archuletacounty.org](mailto:svick@archuletacounty.org)  
 Building – [jruyle@archuletacounty.org](mailto:jruyle@archuletacounty.org)

**Links:**

- San Juan Basin Health  
[www.susie@sjbhd.org](mailto:www.susie@sjbhd.org)
- 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)
- Colorado Division of Water Resources  
[www.water.state.co.us](http://www.water.state.co.us)

<b>Metro District / POA</b>	<b>Contact</b>	<b>Address</b>	<b>Phone</b>
Alpha Rockridge Metro District Driveways / Roads	c/o Gary Lansdale, Chairman	1 Alpha Drive Pagosa Springs, CO 81147	505-486-1437
* ALPHA POA Architecture Committee	C/O Dave Minkel Aca.of.alpha@gmail.com	PO Box 2634, Pagosa Springs, CO 81147	623-882-6834
* Alpine Lakes ALRPOA Additions no approval needed		PO Box 3792 Pagosa Springs, CO 81147	
Aspen Springs Metro District Driveways / Roads	Carey Brown	PO Box 488 Pagosa Springs, CO	970-731-5656
*Blue Lake Estates	Berry Wheelless	141 W. Blue Lake Pagosa Springs. CO 81147	970-264-0644
* Colo. Timber Ridge POA	Website: CTRHOA.org. under "Rules and Governance"	P O Box 5436, Pagosa Springs, CO 81147	
*Continental Divide Ranch POA AREM Property Management INC	arem@arempm.com	1201 Main Ave. Suit 103 Durango, CO 81301	970-247-8299
* Crowley Ranch Reserve POA		PO Box 267 Chromo, CO 81128	
* Echo Canyon Ranch Board of Directors	ECRA President ecrapres@gmail.com	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.		P O Box 3932, Pagosa Springs, CO 81147	
* Loma Linda Property Owners Association	Bill Trimarco	PO Box 1139, Pagosa Springs, CO 81147	970-264-0430
*Pagosa Hills Property Owners Association	Mark Thompson, President mthompson@pagosa.k12.co.us	PO Box 1172, Pagosa Springs, Co 81147	970-264-6318
* Pagosa Lakes Property Owners Association <b>PLPOA</b>		230 Port Ave., Pagosa Springs, CO 81147	970-731-5635
*Park Meadows HOA	Andy Lawson, President	<a href="mailto:604lawson@gmail.com">604lawson@gmail.com</a>	806-559-9689
Piedra Park Metro Improvement District		PO Box 1609, Arboles, CO 81121	
* Powder Horn HOA	Mark Jungemann 317-285-8157	PO Box 2851 Pagosa Springs, CO 81147	Jack Abels 970-946-9114
*Reserve at Pagosa Peak	Jeff Papple 188 S 7 <sup>th</sup> 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 District		PO Box 5551 Pagosa Springs, CO 81147	970-264-1719
* San Juan River Resort (Village) HOA	Jeff Hester	304 Harman Ave Pagosa Springs, CO 81147	970-264-0002
* Spring Valley Ranch HOA	Marvin L. Johnson	PO Box 130 Chromo CO 81128	970-264-0486
*Teyuakan P-2 POA	Gerry Kmack	913 Roush Dr. Pagosa Springs, CO 81147	
*Teyuakan P-1 POA	Bruce Wilke	<a href="mailto:b-wilke@swbell.net">b-wilke@swbell.net</a>	970-731-6160 214-361-7789

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