

Building Permit Directions

1. Pick up building permit packet at Town Hall (209 E. Main Street, Rangely, CO 81648) or download from website (www.rangely.com)
 - a. Take note of regulations and requirements pertaining to the project
 - b. Arrange for review by Planning & Zoning Board (if required)
2. Fill out Building Permit Application.
Be sure to separate the cost of materials from labor.
3. Attach drawings or plans for construction project.
Architect or Engineer plans may be required depending on the project.
4. Drop off application and plans at Town Hall.
5. Set up appointment for Building Inspector to look at project site.
6. Pay Permit and Use taxes at Town Hall.
Remember, no work can begin until fees are paid and permit is actually issued.
7. Fill out Utility contract for new construction.
Be aware Capital Investment, Tap, Meter and Service Installation fees may be applicable.
8. Contractors must apply for Use Tax Certificate with The Town of Rangely.
9. Keep all receipts for goods bought in Rangely to receive refund of applicable Use Taxes paid. Bring local materials receipts to Town Hall once project is completed.
10. Place permit at job site.

Remember to make an appointment with the Building Inspector for each phase of the project.

CONTACT INFORMATION:

Please contact the building inspector at (970) 675-8476 to make inspection appointments.
Please call the utility/permit clerk at (970) 675-8476 with questions regarding fees.