TOWN OF RANGELY REQUIREMENTS FOR BUILDING PERMITS

The Town of Rangely, like other Colorado towns, has adopted the Uniform Building Code to safeguard life, health, and public welfare through the regulation and control of materials, use occupancy, and location of all structures within this jurisdiction. Building permits are required for all new construction, additions, alterations of existing buildings, demolition of existing buildings, and awnings attached to commercial buildings. See **Attachment A** for a list of items exempt from requiring a permit. Construction work started without a permit is subject to a special investigation fee and possibly a municipal court fine.

WHO MAY OBTAIN A BUILDING PERMIT

1. Town of Rangely licensed contractors: Any licensed contractor may obtain a building permit provided their license, certificate, and insurance is current. A General Contractor will normally obtain a permit that will cover the mechanical and plumbing work as well, eliminating the need for these subcontractors to obtain separate permits. However, fire alarms, fire sprinklers and underground storage tanks do require separate permits.

2. Owner/Occupants: Any owner wishing to build their own house may act as their own General Contractor provided they sign an affidavit stating that they are going to reside in the house and not build another one for three years. Any owner presently residing in a house may obtain permits and perform any work he or herself on that house. An owner of rental property may obtain permits and perform the work themselves provided it does not involve any significant modifications to structural members nor involve the plumbing or mechanical systems except for fixture replacement or emergency repairs. When there is work involved in these areas, the owner must provide us with the names of licensed subcontractors doing the work. Tenants or owners of commercial buildings may also obtain building permits and perform the work themselves under the same conditions as above. In addition, a tenant must provide to this office authorization from the owner of the building to obtain such permit and perform his or her own work as is allowed.

APPLICATION PROCEDURE

1. The Application for Building Permit must be filled out for all new buildings.

2. Submit at least two (2) complete sets of construction plans. Refer to the Requirements for Construction Drawings section in this pamphlet as a guideline for required information on drawings. The contractor or building owner must provide the design; the town reviews for code compliance.

3. A plan review fee will be collected at the time of plans submittal on all work valued at over $3,000.00, unless it is such work that is exempt from this fee. The building permit and any other applicable fees will be paid at the time the permit is issued. A schedule of fees is available at this office. All licensed contractors must provide their city sales tax identification number on the building permit form.

4. The plans will be logged-in and checked for zoning and building code compliance in order of their submission. For new buildings, copies of the building permit application will be sent to the town utilities and Engineering for their review. When their reviews are returned to this office and the zoning officer, the plans

reviewer and the fire department (on all commercial work) have approved the plans, the permit can be issued. Any work, which involves food service operations, kennels and pet shops, recreational facilities (public), institutions, individual sewage disposal systems and commercial demolition projects must meet State Standards or better.

5. Depending upon the type of work and the workload at this office, this process may take from two days to three weeks. In general, minor work such as a basement finish, wood stove installation, roofing, siding, underground sprinkler systems, etc., can be reviewed and issued a permit at the time of application provided sufficient information is given. However, any commercial tenant finishes, residential patio covers and wood decks may take at least two days.

6. A residential foundation and framing permit can be issued for $150.00 as soon as all clearances are in and allows construction through the framing stage, but does not allow rough-in inspections until the full permit is pulled. This normally takes four to five working days. A revocable permit can also be issued at this time with full building fees being collected. This also allows framing to be completed and rough-in inspections to be done, but does not allow framing inspections until the full permit is pulled. There is a Professional Plan Review option offered on single-family residences and duplexes. To use this, all sheets of the plans must be stamped and signed by a licensed Colorado architect or engineer. The plan check fee will be based on $1.00 per $1,000.00 of valuation, and only a basic code compliance check will be done. There will be no structural analysis. This will normally allow a permit to be ready in about five working days. For contractors who are going to build several of the same houses, there is a stock plan option available to use. This involves having plans approved and kept on record for referral each time the house is built. Plan check fees on stock plans are also based on $1.00 per $1,000.00 of valuation and are ready in about five working days.

7. Every permit issued is valid for 180 days from the date of issuance or from the date of the last inspection. If work has not commenced within this time the permit shall become null and void unless an extension is requested. Plan review also expires 180 days after submittal if a permit is not issued. A one-time 180-day extension may be approved upon request under circumstances beyond the applicant's control.

REQUIREMENTS FOR CONSTRUCTION DRAWINGS

In order to avoid delays and plans placed on "HOLD" status for being incomplete, the following items must be included: (Please refer to Attachments B through E for example of the type of drawings described. These examples are reduced in scale for information purposes only.)

DESIGN – All plans shall show the name, address, and business phone number of the person who prepared them. One, two, three and four family dwelling units, non-residential buildings which do not exceed an occupant load of ten people, and tenant finishes involving non-structural work are not required to be professionally prepared according to state law, however, all other plans must be sealed and signed by registered Colorado architect or engineer for the purpose of obtaining a building permit.

PLOT PLAN (site plan) –

a. Draw to scale – typically 1" =20' for residential.
b. Show address, lot, block, subdivision name, and filing #.
c. Show dimensions of lot and North arrow.

d. Show dimensions of front, rear, and side yards to property line.
e. Show the location and dimensions of accessory buildings when applicable.
f. Show the location and size of steps, walks, driveways, approaches, and retaining walls when applicable.
g. Show the location and dimensions of easements.
h. Provide a separate landscape plan when required.

** NOTE – The foundation footprint of the building does not always adequately represent the required plot plan information. Any projections over the foundation walls such as bay windows, fireplaces, patio covers, and decks over 30" above grade must be shown on the plot plan for setback requirements.

FOUNDATION PLAN

a. An engineered foundation plan is required for all new construction with the exception of the following: residential additions may be waived, garages, and most storage buildings.

b. The foundation plan may also include the basement floor plan provided all necessary information is shown (See Attachment C).

c. Provide a typical section through the foundation wall at a minimum scale of 3/8" =1'.

FLOOR PLAN

a. Provide a floor plan of each floor and basement (unless shown on the foundation plan) drawn to scale (typically ¼" = 1').

b. Dimension the room sizes and label the use of each room.

c. Show drawings of any attached porches, decks, carports, and garages, also drawn to scale.

d. Show the direction, size and spacing of all floors and ceiling framing members to include joist, rafters (if trusses, see example), girders, columns, piers, and decks that are over 30""above grade.

e. Prefabricated trusses must be identified. Where three-point bearing trusses are used and/or special conditions exist, copies of the truss specifications must be provided.

f. Show an electrical layout if not shown on a separate plan, to include electrical equipment, switches, outlets, fixtures, panel location, etc.

g. Show all openings, i.e., windows and doors with the length, width, sizes, direction of swing, and the header size.

h. Show the location of any stairs, width and length.

i. Show the location of the furnace and water heater and indicate whether gas or electric.

j. Show the location and size of all permanently installed construction and equipment such as kitchen cabinets, closets, storage shelves, plumbing fixtures, etc.

EXTERIOR ELEVATIONS

a. Provide at least one main elevation drawn to scale – typically ¼" = 1'. Other elevations which contain no special details may be drawn at 1/8" = 1'.

b. Show all elevations of any interior court.

c. Show the roof slopes.

d. Show the finish floor line and finish grade lines at buildings.

e. Indicate the depth of the wall footings, foundations, or piers, if stepped or at more than one level, all dimensions from finished grade.

SECTIONS AND DETAILS

a. Provide one major section through the exterior wall showing all details of construction from footings to the highest point of the roof, including the materials used on the roof and exterior walls. The minimum scale for this section is 3/8" = 1'. Where more than one type of material is used, show each type.

b. Provide a section through any portion of the building where rooms are situated at various levels or where finished attic space is proposed. The typical scale for these sections is ¼" = 1'.

c. Provide a section through stair wells, landings and stairs, including rise and run of steps, handrail and guardrail details, headroom clearances, and surrounding framing – minimum scale of 3/8" = 1'.

d. Provide a section through fireplaces at a minimum scale of 3/8" = 1', and provide the make and model of prefabricated units. Information must also be provided on the make and model of wood stoves.

e. Provide sections and detail of any critical construction points or special structural items. Scale as necessary to provide sufficient information, minimum 3/8" = 1'.

f. Provide details of deck attachments if deck is over 30" above grade.

ELECTRICAL PLANS (Commercial Buildings - For submittal to State but must accompany plans to Town)

a. Provide an electrical layout (for residential this information may be on the floor plan as shown on Attachment B).

b. Provide a riser diagram.

c. Provide load calculations.

d. Provide a one-line diagram of equipment.

PLUMBING PLAN (Commercial Buildings)

a. Provide a plumbing layout (for residential this information may be on the floor plans as shown on Attachment B.)

b. Provide a one- line diagram.

c. Show the water meter size and location.

MECHANICAL PLAN (Commercial Buildings)

a. Provide a heating and air conditioning layout.

b. Show the sizes and location of equipment.

c. Show a gas pipe layout and size.

INSPECTIONS

In order to receive final approval for your project, Town staff must perform scheduled inspections at various phases to assure compliance with building codes. Requesting necessary inspection is the responsibility of the contractor or homeowner. Please allow 24 hours notice. Inspections can be arranged for faster response in some cases for an additional fee of $30.00. The number for inspection requests is (970) 675-8476.

When an inspector visits the job site he/she will check to see that the work being done conforms to the various codes, regulations, laws, and ordinances applicable to that job. He will also check to see that the work agrees with the approved set of plans issued with the permit. You must have on the job site at all times the approved plans stamped by our office and the building permit/inspection sheet that is issued to you with the permit. For construction in new areas it is important that you provide some means of posting the address.

The following is a list of required inspections in their normal order of completion. Although they all may not be applicable to your particular project, please use it as a general guideline.

1. **BY STATE, TEMPORARY CONSTRUCTION POWER**: Light and power will inspect temporary power sets after a meter socket can, disconnect, and ground-fault protected receptacles are placed on the building site. No building permit is necessary.

2. **FOOTING INSPECTION:** This is done after the footing has been formed and any reinforcing steel installed, but prior to placement of the concrete.

3. **FOUNDATION INSPECTION**: This is done after the foundation walls have been formed and the reinforcing steel is installed, but also prior to placement of concrete.

4. **ROUGH-IN UNDERGROUND PLUMBING:** This is done after the underground or underslab plumbing is installed, but prior to it being covered.

5. **BUILDING SEWER**: This is done when the building sewer (that portion of the drainage system from a point two feet outside the building to a public sewer) is installed, and prior to it being covered.

6. **WATER SERVICE:** This is done when the water service piping from the city stop valve to the building is in place and prior to its being covered.

7. **GAS LINE AIR TEST:** This shall be made after gas piping, fittings, unions, and valves, authorized by the permit have been installed and before any such piping has been covered or concealed or any fixture or appliance has been attached thereto.

8. **PLUMBING TOP-OUT & WATER TEST:** This shall be done after the above ground plumbing (water and drainage piping) is installed, prior to the framing inspection, and it requires either an air or a water test. Piping must not be covered until after the framing inspection, and where applicable, concurrent with the framing inspection.

9. **ELECTRICAL ENERGIZE:** Electrical energizes are usually the permanent meters after construction is complete. This is done after the electrical service equipment is installed and bonded to a grounding electrode and a ground fault protected receptacle is also installed. This inspection authorizes utilities to energize equipment when requested by the contractor for electric service to facilitate construction. All energized parts should be suitably protected against accidental contact after they are energized. This is the responsibility of the contractor since the panel covers are often left off to facilitate inspection.

10. **ROUGH HEATING:** This is done after the heating plant, vent, and ductwork has been installed. This inspection should also precede or be concurrent with the framing inspection.

11. **ELECTRICAL ROUGH- IN:** This is done after the premises wiring system has been installed and should precede or be concurrent with the framing inspection

12. **FIREPLACE:** This is also done concurrently with the frame inspection about midway in the laying-up of a masonry fireplace while the lintel across the opening is visible and the smoke chamber can be easily seen and its wall thickness noted. For a factory built fireplace, it should be inspected after the fireplace framing, the fireplace, the chimney, the chimney framing, and the fire-stopping is completed, but prior to covering the shaft or fireplace framing members.

13. **FRAME AND ROOF:** This is done after the structure walls, floors, roof, and other framing members are in place and after the exterior sheathing has been installed. Additionally, the roof must be completed to the point where the building interior can be considered to be weather protected. All of

the sub-systems such as plumbing, mechanical, and electrical must be inspected prior to the installation of wallboard, interior sheathing, and insulation.

14. **INSULATION:** After wall and ceiling insulation has been installed, exception of ceiling insulation to be flown in.

15. **FIRE PROOF SHEATHING AND/OR GYP BOARD:** After panels are in place but before taping or joint compound applied.

16. **FINAL INSPECTION:** This is done after all work shown on the approved plans has been completed.

17. **CERTIFICATE OF OCCUPANCY OR LETTER OF COMPLETION:** For new buildings a Certificate of Occupancy (CO) is required prior to occupying the building. In certain cases for projects other than homes, a Temporary Certificate can be issued pending minor remaining items awaiting completion or where only portions of the building are complete. For alterations and projects that do not add significantly to the building space, a letter of completion is issued. Engineering clearance is also required prior to issuing a CO for new construction.