

## Chapter X – Permits

### Building Permits

Building Permits are required for new commercial and residential buildings, additions, remodels, and interior improvements. Residential improvements such as decks, patios, awnings, pools and spas require permits. Permits are required for retaining walls over 4 ft. high (including foundation), fences over 6 ft. in height, and new mechanical equipment. Building permits are submitted to the Development Services Department at 100 N. Wilcox St.

### Plan Review

#### Review Timelines for Building Permits:

- New Construction/Additions 1<sup>st</sup> review comments within 4 weeks
- Tenant Improvements/Remodels/White Box under 8,000 sq. ft. 10 days total in our hands or it's free.
- Tenant Improvements/Remodels/White Box over 8,000 sq. ft. 1<sup>st</sup> review comments within 2 weeks.
- Master Plans/Custom Homes 1<sup>st</sup> review comments within 21 days.
- Basement Finishes 5 days complete.
- Decks/Patio Covers/Sunrooms/Carports/ 5 days complete.
- Residential Additions 1<sup>st</sup> review comments within 5 days.
- Detached Garages 5 days complete.
- Pools/Spas 5 days complete.

*(Note: The days noted above do not include Holidays or Weekends. Additionally, when plans are not complete they are sent back to the Applicant. In this case, the plan review clock stops and will not start up again until the corrected plans or supported documents are resubmitted.)*

#### Acceptable Forms of Plans Submittal:

The Town utilizes a paperless building permit/plan submittal in order to expedite plan submittal, review and archiving. Permit applications shall be submitted via Trak-It on the Town's web site.

- Electronic Submittals (*preferred*) via E-mail/CD/FTP Site; format recommended PDF.
- Paper submittals provide 3 complete sets, 2 with wet seals from appropriate design professionals.

*(Note: Depending on size and complexity of project, plans may or may not be required to be stamped by a design professional. This may be determined at a pre-applicant meeting or at time of permit application submittal.)*

#### Fee Calculations: (see Development Services Fee Schedule)

#### Town of Castle Rock's Adopted Building/Fire Codes:

- 2012 International Building Code
- 2012 International Residential Code
- 2012 International Plumbing Code
- 2012 International Mechanical Code

*Updated: May 21, 2015*

- 2012 International Energy Conservation Code
- 2012 International Fuel Gas Code
- 2012 International Fire Code
- 2012 International Existing Building Code
- 2012 International Swimming Pool and Spa Code
- ANSI A117.1-2003
- 1997 Uniform Code for the Abatement of Dangerous Buildings
- 2011 National Electrical Code
- ASME A17.1-2007 Elevator Code
- ASME A17.3 2005 Edition Elevator Code
- A18.1-2005 Elevator Code

Structural Design Criteria:

- Wind Load Design Speed; 105mph 3-second gust
- Seismic Design Category; B
- Snow Live Load Design; 30 lbs. per square foot.
- Rainfall; 2 inches per hour
- Frost Depth; 3 feet

Building Permit Types:

Permits are required for any construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of buildings.

- Commercial/Multi-Family-Core and Shell
- Commercial-Tenant Improvement/Remodel/White Box
- Residential-Single Family/ DESC (Erosion and Sediment Control) Permit
- Single Family Residential Additions
- Custom Home
- Basement Finish
- Swimming Pool/Spas
- Decks/Patios (covered/uncovered)/Porches/Carports
- Re-Roof
- Miscellaneous
- One Story Detached Garages

Review Process for Building Plans:

1. Permit/Plan Acceptance: All items on checklist that apply to the project must be submitted prior to formal acceptance of the plans. *(Note: All reviews through the Town are concurrent, including: Building, Fire, Utilities, Zoning, and Plum Creek Waste Water Authority. If required, separate submittals must be made to Tri-County Health Dept. and/or IREA.)*
2. Zoning Review: Plans are reviewed for single-family residential zoning compliance (including decks, patio covers and additions) to verify setbacks, height restrictions and all other zoning regulations.
3. 1<sup>st</sup> review comments are provided to applicant's design professionals, *i.e.*, architects and engineers.

4. 2<sup>nd</sup> review; design professionals responses are checked for adequacy. If responses are not adequate, comments are returned. If responses are deemed sufficient, reviews and revisions are completed and sent onto the Permit Technician for permit issuance.

#### Building Permit Issuance (pay permit, use tax and impact fees):

1. Once the review is complete, the file is returned to the counter staff for fee calculation. Fees will be calculated, usually based on a valuation from square footage. (see Development Services Fee Schedule)
2. Once the fees have been calculated, the applicant is notified of the fee amount.
3. Staff will confirm contractor registration, including current license, insurance and applicable fees.
4. Before the building permit is released all documents will be verified.
5. Once the fees have been calculated, the applicant is notified of the fee amount.

## Inspections

### Scheduling:

Inspections can be scheduled via Phone (303-660-1341), Fax (720-733-2207), walk-in (at the counter), or through E-Trakit:

- Via Phone (303-660-1341), Fax (720-733-2207) or Walk-in: until 3:30 p.m., inspections will be scheduled for the following business day; after 3:30 p.m., inspections will not be scheduled until the following business day.
- Via E-Trakit: inspections scheduled using the Town's software can be scheduled until 6:00 a.m. on the requested day of the inspection.

### Building Inspection Process:

The Town of Castle Rock employs fully certified Combination Residential Building Inspectors. All rough and final residential inspections are to be scheduled and ready for inspection when either all the rough in or final work is complete and ready for inspection, *i.e.*, framing, electrical, plumbing, and mechanical. There are several inspections that can be scheduled independently such as underground plumbing and caissons. These inspections are primarily for items that are required to be approved and covered up prior to the construction of structural members or partition walls.

*(Note: All job sites for either residential or commercial projects are expected to be maintained to provide a safe working environment for the workers and the Town's inspectors. If the site is unsafe, the inspection will be rescheduled.)*

Commercial inspections can be scheduled on an as needed basis and all disciplines do not have to be ready for inspection at one time. With the size and complexity of commercial projects partial inspections are acceptable and considered as a normal standard operating procedure.

Re-Inspection Fees; a \$65.00 dollar fee can be assessed if the following conditions apply:

- The scheduled inspection is clearly not ready.
- Upon re-inspection there has been no attempt to correct issues noted by the inspector on the previous inspection.

### Fire Department Field Inspection:

- All field inspection requests require a 24-hour notice (please call: 303-660-1066). Requests with less than 24-hour notice may not be met. However, the goal of the Life Safety Division is to meet reasonable inspection requests. *(For example, if the contractor is requesting a field inspection on Wednesday at 8:00 a.m., the contractor will need to make that request on Tuesday before 8:00 a.m.)*
- On large construction projects the inspector strives to stop by each site every other day. This allows for a meeting between the inspector and the contractor to address any needs that they may have. This will also allow for a site inspection, if needed.

### Certificate of Completion or Occupancy:

1. All final approval letters must be turned in (see Certificate of Occupancy checklist)
2. All authorities over the permit must sign off, such as: Fire, Health Dept., Utilities, Public Works, Metro Districts, etc.
3. The inspection card must be complete and approved by the inspector
4. When all above items are submitted and approved, the Certificate of Completion (CC) or Certificate of Occupancy (CO) will be issued within 24-hours.

### **Fire Permits**

Fire suppression, fire alarm, commercial hood systems, liquefied petroleum gas (LPG), underground storage tanks (UST), aboveground storage tanks (AST) and hazardous materials inventory plan review are submitted, paid for and picked up at the Fire Department Headquarters, 300 Perry Street.

### **Temporary Use Permit**

Temporary Use Permits should be submitted to the Zoning Division in the Development Services Department, located at 100 N. Wilcox St. The following uses may be operated as temporary uses for a limited time period and need not be enclosed (see definitions in Section 17.16.020):

- Farmer's Market/Seasonal Sales
- Sidewalk Sale
- Truckload Sale
- Mobile Vendor
- Public Interest or Special Event

The following buildings/storage uses are allowed with a temporary Use permit (see definitions in Section 17.16.020):

- Manufactured Building
- Model Home/Sales Office
- Portable Storage Unit
- Temporary Building/Storage Yard

### Submittal Requirements:

- Completed Temporary Use Permit Application and fee (see Development Services Fee Schedule).
- Property owner authorization
- Narrative describing request for temporary use, length or time requested, existing site conditions and other relevant information for consideration of approval.

- Site plan depicting location of existing and proposed structures, dimensioned setbacks, building heights, access and parking, lighting, signage.

Review Process:

1. Submittal of permit.
2. Review for zoning compliance.
3. Permit issued upon payment of fee.

### Sign Permit

A separate sign permit shall be required for each sign and for each sign of a group on a single supporting sign structure. Sign Permits should be submitted to the Zoning Division in the Development Services Department, located at 100 N. Wilcox St.

Submittal Requirements:

- Complete Sign Permit Application and fee (see Development Services Fee Schedule)
- A site plan showing all existing and proposed structures with sign locations, access and parking
- Elevation drawings showing the dimensions and materials of the existing and proposed signs, including the method of illumination.
- Plans indicating the scope and structural detail of proposed sign construction.
- A statement of current value of proposed sign, including costs of installation.
- Electric signs require an electrical permit application.
- A right-of-way encroachment permit application, if necessary.

Review process:

1. Submittal of Sign Permit Review for sign code regulations in Planned Development or Municipal Code.
2. Review allowable total site sign area allowed based on the greater of:
  - a. Allowance per Street Frontage, or
  - b. Allowance per Building Frontage

*(Note: Building Frontage is calculated two different ways depending on if the building has a single entry or has multiple individual tenant entries.)*

3. Zoning analysis of the existing and proposed signs at the site and a total of their area.
4. Permit is issued if there is adequate area allowance and permit fees are paid.

Inspection Process:

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- Via E-Trakit: inspections scheduled using the Town's software can be scheduled until 6:00 a.m. on the requested day of the inspection.

### Temporary Banner Permit

A temporary banner permit shall be required. Temporary banner permits should be submitted to the Zoning Division in the Development Services Department, located at 100 N. Wilcox St.

*Updated: May 21, 2015*

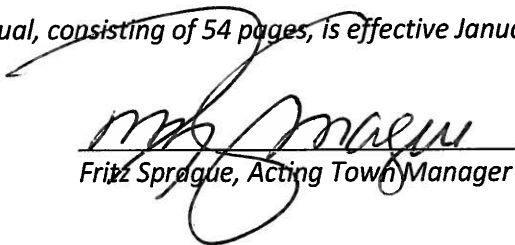
Submittal Requirements:

- Completed Temporary Banner Permit application and fee (see Development Services Fee Schedule)
- Sign dimensions, materials and method of attachment
- Site plan showing: Location on building, or on the property with setbacks shown.

Review Process:

1. Review for zoning compliance.
2. Permit issued upon payment of fee.

*This Development Procedures Manual, consisting of 54 pages, is effective January 1, 2013.*



*Fritz Sprague, Acting Town Manager*