BUILDING PERMIT CHECKLIST FOR THE TOWN OF GRAND LAKE

Please Note: No construction, including site preparation (grading, excavating, vegetation removal, etc.), will be allowed until a building permit or a grading permit has been issued. A Pre-Site Inspection with Town of Grand Lake staff may be required prior to issuance of the Building Permit.

Town of Grand Lake Planning Department (Grand Lake, CO 80447-0099)	**Grand County Building Department** (Hot Sulphur Springs, CO 80451)
Physical Address: 1026 Park Ave Mailing Address: P.O. Box 99 Phone: (970) 627-3435 Fax: (970) 627-9290	Physical Address: 613 1ST Mailing Address: P.O. Box 238 Phone: (970) 725-3255 Fax: (970) 725-3284

Building Permit Submittal Checklist

The following items are required for the application to be considered complete by the Town of Grand Lake. The omission of one or more of these items on the checklist may result in the application being rejected. The submitted application and plans would then be returned to owner or contractor for corrections, revisions, and resubmission.
(For Demolition Permits – see section on page 4)

1. One (1) Building Permit Application: **Must be thoroughly completed and signed.**
2. One (1) Site Plan including all applicable Site Plan Requirements.
3. Four (4) sets of Construction Documents. *(See pages 5-7 for plan requirements)*
   a. Town of Grand Lake (1 set): Review for Zoning Regulation and Design Review compliancy.
      (1) The Town of Grand Lake review process for residential structures typically takes seven (7) to ten (10) days from the submittal date of a complete application.
      (2) The Town of Grand Lake review process for commercial structures may take up to one (1) month from the submittal date of a complete application.
   b. Grand County (3 sets): Review for building code compliancy and issues with the building permit. The Grand County review process may take up to one (1) month during peak season.
4. Exterior design material samples (including, but not limited to, paint color chips).
5. If applicable, *written* property owner approval for projects submitted by tenants.
6. If applicable, Homeowner's Association (HOA) design approval indicated by a letter from the applicable member(s) of the HOA board, design committee, or architectural review committee.

Additional Building Permit Submittal requirements
For a project in a Floodplain or which borders U.S. waters

1. If the structure is in a Floodplain area, a certification from a registered professional engineer, architect, or land surveyor that **any residential structure** shall have the lowest floor (including basement), elevated to or above the base flood elevation per the requirements in Municipal Code 12-5.
2. If the structure is in a Floodplain area, a certification from a registered professional engineer, architect, or land surveyor that **any commercial, industrial or other nonresidential structure** shall either have the lowest floor (including basement) elevated to or above the base flood level or

together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy per the requirements of Municipal Code 12-5.

3. If the project involves property which borders any wetlands, streams, rivers, ponds, lakes, or other waterways, then the owner and contractor must comply with the Federal Clean Water Act. When required, a Department of the Army 404 Permit must be obtained prior to placement of any fill material into waters of the United States, such as wetlands, streams, rivers, ponds, lakes, or other waterways. Placement of such fill into the waters of the United States without a 404 Permit is a violation of the Clean Water Act, and is subject to Federal actions.

It is the responsibility of the owner or contractor to ascertain of they need a permit and the owner or contractor must obtain the necessary permit. If the project requires an Army 404 permit, a copy of that 404 Permit and the permit application must be submitted with the Building Permit application. Please see http://www.spk.usace.army.mil/organizations/cespk-co/regulatory/program.html for more information.

Special Requirements for Replacing Mobile Homes

In addition to any other requirements, the following items are required before replacing an existing mobile home.

1. The replacement mobile home **must** be the same square footage or smaller than the existing mobile home.
2. The replacement mobile home **must** fit into the building footprint as specified on current applicable plats, plans, or agreements.
3. One (1) Building Permit application. **Must be thoroughly completed and signed.**
4. One (1) Contractor form.

Demolition Permits

The following items are required for obtaining a demolition permit.

1. One (1) Building Permit application. **Must be thoroughly completed and signed**.
2. One (1) Contractor form.
3. Proof of ownership (i.e. copy of title or deed) of the property and/or structure.
4. The Demolition Permit fee of $5.00 must be paid to the Town of Grand Lake.

Permit transfer to Grand County Building Department

After the Town of Grand Lake reviews and approves the application, the Town will transfer the application directly to the Grand County Building Department. The Grand County Building Department will review the application, and after their approval, will contact the applicant to pick up the building permit. The applicant can pick up the building permit at the Grand County Building Department after paying the applicable Town and County fees and taxes.

1. **Payment of Use Tax:** Use Tax shall be calculated using the Town's Use Tax Calculation Sheet. This tax must be paid prior to the issuance of a Building Permit.

a. After the Grand County Building Department has closed out the permit, a use tax refund may be applied for from the Town of Grand Lake for construction materials purchased in any Colorado municipality which collected a municipal sales tax on those items.
b. A request for reimbursement (for no greater than the amount of the use tax paid by the Town of Grand Lake), submitted with applicable sales receipts, must be applied for within 30 days of the issuance of a certificate of occupancy or equivalent document by the Grand County Building Department. **Mailed requests must be sent certified, return receipt requested.**

2. **Payment of Affordable Housing Fee:** Affordable Housing fees shall be calculated using the Town's Affordable Housing Fee Calculation Sheet. These fees must be paid prior to the issuance of a building permit.

3. **Water Tap Fee:** For new construction, the water service availability (tap) fee must be paid to the Town of Grand Lake prior to approval of a building permit by the Town. The current fee for a three-quarter inch service line is $6,500.00. For larger service line prices, please contact Town Hall. Water is billed on a quarterly basis. Billing will occur one year from payment of the fee or when the water line is connected, whichever comes first. Additional charges will apply for the water meter at the time of installation, and the meter is available from the Town of Grand Lake.

4. **Contractors:** All contractors must have a Town of Grand Lake business license. The general contractor must have a Town license before the application will be forwarded to the County.

Required Inspections by the Town of Grand Lake

The Town of Grand Lake will perform, as needed based upon the project, a pre-site inspection, a zoning setback for the foundation, and a final inspection of the structure prior to the Grand County Building Department issuing a Certificate of Occupancy or similar document.
Inspections are normally conducted by two (2) Town of Grand Lake staff members. Staff will attempt to respond within 24 hours of the requested inspection.

Pre-Site Requirements: *A pre-site inspection will be conducted prior to the issuance of a building permit and prior to any ground disturbance.*

- The contractor or owner must be present at the site.
- The lot corners must be staked and flagged.
- The driveway must be staked.
- The proposed structure(s) must be staked.
- Stakes must be placed where the original grade measurements were determined.
- If the property is on a slope or near a body of water, including wetlands, erosion control, such as silt fencing or the equivalent, will be discussed. *Any erosion control which is required must be in place prior to beginning any ground disturbance for the project.*
- Drainage requirements will be discussed at this meeting. *Any drainage requirements must be in place prior to any ground disturbance for the project.*

Zoning Setback Requirements: *The Zoning setback inspection is conducted in order to determine distances from the property lines to the proposed structure and proper installation of erosion control and drainage requirements. The Town will provide a preliminary acceptance letter for the zoning*

setback inspection. This letter does not confirm the actual location of the foundation on the property, but merely that the location of the foundation appears to be within zoning setbacks. The Town suggests the owner or contractor have a survey done in order to ensure compliance with setback requirements.

- Call Town Hall **at least 24 HOURS** before the requested inspection (970-627-3435).
- The forms for the footers must be installed and the rebar must be placed in the forms before a zoning setback inspection will be conducted.
- The property must have the corners of the property marked and flagged and string lines delineating the property lines must strung between the markers.
- The location of the foundation walls must be marked and flagged.
- Erosion control and drainage, if required, must be installed.
- Any material placed in the public right-of-way during excavation must be removed before a zoning setback inspection will be conducted.

Final Requirements: *Prior to Final Inspection a survey done by a surveyor licensed by the State of Colorado and which complies with Colorado Revised Statute 38-51-106 is required showing the location of the foundation walls, property corners, and dimensions from the foundation and any protruding part of the structure to the property lines.* **If any part of the building footprint is within four feet (4') of any required setback an Improvement Survey Plat will be required.**

The Final Height Verification form must be completed by a surveyor licensed in the State of Colorado with the elevations listed for the highest point of the finished rough frame and the finished grade for each corner of the structure. The finished grade corner elevations must be taken at the same location as the original grade elevations. **Both the applicable survey and the Final Height Verification form must be submitted to the Town prior to requesting a Final Inspection.**

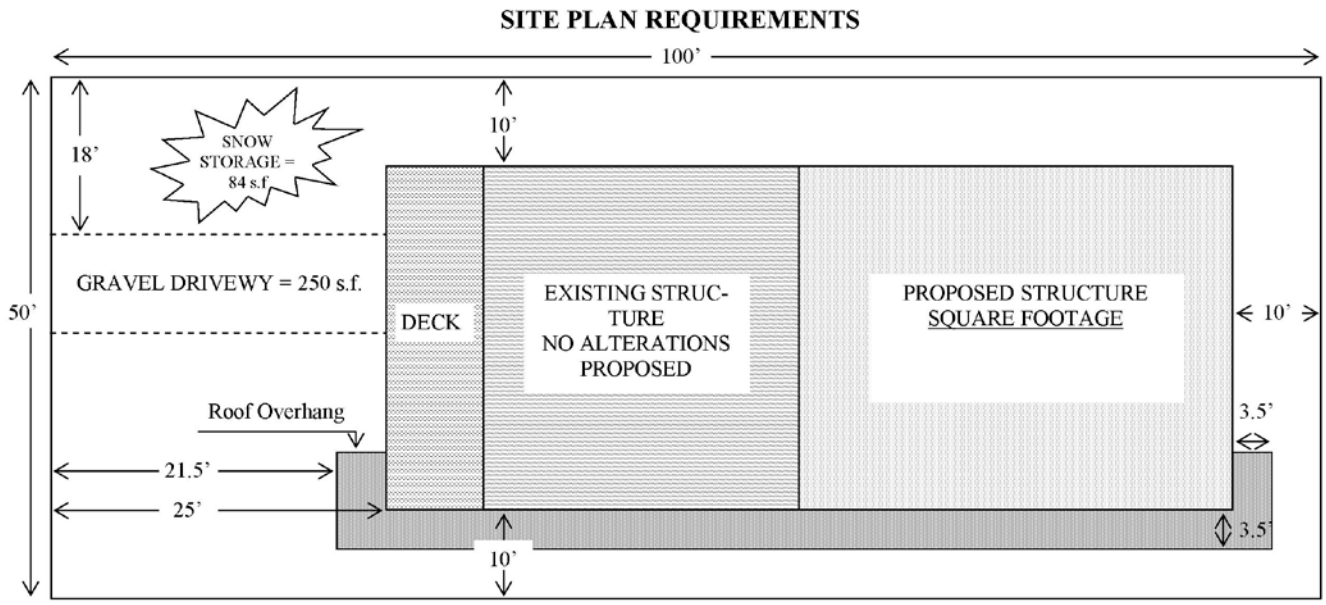
If the project is a remodel of or addition to an existing structure and has an accepted Improvement Survey Plat, that plat, at the Town's discretion, may be utilized in place of obtaining a new survey.

- Call Town Hall **at least 24 HOURS** before the requested inspection (970-627-3435).
- Landscaping material must be placed on the site. At a minimum, the lot must be reseeded. The property owner must revegetate any portion of the right-of-way that was disturbed during construction. Any material placed in the Public right-of-way must be removed.
- A Landscape plan is required for projects which need to delay installation of landscaping due to weather related issues.
- Parking must be created and surfaced with "Class C gravel" at a minimum in Single Family Residential, Open, and Resort Zones, **or** with asphalt or concrete in all other Zones.
- Snow storage must be located on the property and identified with a stake labeled "snow storage".
- Erosion Control and drainage, if required, must be installed. These items may be required, due to special circumstances, to remain in place for a set time frame after completion of the project.
- The water meter must be installed and the Town Water Department must have inspected the installation.

Site Plan Requirements

The following items are required on all site plans submitted for a building permit.

1. **Setbacks**
    - The required setback distances from the front, rear, and sides must be shown. Distances must be shown from the closest edge of the public right-of-way, or some other designated line, and the nearest possible line, including projections of a conforming structure.
        i. Roofline - Distances must be shown from the lot line to the roof overhang. The roof may encroach up to 3 ½ feet into the setback; and
        ii. Decks - Distances must be shown from the lot line to the edge of the decking or stairs, whichever is closer to the lot line
    - No structures, except boathouses and docks which comply with Municipal Code and State law, are allowed within 30' of any source of water.



2. **Driveway and Utilities**
    - Location of the driveway must be shown with distance from each property corner.
    - Location of utilities must be shown including water, sewer, gas, electric, cable and telephone.
    - The plats must contain Three Lakes Water and Sanitation District (970-627-3544) approval if the project includes new sewer connections. This will be indicated by having a Three Lakes stamp and signature on each set of plats.

3. **Parking**
    - Two 10' X 20' parking spaces are required per Single Family Residence.
    - Parking spaces must be identified on the site plan if the 2 parking spaces are not provided for in a garage or accessory structure.
    - Town staff will advise how many parking spaces are required for commercial use, mixed use, and multi-family plans.

4. **Snow Storage**
   - Snow storage must be located on the site. Snow storage is **NOT** allowed on the public right-of-ways.
   - Snow storage is required for 1/3 of the total driveway and parking area. A calculation of the total driveway and parking area must be shown on the site plan along with the calculation and location of the snow storage on site.
   - Example – If a driveway is 25' long and 15' wide there is 375 square feet of driveway. 375 square feet divided by 1/3 = 125 square feet of snow storage required.

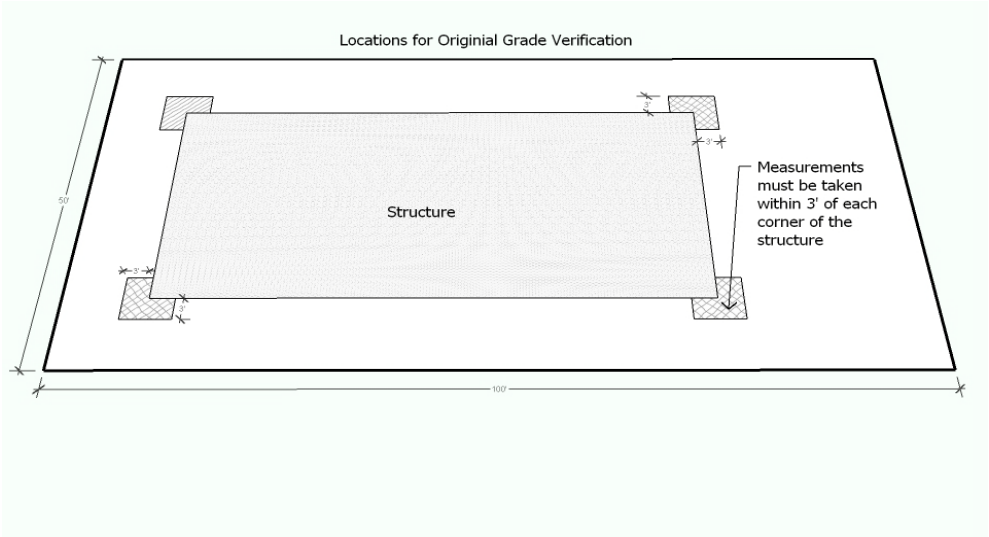
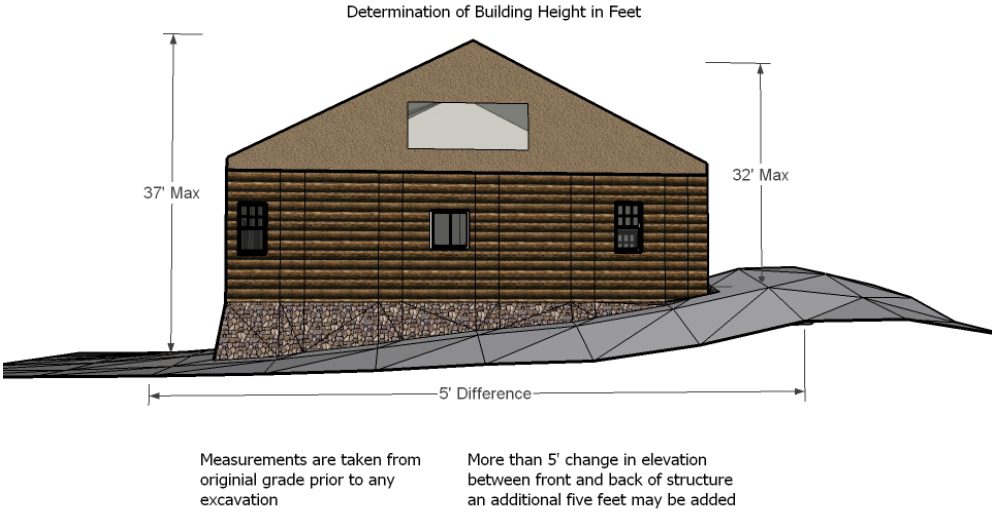
5. **Square Footage**
   - Calculate and label separately all Living Spaces, Garages, Decks, and Patios. Square footage is calculated from the outside walls, not the interior walls.

6. **Additions to existing structures**
   - When adding additions to existing structures, the plats must have the new additions labeled 'NEW' and the existing structure labeled 'EXISTING'.

7. **Color of Material**
   - Siding, roof, window trim, and exposed foundation materials and colors must be listed. Samples of the colors may need to be supplied if requested by Town Staff.

8. **Erosion and Sediment Control/Landscaping**
   - The site plan must show the 'limit of disturbance' for the project.
   - Drainage is required for every project and must be shown on the site plan. Drainage must connect to the Town's drainage system and, based upon the topography of the lot, may need to be retained on-site by the use of sediment or retention ponds to prevent excessive runoff. **Drainage requirements will be determined at the Pre-site Inspection**.
   - Landscaping material must be specifically identified on the plat if necessary for erosion control or required as a part of the project.
   - If the project has an irrigation system, it must be located on the plat.

9. **Building Height and Original Grade**
   - The proposed finished building height must be shown on the plats.
   - If the land the structure is being built upon has an elevation gain or loss of more than five feet (5') in the building footprint, an additional five feet (5') will be added to the maximum allowable height.
   - The site must be surveyed prior to any human disturbance to establish the original grade elevations. **An Original Grade Verification Form must be completed by the licensed surveyor and accompany the building permit application.**
   - Elevation measurements must be taken within three feet of each corner of the proposed structure and the locations of the measurements must be shown on the site plan.



- Final height is the elevation of the highest point of the finished rough frame.
- The final height elevation of a stepped or terraced structure is the highest elevation of the finished rough frame for all segments of the structure.
- Building Height is the difference between the final height elevation and the lowest original grade or finish grade elevation, **<u>whichever is more restrictive</u>**.