



PERMIT PROCESS

Why do we have building codes?

The purpose of the International Building Code is to provide minimum standards to safeguard life or limb, health, property and public welfare.

Permits are required for the following:

1. New homes and commercial buildings.
2. Demolition of building or structures.
3. Storage sheds larger than 120 sq. ft., barns, garages.
4. Additions, remodels, structural alterations, decks and balconies, spas, fences over six 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.

Contact the Building Official and/or Public Works Department for further details.

How do I get a permit?

Two complete sets (wet-stamped) of plans are required and plan review fees are due at the time of application. The architect or engineer must be licensed with the State of Colorado. **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. Soils reports are required for all new construction in the Town of Silverthorne. 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 process.

Where do I get a permit?

Silverthorne Town Hall located at 601 Center Circle during the hours of 8:00 am to 4:30 p.m., Monday through Friday. Plan review fees and excise tax are due at the time of submittal. Call the office at (970) 262-7360 if you would like a fee quote (need square footage information).

Plan Review Requirements (all pages to be at least ¼" = 1' scale for readability). Drawing and specifications that completely and accurately illustrate the project:

ARCHITECTURAL

- Title block to include: Address of job; name of person who prepared plans; name of owner; square footage of each: finished, unfinished & garage.
- Dimensioned floor plans with room uses labeled
- Location & 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
- Details on compliance with handicapped accessibility criteria
- Location of means of egress systems & components
- Location & type of occupancy and/or area separations
- Location of shaft enclosures
- Sections & details of wall, roof, and floor assemblies
- Location of mechanical equipment

STRUCTURALS (must be wet-stamped by Colorado License Architect or Engineer)

- Footing and foundation details
- Dimensioned floor framing & details
- Dimensioned roof framing & 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 and structural wall sheathing
- General notes specifying all design loads (roof, floors, decks, wind, etc)
- General notes specifying materials and construction requirements

ELEVATIONS

- Elevations(all sides) with U.S.G.S. ties
- Exterior grade levels & height of finish floor levels & roof

ELECTRICAL, MECHANICAL, PLUMBING (COMMERICAL ONLY)

- Electrical drawings showing outlet and service locations (commercial only)
- Plumbing riser diagrams, commercial (include pipe sizes, materials, back flow devices and PRV's)
- Mechanical drawings (commercial only)
- Wall and floor/ceiling, roof/ceiling sections and details along with UL, IBC, or Gypsum Association fire resistance listing numbers where applicable

SITE PLAN - A complete and accurate site plan containing the following information:

- Site plans (Eagles Nest Golf Course require an engineers stamp or letter from engineer stating they have reviewed the site drainage plan and agree with it)
- Building location & dimensions to property lines
- Description of finish grading & associated site improvements
- Drainage flow arrows are not sufficient. Drainage must be contained/directed on the owners lot and must not flow onto adjoining lots.
- Show garage slab elevation and elevation of existing road edge/driveway tie in
- Driveway connection to roadway, relationship to neighboring drives, grade.
- Topographical information
- Set backs, building envelopes, building foot print.
- Water and sewer tap locations
- All legal easements of record
- On-site driveway snow storage
- USGS showing existing and final grades

LANDSCAPING

- Proposed landscaping plan that was approved by HOA.

Inspections

For scheduling purposes, **inspections must be called in before 5 p.m. the day prior to your request.** Inspections may be scheduled by calling 262-7359, (holidays excluded).

Letters of Credit

Due to weather conditions, landscaping and site work cannot be done from November through April. Therefore, the applicant must provide a letter of credit or other form of security (escrow) for any landscaping and/or site work that is not completed 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

Certificate of Occupancy

A Certificate of Occupancy will be issued only after all issues with homeowner's association (if applicable) Public Works, Town Planners (if applicable) Fire and Building Departments have been resolved. You are required to contact the Fire District for their requirements for final inspection (this applies to commercial projects only). TCO ARE NOT ISSUED IN THE TOWN OF SILVERTHORNE, A BUILDING MUST PASS ALL FINALS.

Contractor Requirements

Contractors and sub-contractors are required to have a current Town of Silverthorne business license which may be obtained from the Town Clerk at 262-7304 on the 1st floor of the Silverthorne Town Hall located at 601 Center Circle. Plumbers are required to have a State Masters License on file

Before you dig in the street

Contact the Town Engineer at 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 Engineer.

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 the offices located on the second floor of the Silverthorne Town Hall at 601 Center Circle, Silverthorne Colorado.