



**BUILDERS INFORMATION BOOKLET  
FOR BUILDERS OF SINGLE-FAMILY HOMES IN THE TOWN OF SILVERTHORNE  
Phone Number: (970) 262-7360  
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## INTRODUCTION

This booklet has been prepared by the Town of Silverthorne Community Development Department to help guide homebuilders through the building permit and inspection process. Becoming familiar with the procedures and requirements will minimize delays in obtaining your permits, prevent unnecessary construction delays, and allow us to more efficiently serve all builders.

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### PLANNING AND ENGINEERING:

**This document only covers building department issues. It is strongly suggested that you contact the following departments prior to submitting building plans.**

**Planning Department:** for questions regarding zoning requirements (which include building heights, landscaping, lot coverage, setbacks and any other zoning requirements that may apply for your building site).

**Engineering Department:** for questions regarding retaining walls, driveways, drainage and road cuts for utilities. Call 970-262-7354 for more information.

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### PERMITS AND CODES, A BRIEF OVERVIEW

The purpose of the building construction codes is to provide minimum standards to safeguard life or limb, health, property and public welfare. This process includes reviewing plans for compliance with adopted codes, issuing permits which authorize approved work, inspecting construction for compliance with approved plans and adopted codes, and issuing Certificates of Occupancy authorizing a building's use and occupancy.

The adopted codes provide criteria for a building's design, construction, and quality of materials, location and use. The adopted codes are:

- International Building Code, 2012 Edition
- International Residential Code, 2012 Edition
- International Mechanical Code, 2012 Edition
- International Plumbing Code, 2012 Edition
- International Energy Conservation Code, 2012 Edition

These codes have been developed by national organizations and are based on standard engineering practice, laboratory tests, and professional evaluation to assure that the criteria address safe and durable construction with practical methods of compliance.

The Town of Silverthorne has amended certain sections of the adopted codes. A copy of the Town's amendments can be requested and sent to you. Or you can view them through the Silverthorne website at [www.silverthorne.org](http://www.silverthorne.org).

A building permit is required for the following:

1. New homes and commercial buildings
2. Demolition of building or structures
3. Storage sheds larger than 120 sq. ft.
4. Additions, remodels, structural alterations, decks and balconies, spas, garages, fences over eight feet tall.
5. Furnace installations or replacements
6. Electrical, plumbing or mechanical work.
7. Boring and cutting of roads
8. New or replacement water and sewer lines

### **OBTAINING A PERMIT**

Typical permits required to build a new single-family house include:

**Building Permit** which authorizes construction of the foundation system, framing and carpentry of the overall building, and exterior and interior finish work.

**Plumbing Permit** which authorizes installation of drain, waste, and vent piping, potable water piping, fuel gas piping, and plumbing appliances and fixtures

**Mechanical Permit** which authorizes installation of furnaces and ducts, boilers and circulation piping, and exhaust fans and ducts. A **separate Mechanical permit** is required for the installation of a gas fireplace. Solid fuel burning appliances are permitted if they are on the EPA approved list of wood burning stoves, as well as approved pellet stoves and masonry heaters, please obtain an approved list prior to installing stoves.

**Electrical Permit** which authorizes installation of wiring, receptacles, switches, light fixtures, electrical equipment, and fixed-in-place appliances, and connection of this system to utility service. A separate electrical construction meter permit is required if a temporary electrical service will be installed during construction. Electrical permits should be pulled at the Summit County Building Department (970) 668-3170. Address is 37 Summit County Rd 1005.

### **WHERE DO I APPLY FOR A PERMIT?**

Silverthorne Town Hall located at 601 Center Circle during the hours of 8:00 am to 4:30 pm., Monday through Friday. Phone number (970) 262-7360.

### **WHO PULLS THE PERMITS?**

If you hire a general contractor they must pull the building permit. If you are building your own house, acting as a homeowner builder, you will pull your building permit. Plumbing, mechanical, and electrical permits must also be

pulled by the contractors doing the work. If you are doing the plumbing or mechanical work on your own house, you will pull those respective permits yourself. If you are the homeowner/builder a business license is not required. If you are being paid to do work for someone else, you must be licensed with the Town.

Please understand that in building your own home, you are obligated to fulfill the same responsibilities as a professional contractor, including knowledge of and complying with all requirements of the codes.

## **BUSINESS LICENSE**

All contractors, other than homeowner/ builders, doing work in the Town of Silverthorne must be licensed with the Town. Applicants need to submit a completed application to the Town Clerk. Plumbers & Electricians must show their Colorado Masters License. The license fee is paid annually. Call (970) 262-7310 or (970) 262-7300 for price. A copy of your liability insurance must be on record in the building dept along with a copy of the plumbers Colorado Masters License.

## **APPLYING FOR A BUILDING PERMIT**

To apply for a building permit, you will need to submit a permit application form, one of complete sets of plans, the plan review fees and excise tax (if applicable). The structurals must be wet stamped by a State of Colorado licensed Architect or Engineer. **Incomplete submittals will not be accepted.** If you are applying for a permit in a subdivision that is governed by a homeowner's association or architectural review committee, approval is required **prior** to plan submittal. The time for the review process will vary with the department's work load, type of project, completeness, and quality of the plans submitted. Plan on spending about 30 minutes for your submittal.

If additional approvals are required from other agencies outside of Town Hall, you will get a building permit sign off sheet and be instructed as to which agencies you will need to contact for signoff. A list of possible outside agencies is provided below.

Lake Dillon Fire-Rescue, Fire-Safety Systems Design, 970-262-5100

Home Owners Association Approval of Architectural drawings

## **PLAN REVIEW REQUIREMENTS**

General information: non-reduceable snow load is 75lbs; wind load (3 second gust) is 90mph; footers 40" below grade.

**Soils tests** are required for ALL new construction or additions involving new foundation construction. These reports serve as a basis for evaluating foundation designs and are essential for these projects. See “special topics”.

**Square footage calculation:** The Town of Silverthorne considers square footage to be outside wall to outside wall for calculation purposes.

**BUILDING PERMIT AND PLAN SUBMITTAL CHECKLIST**  
**(Plans should be at least 1/4" = 1' for readability)**

**SITE PLAN**

- Site plans (Eagles Nest Golf Course require an engineers stamp or letter from Engineer showing that the drainage has been reviewed and approved by the Engineer).
- Title block to include: address of job; name of person who prepared plans; name of owner; square footage of each: finished, unfinished & garage.
- North arrow, property lines, utility easements, & building setback lines
- Building location & dimensions to property lines
- Location & use of other existing or proposed buildings on property
- Description of finish grading & associated site improvements
- Grading – both existing and proposed contours need to be shown on the site plan
- Drainage. Drainage must be contained/directed on the owner’s lot and must not flow onto adjoining lots.
- Show garage slab elevation and elevation of existing road edge/driveway tie in
- Show driveway plan or culvert/swale drainage flow. Driveway drainage is not permitted to enter onto roadway. Speak to the Town Engineer at (970) 262-7354.
- Water and sewer tap locations.
- USGS showing existing and final grade

**LANDSCAPING PLAN**

- Landscaping – Proposed landscaping plan. This plan will need to be followed to receive final occupancy approval from the planning dept. Any changes will need to be submitted to the Homeowners Architectural Committee and the Planning Dept.

**CONSTRUCTION MGMT PLAN**

- Construction Management plans.

**ARCHITECTURAL PLANS AND DETAILS**

- Dimensioned floor plans with room uses labeled
- Locations & dimensions of exterior decks, stairs, & canopies

- Details of stairs, handrails, & guardrails (Cross section drawing of each type of stair used showing the rise and run, headroom clearance from nose of tread and handrail and baluster detail.
- Complete door & window schedules with hardware schedule
- Location of means of egress components (windows, stairs, doors, etc.)
- Location of occupancy, separation between garage & living space
- Sections & details of wall, roof, & floor assemblies
- Location of mechanical equipment
- Location of all plumbing fixtures

### **BUILDING ELEVATIONS**

- Exterior grade levels & height of finish floor levels & roof
- All 4 exterior elevations shown
- Location & height of chimneys & rooftop mounted equipment
- USGS which should include top of roof

### **STRUCTURAL PLANS & INFORMATION**

- Stamped by Colorado State Licensed Architect or Engineer
- Dimensioned foundation and footings with details
- Location & details of retaining walls
- Dimensioned floor framing plans & details
- Dimensioned roof framing plan & details
- Details and certification for manufactured trusses & joists
- Details of bearing wall construction
- Building and wall sections showing framing details, flooring, decking, basement walls, floor and foundation. A typical wall section should note all pertinent information and extend from foundation through roof.
- Details of structural connections
- Details of provisions for lateral bracing
- Details of stairs, handrails & guardrails (cross section drawing of each type of stair used showing the rise and run, headroom clearance from nose of tread and handrail and baluster detail.
- Type, thickness, & rating of floor, roof, & structural wall sheathing
- General notes specifying all design loads (roof, floors, decks, wind, etc)
- General notes specifying materials and construction requirements

### **FIRE RESISTIVE CONSTRUCTION DETAILS**

- Details of fire-resistive wall, floor/ceiling, & roof/ceiling assemblies
- Details of fire resistive protection assemblies for structural frame members
- Specify materials & reference applicable listing designation for assemblies

### **ELECTRICAL PERMIT CHECKLIST**

All electrical permits are issued through the Summit County Building Department and applications shall include plans as required by the Summit County Building Department 970-668-3170.

## **PLAN REVIEW PROCESS**

Before a building permit can be issued, a plans examiner must evaluate structural integrity, construction details, and provisions for meeting life safety requirements. This requires that permit applications be accompanied by plans which accurately describe the project and the proposed construction. It is especially important that foundation plans, framing plans, structural details and design notes be complete and accurate so that the plans examiner can see that the design complies with all code requirements. We recognize that there are numerous methods for complying with the code and we merely evaluate each applicant's proposal.

Plan reviews are performed on a first-in, first-reviewed basis. If there are items which are incomplete or incorrect, you may be asked to revise and resubmit the plans for additional review. It may take several days before the plans examiner can evaluate the re-submittal.

## **BUILDING PERMIT ISSUANCE**

We will contact the applicant as soon as the plans have been approved. A **Warranty Deed** or **Authorization Letter from the owner** is required prior to building permit issuance. The general contractor or homeowner builder should then come to the office and pay the balance of fees due, return the completed "sign-off" sheet, sign the permit and plans and pick up the field-set of approved plans with the field permit card. The permit is thus issued.

**Once the building permit is issued, the excavating can begin. The land should not be disturbed until the building permit is issued.**

If, during the course of construction you wish to make changes to your plans, you must get those changes approved by a plans examiner prior to proceeding with the change. If you are making changes to plans stamped by an architect or engineer, you must first have her or him draw the revisions before bringing them to us for approval. If the changes are deemed extensive by the Plans Examiner, additional plan review fees may be charged at the current hourly rate.

## **PERMIT FEES**

The total fee for the building permit includes the permit fee, which pays for your inspections, plus the plan review fee, which pays for your plan review. These fees are based on an assigned building valuation, which is defined in detail below. To calculate your fees, do a "find" on "Calculating Permit Fees", located at the back of this document.

**Plan review fee** must be paid at the time the plans are submitted for review.  
**Building permit fee** must be paid at the time the permit fee the issued.

**Excise Tax** is \$2.00 per square foot which includes living space, unfinished space and garage. The fee is for new residential construction. This fee is paid at the time of submittal.

**Impact Fee** in 2005 Summit County voted to include an impact fee for all new construction based upon the square footage of the building. The fee is based upon a sliding scale. The Impact Fee is due and payable prior to the issuance of a building permit.

**Additional fees** that are due at time of permit issuance are: water and sewer tap fees; water meter; sewer connection; and construction water. (call 970-262-7360 for these fees)

**Plumbing and mechanical permit fees** are based on the assigned value of the work. Typically there is no plan review fee with plumbing or mechanical permits for a single family house, only on commercial projects. Commercial projects that require pluming and/or mechanical permits required an engineer's stamp.

**Electrical permit fees** for residential projects are based on the total building area in square feet plus the total number of dwelling units in the building. **All electrical permit fees are assessed by and paid to the Summit County Building Department.**

**Technical permits should be issued prior to that trade beginning work on the project. Work done without a permit will result in penalty fees being assessed.**

### **DETERMINING VALUATION FOR PERMIT APPLICATIONS**

**DEFINITION: Valuation** of a project shall be the estimated cost to replace the building or installation in kind, based on current replacement costs.

**NOTE:** Valuation is not the amount actually paid by the owner or applicant, but rather the monetary worth of the work, materials, labor, and contractor profit.

### **BUILDING PERMITS**

The applicant for a permit shall provide an estimated permit valuation at time of application. Building valuation shall be the total value of all construction work, (whether paid for, or not) including materials and labor, for which the permit is

issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire protection systems and any other permanent equipment.

If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. The building official shall set final building permit valuation.

Building permit valuation set by the building official for projects without accurate total valuation by the applicant will be determined using the Building Valuation Data Table published periodically in Building Standards magazine, by the International Conference of Building Officials. Additionally, a regional modifier, as specified in the *Town of Silverthorne Construction Permit Fee Schedule*, shall be used to multiply the listed cost per square foot in the Building Valuation Data Table to establish the cost per square foot for the Town of Silverthorne, Colorado.

## **PLUMBING / MECHANICAL PERMITS**

The applicant for a permit shall provide an estimated permit valuation at time of application. Electrical, gas, mechanical, plumbing, and elevator permit valuations shall include the total value, (whether paid for, or not) including materials, labor, and permanent equipment, for which the permit is being issued.

If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. The building official shall set final building permit valuation.

Mechanical / Plumbing valuation set by the building official for projects without accurate total mechanical valuation by the applicant will be determined as a percentage of total building valuation by multiplying the total building valuation by a constant of 0.10.

## **INSPECTIONS**

At various stages, your work will need to be inspected by the building department. It is your responsibility to request the appropriate inspections, to assure that the work is complete and ready for inspection, and to assure that inspectors have access to that work. When the permit is issued, the general contractor is given a "field inspection card" which must be conspicuously posted within ten feet of the front door (or future front door). As each inspection is approved, the inspector will initial its corresponding line on the permit field card. The general contractor is also given a set of approved (redlined) plans which must be on the job-site in a conspicuous location for every inspection. Inspections are performed to assure compliance with approved plans as well as specific code requirements. If these approved plans are not at the job site, the inspector will not perform the inspection.

We recognize that changes are often necessary or desired as construction of a project proceeds. If these changes are not first reviewed and approved by a plans examiner, however, the inspector will reject the work for failing to comply with approved plans.

## REQUESTING INSPECTIONS

For scheduling purposes, **24-hour advance notice** is required for inspections. Inspections may be scheduled by calling (970) 262-7359 by 4:30 p.m., the day **before** you are requesting your inspection. **It is your responsibility to make sure the appropriate permits have been obtained prior to calling in for an inspection.**

## REQUIRED INSPECTIONS

Although the necessary inspections may vary slightly for each project, the following is a list of typical inspections for a new single family home and the sequence in which they are required. If you have questions about inspections for your project, please ask when picking up your permit or contact the building inspection department offices.

- 1) **Layout and Footings:** Footing inspections will be completed only after forms and reinforcing steel are in place.  
**Note: AN "IMPROVEMENT LOCATION CERTIFICATE" (ILC) IS REQUIRED PRIOR TO A FOUNDATION INSPECTION.**
- 2) **Foundation:** For concrete foundations, required forms and steel shall be in place prior to inspection. Wood foundations shall be inspected prior to setting of joists and prior to the waterproofing
- 3) **Foundation Dampproofing:** Foundation walls enclosing a basement or living space below finished grade, or if recommended in a soils report, shall be dampproofed.
- 4) **Perimeter drain:** If recommended in a soils report, an inspection of the perimeter drain, installed as specified by the engineer, is required prior to backfill.
- 4) **Underground Plumbing:** After all under-slab or under-floor plumbing is placed. A water or air test shall be on the system at the time of inspection.
- 5) **In-floor Hydronics:** Air or water pressure test is 50 psi for 15 minutes.
- 6) **Slab Prep and Slab Insulation:** After expansion materials are in place as well as all in-slab or under-floor building service equipment conduits, piping accessories and other ancillary equipment items are in place but before any concrete is placed.
- 7) **Rough Plumbing:** After all plumbing is installed. The system shall be pressure or water tested at the time of inspection. Gas line tests need to hold 10 psi for 15 minutes.
- 8) **Rough Mechanical:** To be made after all chimneys, ductwork and vents are completed.

- 9) **Rough Fireplace:** After unit is installed and framed.
- 10) **Rough Electrical:** After all wiring is pulled and splices are made.
- 11) **Roof Underlayment:** To be made after the ice/water shield & flashing is in place.
- 12) **Rough Framing:** To be made after rough plumbing, mechanical, electrical, fireplace and fire department inspections are successfully passed.
- 13) **Insulation:** To be made only after all insulation is installed and vapor barriers are installed.
- 14) **Drywall Nailing:** Drywall that is part of a fire-resistive assembly or a shear assembly must be inspected before joints and fasteners are taped and finished.
- 15) **Final Plumbing:** To be made after all fixtures, appliances, etc., are installed.
- 16) **Final Mechanical:** To be made after all heating and venting equipment is installed.
- 17) **Final Electrical:** To be made after all electrical appliances and units are installed.
- 18) **Final Building:** To be made only after the building or structure is complete and all provisions of the building codes and the code of the town of Silverthorne and amendments are met.
- 19) **Final Engineering**
- 20) **Landscaping**
- 21) **Final Public Works**
- 22) **Final Water/Sewer**
- 23) **Final Planning**

As a reminder, a permit is not considered finalized until final building, final planning, final engineering, final public works and final water and sewer inspections have been conducted and approved in writing. Those inspections should also be called in on the inspection line (970) 262-7359.

For disapproved inspections, the inspector will complete a field inspection report and leave a copy of the report at the job site. This report will list all required corrections and indicate that re-inspection is required. All work which is disapproved must be corrected, re-inspected, and approved before covered up by subsequent construction. The procedure for requesting a re-inspection is the same as for requesting the original inspection, except that your request should specify that this will be a re-inspection.

## **RE-INSPECTION FEES**

The building inspection department is authorized to assess re-inspection fees to control the practice of requesting inspections before the work is ready for inspection or for failing to comply with code requirements relating to inspections. When a re-inspection fee has been assessed, no additional inspections will be performed at that job site until it has been paid. A re-inspection fee may be assessed for any of the following:

- When the work for which the inspection is requested is not complete when the inspector arrives.
- When corrections previously called for are not complete when the inspector arrives for re-inspection
- When approved plans or the inspection card are not readily available to the inspector
- For failure to provide access to a project on the date for which the inspection is requested.
- For deviating from the approved plans without prior review and approval.

It is the intent of the building inspection department to provide prompt service and the greatest possible cooperation with contractors within the framework of the building permit process, available manpower, and available time. Understanding of these limits and cooperation on the part of homeowners and contractors will improve this performance and allow inspectors to more efficiently serve all builders.

### **CERTIFICATE OF OCCUPANCY**

After all required final inspections are approved, the building inspection department can proceed with issuing the Certificate of Occupancy (C.O.). **The building may not be occupied or used, including storing furniture, before that certificate is issued.** Before you can get a C.O., you will need to obtain approvals and sign-offs from each of the same agencies that gave an approval to issue the building permit. (fire department; homeowners association, etc)

As your project nears completion, you will need to pick-up at our office, a signoff sheet for certificate of occupancy. The sheet must again be taken to each required agency to obtain an authorized signature indicating approval for a C.O. Separate inspections and/or additional fees may be required by each agency.

If required, you will also need to request a final inspection from the Lake Dillon Fire Authority for monitored smoke detectors or automatic sprinkler systems. You will need their approval signoff in order to obtain your Certificate of Occupancy.

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**TCO'S ARE NOT ISSUED, A BUILDING MUST PASS ALL FINALS.**  
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### **SPECIAL TOPICS**

#### **SOILS REPORT**

A soils report test, prepared by a professional geotechnical engineer, will be required for new construction and additions. We need the soils report before

reviewing the foundation plan. These reports serve as a basis for evaluating drainage requirements, as well as foundation designs, and are required due to potentially expansive, wet, or low strength soils.

### **SPECIAL INSPECTORS**

International Building Code Section can require a special inspector employed by the project owner for certain types of construction work. Some examples of types of work that may require a special inspector include:

\*Concrete; inspection of prestressed concrete and erection of precast concrete members

\*Pile foundations; inspection during installation and during load tests

\*Welding; inspection of all multi-pass fillet welds, and single-pass fillet welds >5/16"

\*High-strength bolting; inspection of slip-critical connections

\*spray-applied fireproofing; during preparation of surfaces, preparation of fireproofing material, application of fireproofing material, and inspection of completed application.

Types of work requiring these special inspection activities will be identified by the plans examiner during the plan review process. The project owner is then required to submit an application proposing a person or firm for performing these services. That application must include resumes and other information demonstrating that person's qualifications for the proposed activity. Each special inspector must be approved by the building official before the building permit is issued. All necessary paperwork and forms for special inspectors are typically included in your permit paperwork at permit issuance. Paperwork needs to be turned into Summit County Building Department for review and approval.

### **WETLAND SURVEYS**

Any building site with wetlands will need to submit a site specific survey plan taken within 24 months of their submittal.

### **LOG CONSTRUCTION**

Plans must specify the species and grade of all structural logs. A framing inspection must be required immediately after all structural logs are in place and before any stamps are removed to verify the logs are in compliance with the approved plans.

### **LETTER OF CREDIT/ESCROW**

Due to our weather conditions, landscaping and site work cannot be done from November through April. Therefore, the applicant must provide a letter of credit, or escrow check for any landscaping and/or site work that is not complete by November 1. Letters of credit will not be accepted during any other time period. Letters of credit must provide the following:

1. What the letter of credit is for (i.e., landscaping, road work, driveways, etc)

2. Written bid (cannot be from owner, even if owner is doing the work)
3. Amount of credit must be for 150% of the bid
4. Expiration date (computed by lender)
5. Authority for Town to draw on the security if needed

### **BEFORE DIGGING IN THE STREET**

Contact the Town Engineer at (970) 262-7354 for all necessary permits, bonds and specifications of the road cut. The road must be repaired to Town standards and be inspected and approved by the Town of Silverthorne's Engineer.

### **SPRINKLER SYSTEMS**

Sprinkler systems are required on all houses at Three Peaks. Please contact the Lake Dillon Fire District at (970) 262-5100 for instructions.

### **PLAN CHANGES**

Plan changes should be submitted to the Summit County Building Department prior to future inspection requests. Most plans changes can be done in a day's time, however, plan accordingly should plans need to be retained by the Summit County Building Department for any longer time. Any changes should be bubbled, and if drawn by an architect or engineer, stamped.

### **QUESTIONS?**

Direct any questions that you may have about the information in this packet to the Community Development Department at 262-7360 or stop by their offices located on the second floor of the Silverthorne Town Hall at 601 Center Circle, Silverthorne Colorado.

### **PUNCHLIST ITEMS FOR A C.O**

**This is not a comprehensive list**, but a list of items frequently requiring correction. **See Planning and Engineering for their requirements.** Most of which are addressed in your plan's general notes:

#### 1) COMPLETION OF EXTERIOR OF BUILDING:

- Environmental air duct terminations
- Siding and soffitting
- Roofing, chimney and vent terminations
- Decks, including 100% bearing and positive connection of all deck piers
- Weatherproof covering of items that fail flame spread and smoke development (foam concrete forms and kraft paper backing need to be covered on both the interior and exterior)
- Backflow protection for hose bibs
- Hot tub installation
- Permanent premise identification
- Exterior handrails and guardrails

2) COMPLETION OF ALL BUILDING ITEMS:

- Hardwired/interconnected smoke detectors
- Installation of required CO2 detectors in residential construction, repair or remodel.
- Emergency escape and rescue windows
- Completion of fire resistive assemblies, including mudding and taping of all fasteners and penetrations
- Safety glazing in required locations
- Correct stair rises and run and stair variance
- Interior handrails and guardrails
- All required signoffs, including site improvement location certificate's
- Stair and door landings

3) COMPLETION OF ALL PLUMBING ITEMS:

- Proper installation of all fixtures, including caulking and hot water on left side
- Location of floor drains, including strainers
- Backflow prevention and termination of T&PRV'S
- Access to whirlpool motor where applicable
- Installation of tempered glass shower doors

4) COMPLETION OF ALL MECHANICAL ITEMS:

- Combustion air and termination and location of ducts
- Vent terminations
- Clearances to combustibles of vents and chimneys
- Fireplaces, installation and operation
- Installation and termination of environmental air ducts

5) COMPLETION OF ALL ELECTRICAL ITEMS:

- Lighting fixtures installed
- Switches and receptacles installed
- Cover plates installed
- Panel cover installed and panel schedule completed
- All grounding complete, including ground rod completely below grade
- Junction boxes covered
- Exterior lighting
- GFI's required to work and be installed
- Clear working space provided in front of panels
- Hot tub's installed per code

**ASTHETIC ITEMS ARE TYPICALLY NOT NEEDED FOR C/O INCLUDING, BUT NOT LIMITED TO:**

- Interior doors (unless rated door between garage and residence)
- Paint
- Carpeting (unless it affects stair rise/run or landings)

- Drywall finishing
- Appliances (refrigerator, stove, washer, dryer, etc) not in the house at the time of final building.
- Window and door trim (except rated garage door)
- Cabinets (kitchen sink must be installed and operable)

## CALCULATING PERMIT FEES

### Steps to calculate building permit and plan review fee.

Building permit fees are based on the valuation of the building, including all construction costs, finishes, contractor profit, etc., it does not include the value of the land:

2. After determining the valuation, use the table below to determine the building permit fee. See example following table.

Not more than \$500.00	\$23.50
\$501.00 to \$2000.00	\$23.50 for 1 <sup>st</sup> 500.00 + \$3.50/per hundred
\$2001.00 to \$25,000.00	\$69.25 for 1 <sup>st</sup> 2,000 + \$14.00/per thousand
\$25,001.00 to \$50,000.00	\$391.75 for 1 <sup>st</sup> 25,000 + \$10.10/per thousand
\$50,001.00 to \$100,000.00	\$643.75 for 1 <sup>st</sup> 50,000 + \$7.00/per thousand
<b>\$100,001.00 to \$500,000.00</b>	<b>\$993.75 for 1<sup>st</sup> 100,000 + \$5.60/per thousand</b>
\$500,001.00 to \$1,000,000.00	\$3,233.75 for 1 <sup>st</sup> 500,000 + \$4.75/per thousand
\$1,000,001.00 and up	\$5,608.75 for 1 <sup>st</sup> 1,000,000 + \$3.65/per thousand

[**Example**] Using a total valuation of \$264,180.00 and the above table.

- Locate the correct range in the table based on the valuation.
- \$ 993.75 for 1<sup>st</sup> 100,000 + \$5.60/per thousand.
- (\$ 264,180 – \$100,000 = \$164,180. The \$164,180 balance gets rounded up to the next thousand which is \$165,000.
- Divide the 165,000 by 1000 which equals 165.
- Multiply 165 x \$5.60 = \$924.00.
- Total building permit fee is \$993.75 + \$924.00 = \$1,917.75

3. To determine plan review fee, multiply the building permit fee by 65%.

**Example: building permit fee is \$1,917.75. Plan review is \$1,917.75 x .65 = \$1,246.54**

### PLUMBING AND MECHANICAL:

Based on 10% of the valuation of job and calculated using a .75 multiplier. To receive an accurate fee for plumbing and mechanical permits please call the building department at 970-262-7360.