



CONTRACTOR LUNCHEON

Town of Castle Rock
Development Services Building Division
Phillip S Miller Park – Mill House
1375 W Plum Creek Parkway

June 13, 2018 11:30 am-1 pm
Sponsor: Oakwood Homes

Welcome – Joseph Montoya – Chief Building Official

Pre-Rough Documents, Inspections, and Associated Fees
Sequence of Inspections

No Luncheon in July

Revisions – Must Notify Building Counter
When Revisions have been uploaded

Next Luncheon
August 8th Picnic, Rhyolite Park

Sponsor Opportunities available for the following luncheons:
September 12th, October 10th, November 2018
buildingcounter@crgov.com
Permit Specialists: Diane Maki, Lynda Halterman



CONTRACTORS LUNCHEON

June 13, 2018
Meeting Summary

Welcome: Joseph Montoya, Chief Building Official

- Welcomed attendees and encouraged engagement in discussion, feedback and questions.
- Thanked Oakwood Homes for sponsoring today's luncheon.
- Invited stakeholders to 2018 Code Adoption/Amendment meetings. Next meeting is Wednesday June 27th 1:30pm – 3:30pm at Town Hall in the Rhyolite Conference Room. If interested, contact Joseph Montoya – Jmontoya@crgov.com
- The Town's permitting numbers are up by 22%.

Pre-Rough Documents, Inspections and Associated Fees: James Martino, Assistant Chief Building Official

- All required documents need to be submitted to the Building Division prior to requesting rough frame inspections (refer to attached Policy/Procedures dated June 12, 2017).
- The Town of Castle Rock Foundation Compliance form may be used by third party registered design professionals (form attached).
- Rough frame inspections scheduled prior to the Town receiving all required documents will be cancelled and a re-inspection fee will be assessed. In the event receipt of the required documents are overlooked the permit will be subject to additional fees. These letters are required for the issuance of a Certificate of Occupancy.
- Identify and properly name documents when uploading to eTRAKiT.

Sequence of Inspections: Jon White, Building Inspector Supervisor

- Pre-Rock Inspection has been added to drop-down choices in eTRAKiT. Let inspectors know in notes or when calling in what part of the home they need to inspect and if other types of partial inspections are wanted.
- During porch post inspections, let inspector know if you want other partial inspections before covering (Electrical or Truss). Truss packet or detail for that area of inspection is required.
- Town needs to inspect and verify electrical laterals for IREA. Town recognizes workers are backed up so okay to continue building and laterals can be inspected later.
- Call for final inspection even though MXU is not complete.

Document Revisions: James Martino, Assistant Chief Building Official

- When revisions have been uploaded to eTRAKiT, the Building Division must be notified via email to the Building Counter (buildingcounter@crgov.com) that revisions have been submitted in order to maintain efficiency in processing permits and inspections.

Combination Building/DESC Permit Update: James Martino, Assistant Building Official

- DESC and Building Permit were combined on May 1, 2018. So far, positive feedback has been received.
- If you have a DESC permit, call inspections on your NEW HOME permit.
- Beginning June 14, 2018 DESC permits will no longer allow inspections.
- DESC inspections will be available on the building permit.
- Grade Cert review will continue to be scheduled via inspection requests through eTRAKiT. If the grade certification is acceptable it will show an inspection result of COMPLETE. If the grade certification requires corrections the inspection result will be INCOMPLETE.

Miscellaneous Items:

- Should other types of inspections be listed on the permit card? Legal size permit card could be an option if additional inspections are added. Contact James Martino (JMartino@crgov.com) if you have suggestions on adding additional types of inspections.
- Third party water/sewer service installation reports: In the event that an inspection is missed then the Town will require that the report from the Third Party includes a video or dye test or both as well as potholing to verify depth of material installation.
- Reminder: Curb Stop FCO (Field Change Orders). If the curb stop is located in concrete it is considered a major FCO not a minor FCO. The updated fee for major FCO curb stops went into effect June 1, 2018.
- The approved master plan permit number will now be required on applications. Failure to provide may delay application acceptance.
- Approved Master Plan Permit Numbers are required on production home submittals.

Upcoming Luncheon:

- No luncheon in July.
- August 8th is the annual BBQ at Rhyolite Park sponsored by the Building Division.

ISSUED PERMITS BY BUILDER THROUGH MAY 2018

NEW SINGLE FAMILY

Count of YEAR BUILDER	Column Labels	2018	Grand Total
Richmond American		194	194
DR Horton		86	86
KB HOMES		66	66
TRI POINTE HOMES		42	42
CENTURY COMMUNITIES		26	26
KAUFFMAN HOMES		24	24
TAYLOR MORRISON		20	20
Lokal Homes LLC		15	15
ADAMO HOMES		11	11
Lennar Homes Colo.		7	7
MOUNTAIN PROPERTY BUILDERS INC		2	2
k2 homes		1	1
ZINGA CONSTRUCTIO INC		1	1
NORTHSTAR CUSTOM HOMES		1	1
PROVIDENCE BUILDERS		1	1
Platinum Homes		1	1
FLETEMEYER HOMES,LLC		1	1
LEGEND COMPANIES		1	1
TOM HALL BUILDING CORPORATION,		1	1
Grand Total		501	501



Development Services
Building Division
100 N Wilcox Street
Castle Rock, CO
80104

Policy / Procedures

Date created: 06/12/2017

Policy: Pre Rough Frame Required Documents

Code: Administrative

Summary: All required documents are to be submitted to the Building Division by uploading them to specific building permit through the Etrakit system.

3rd Party Wet Stamped Engineer Letters are required (*when applicable*) for:

Water & Sewer Service

Excavation/Preparation

Piers/Caissons/ Footings

Voids

Concrete Encased Electrode Grounding Installation/UFER

Foundation Walls/Reinforcing Steel

Water proofing/Damp proofing

Foundation Drain

Or The Town of Castle Rock **Foundation Compliance** form may be used by third party registered design professionals

Rough frame inspections scheduled prior to the Town receiving all required documents will be cancelled and a re-inspection fee will be assessed. In the event receipt of the required documents are overlooked the permit will be subject to additional fees. These letters are required for the issuance of a Certificate of Occupancy.

(Approved 6/12/2017)

Department Mission: "Implementing Community Vision through Development Activities"



TOWN OF CASTLE ROCK DEVELOPMENT SERVICES
100 N. WILCOX STREET
CASTLE ROCK, CO 80104
PHONE: (720) 733-3527

FOUNDATION COMPLIANCE FORM

BUILDING PERMIT NUMBER: _____

CONSTRUCTION SITE ADDRESS: _____

GENERAL CONTRACTOR: _____

GEOTECHNICAL REPORT PROJECT #: _____

The guidelines shall be deemed to be the minimum inspection required and do not relieve the engineer or architect from any responsibility to conduct such additional inspections as may be necessary to determining that the foundation conforms to the plans and specification accepted for construction for the above referenced project.

I/We hereby state that the portion of the foundation system observed for the above referenced project were constructed in substantial conformance with the geotechnical report, foundation plans and specifications designed for this project and the site where it is constructed.

DATE OF COMPLIANCE:

_____ EXCAVATION/PREPARATION

_____ PIERS/ CAISSONS/FOOTINGS with required forms and reinforcing steel prior to concrete placement

_____ VOIDS

_____ CONCRETE ENCASED ELECTRODE GROUNDING INSTALLATION/UFER

_____ FOUNDATION WALLS/GRADE BEAMS/RETAINING WALLS/SLAB-ON-GRADE with required forms and reinforcing steel prior to concrete placement

_____ WATERPROOFING/DAMPPROOFING

_____ FOUNDATION DRAINAGE as required per soils report

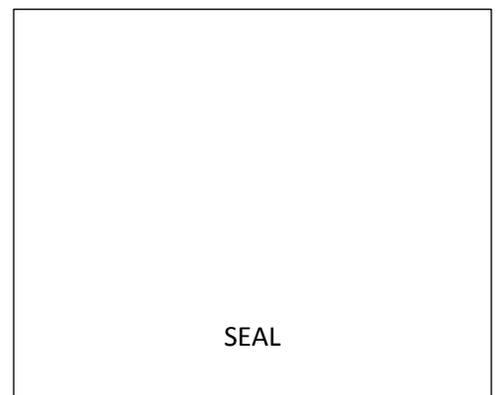
STRUCTRUAL ENGINEER: (PRINT and Sign): _____

SOILS ENGINEER: (PRINT and SIGN): _____

DATE: _____

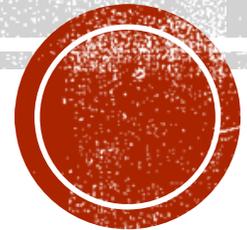
NOTE: A ROUGH FRAME OR AN ELECTRICAL INSPECTION SHALL NOT BE PERFORMED UNTIL THIS FORM HAS BEEN RECEIVED BY THE CASTLE ROCK BUILDING DEPARTMENT.

Joseph Montoya, Chief Building Official



COMBINATION BUILDING / DESC PERMIT

UPDATE!



WHAT IF I HAVE A DESC PERMIT?

- Call inspections on your NEW HOME permit
- Beginning on June 14, 2018 DESC permits will no longer allow inspections

Home | Setup an Account | Log In Contractor/Conveyance Owner Password LOGIN REMEMBER ME [Forgot Password](#)

CRW SYSTEMS®

Welcome to the Town of Castle Rock's eTRAKiT portal.

Beginning June 14, 2018 you will need to schedule all DESC inspections on the corresponding new home permit. All needed DESC inspections are available on the new home permit. For questions please contact the building counter at 720-733-3527 or by email buildingcounter@crgov.com

- Permits**
 - ▶ Apply / New Permit
 - ▶ Pay Fees
 - ▶ Search Permit
- Projects**
 - ▶ Pay Fees
 - ▶ Search
- Contractor**
 - ▶ Search Contractors
 - ▶ Pay Fees
- Inspections**
 - ▶ Schedule
 - ▶ Cancel
 - ▶ Scheduled
- CRM**
 - ▶ Report Issue
 - ▶ Search Issues
- Contact**
 - ▶ Contact Us



HOW WILL I SCHEDULE DESC INSPECTIONS?

All DESC inspections will be available on the building permit!

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: CASTLE ROCK TESTER

PERMIT Inspection Request - -0001

* Contact Name: Castle Rock Tester

* Phone Number: (303) 718-2039

* Site Address: 100 N WILCOX ST

* Email Address: pkranz@crgov.com

Notes:

Inspection Type: D:INITIAL DESC

Requested Date:

Time:

Add Inspections by selecting Inspection Type, Requested Date, and Time. Any notes provided regarding your inspection request will be available to the inspector. ***PLEASE ENSURE THERE IS A DATE POPULATED WHEN YOU CLICK THE "Add Inspection" button. Any notes provided regarding your inspection request will be available to the inspector.**

Inspection requests for AM/PM are not available until 10:00 AM. **Support is made to ensure your request of AM/PM is fulfilled, however high demand may result in your requested time not being met. INSPECTION!**

***PLEASE ENSURE THERE IS A DATE POPULATED WHEN YOU CLICK THE "Add Inspection" button. Any notes provided regarding your inspection request will be available to the inspector.**

- D:INITIAL DESC
- D:INITIAL DESC
- D:FINAL DESC
- D:FINAL_BONDED DESC
- D:REQ GRADE CERT REV
- R:ELEC CONSTR MTR
- R:ELEC TRENCHES
- R:STRUC FLR RGH
- R:GRND PLUMBING
- R:WALL BRACING
- R:WTHR RESIS BARRIER
- R:FIRE RESISTIVE
- R:PORCH POST FRONT
- R:PORCH POST REAR
- R:LATH
- R:REQ PRE ROUGH DOC
- R:ROUGH FRAME
- R:ROUGH MECHANICAL
- R:ROUGH PLUMBING
- R:ROUGH ELECTRICAL
- R:GAS PIPE AIR TEST



Please attach or provide the requested items. Select NA if not applicable.



RES MODEL #:	TEST
APPRVED MASTER PERMIT #::	18-1234
ELEVATION:	
MAIN FL SQFT:	
2ND FLR SQFT:	
ADTL FLR SQFT:	
BLDG SQ FT (MAIN + 2ND):	
FIN BSMT SQFT:	
COV. PORCH/DECK/PATIO:	
UNCOV. PORCH/DECK/PATIO:	
GARAGE SQFT:	
UNFIN BSMT SQFT:	

**THE APPROVED MASTER
PLAN PERMIT NUMBER
WILL NOW BE REQUIRED
ON THE APPLICATION.
FAILURE TO PROVIDE MAY
DELAY APPLICATION
ACCEPTANCE**