

**CHAFFEE COUNTY BUILDING DEPARTMENT**  
P.O. BOX 699, SALIDA, COLORADO 81201  
(719) 539-2124 FAX #(719) 530-9208

---

These instructions and procedures must be followed to obtain a Certificate of Zoning Compliance and Building Permit. **All spaces on this application must be filled out.** If the question asked is not applicable in your case, put NA, meaning not applicable. This permit is applicable to all of Chaffee County including the Towns of Poncha Springs and Buena Vista and the City of Salida. Any construction requires zoning approval by the Town Administrator or Town Clerk before a plan check can be made or Building Permit is issued.

The following items will be required in addition to the completed application to process a Building Permit:

**PLEASE PLACE A CHECK MARK IN THE BOXES**

- A.  Copy of deed with legal description  
B.  Verification of Legal Split if lot is located in the County, smaller than 35-acres & not in a subdivision.  
C.  Copy of **ISSUED** County Road Driveway Permit or State Access Permit  
D.  **Two** scaled site plans indicating the scale used, which direction North is, showing distances from the property lines on all sides and also showing the following:

- Lot dimensions       Bridges       Existing buildings       Proposed improvements
- Legal access to property/Any easements/Building envelope and/or dedicated open space /Road grade
- Ditches, streams, rivers, lakes       Utilities       I.S.D.S.
- Well       Drainage       Any slopes steeper than a 30 degree grade

Please locate all utilities on your site plan. Underground utilities could possibly create an inconvenience or danger if cut. If you do not know where your electric, gas, telephone, water line, well, sewer line and septic system are located, contact the proper representative to locate them.

- E. Fee in Lieu  Buena Vista School District  Salida School District (Per Chaffee County Resolution 2008-16)
- F..  **TWO (3 for Commercial)** sets of scaled working drawings showing the following:  
 Footing/foundations       Floor plans       All view & elevations  
 Floor structure       Wall Structure       Roof structure  
 All load bearing members       Windows & doors with header sizes
- G.  The fee for the building permit according to the attached schedule.  
H.  Copy of approved Individual Septic Permit and a copy of Well Permit or proof of municipal or central service provided.  
I.  Original Elevation Certificate (if in the Flood Plain)

If you are building in a subdivision and your covenants require approval by an architectural committee, please submit plans that have been previously approved by them.

The applications, plans and specifications will be checked by the Plan Examiner. After verification that the proposed project described in the application and the plans filed therewith conform to the requirements of the International Building Code as adopted by Chaffee County and other pertinent laws and the fee has been paid, the department will return a copy of the Building Permit and plans to the applicant and retain one for the files. **It is our goal to issue residential building permits within (2) two to (3) three weeks. Commercial building permits usually take between (3) three to (4) four weeks. Fast track permits will take one week less than regular schedule. Consult Fast Track Standards.**

The Inspectors will be in the office between the hours of 8:00 A.M. to 9:00 A.M. Inspections will be made from 9:00 AM to 5:00 PM. Requests for inspections are to be made the day before the inspection is needed.

No work shall begin before an approved Building Permit has been issued. Work commenced before an approved permit is issued will be subject to a **double permit fee**. Partial inspections and re-inspections are subject to an additional fee. All electrical, plumbing, and mechanical work requires a separate permit, which must be obtained before work is commenced.

**A FINAL INSPECTION AND CERTIFICATE OF OCCUPANCY IS REQUIRED PRIOR TO USE**

### **REPAIR, REMODEL, AND CHANGE OF USE**

Valuation shall be determined by the actual total value of all work being completed. All materials, labor, architectural, engineering, structural, electrical, plumbing, excavation, and mechanical work shall be included. If a contractor is being used, the applicant must provide the certified bid or estimate provided by the contractor, both for the initial scope of work and for any change orders. If a contractor is not being used, the applicant must provide a schedule showing anticipated cost, including a reasonable allocation for labor that would be charged by a contractor. In either case, the valuation must be a reasonable, good faith estimate. The Building Department may, in its discretion, determine valuation by obtaining an estimate of the work completed or to be completed from a qualified contractor or other expert.

### **MOBILE HOME PLACEMENT**

A building permit is required to place a mobile home in a Mobile Home Park within Chaffee County, City of Salida and the Town of Poncha Springs (Check with the Town of Buena Vista for their requirements). Electrical and plumbing permits are also required.

### **PERMITS EXPIRATION**

**Chaffee County Resolution No. 2010-22, Section 12, regarding building permit effective periods and extensions:**

**Section 12.01** Notwithstanding provisions in the applicable Building Codes to the contrary, permits issued under the County Building Codes shall remain active for one (1) year or, if longer shall remain active without request by the applicant, provided no more than 365 days have elapsed between inspections.

**Section 12.02** If more than 365 days have elapsed between inspections, upon a written request for an extension by the applicant, a permit may be extended for an additional one-year period. Up to (2) two extensions may be requested provided that a permits may not be valid for more than (3) three years or for more than (2) two years following the adoption of a new version of the applicable building code, whichever is less, unless a permit has been automatically extended by obtaining an inspection within 365 days for the last inspection, or a waiver has been obtained from the Building Official, upon a showing that unusual circumstances or hardship has prevented the issuance of a certificate of occupancy within the above time period and reinstatement would not be substantially impair the intent of the building codes. For example, if a plumbing permit is issued on February 1, 2010 and a new version of the plumbing code is adopted on May 1, 2010, the maximum date to which the permit can be effective, including extensions, would be April 30, 2012 (unless a waiver is obtained or no more than 365 days have elapsed between inspections).

**Section 12.03** With respect to reinstatement of permits where rough-in inspections have been completed the Building Official will act under the code in effect when the permit was originally issued and may charge fees adequate to cover the cost of required inspections. Otherwise, permit fees shall pay a new full permit fee.

### **BUILDING PERMIT FEE SCHEDULE**

Building Valuations shall be determined by the latest valuation data as provided by The International Code Council. The Building Valuation Date (BVD) will be updated and printed at six-month intervals, February and August of each year. The BVD table provides the "average" construction costs per square feet which can be used in determining permit fees. The permit fees can be established by using the BVD table and a Permit Fee Multiplier.

The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything for site and foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

**Example: Residential** permit for a single family dwelling of Exterior 2,000 sq. ft. According to the chart provide in the ICC BVD (Classification R-3, Type of Construction VB) + 2,000 X 101.90 = 203,800.00 valuation. Then multiply the valuation times the modifier of .006 X \$203,800.00 += \$1,222.80 permit fee.

**Example: Commercial** permit for a restaurant of Exterior 2,000 sq. ft. According to the chart provided by ICC BVD (Classification A-2, Type of Construction IV) += 2,000 X \$141.52 = \$283,040.00 valuation. Then multiply the valuation times the modifier of .004 X \$283,040.00 = \$1,132.16 fee.

## OTHER FEES

Mobile Homes and I.R.C. Modular Homes that are placed on private property (not in mobile home parks) must be placed on a **footing/foundation**, the fee will be assessed at 30% of the building permit fee that is currently being charged for a conventionally built dwelling of equal size. Work started without a permit will be subject to an investigation fee equal to the permit fee. Regarding placement of mobile homes, please refer to our handout. Other permit fees that may be required are electrical, plumbing, mechanical and septic, of which each are separate permits.

### REINSEPCION FEE \$30.00 / PER INSPECTION

### PLAN CHANGE REVIEW FEE \$30.00 PER HOUR / ONE HOUR MINIMUM

### MINIMUM FEE \$50.00

## Square Foot Construction Costs

Group (2009 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	213.26	206.02	200.72	191.95	180.03	175.03	185.14	164.60	157.61
A-1 Assembly, theaters, without stage	195.09	187.85	182.55	173.78	161.91	156.91	166.97	146.48	139.49
A-2 Assembly, nightclubs	164.78	160.08	155.65	149.42	140.29	136.53	143.89	127.27	122.52
A-2 Assembly, restaurants, bars, banquet halls	163.78	159.08	153.65	148.42	138.29	135.53	142.89	125.27	121.52
A-3 Assembly, churches	197.06	189.82	184.52	175.75	163.84	158.84	168.97	148.41	141.42
A-3 Assembly, general, community halls, libraries, museums	165.45	158.21	151.91	144.14	131.22	127.22	137.33	115.79	109.80
A-4 Assembly, arenas	194.09	186.85	180.55	172.78	159.91	155.91	165.97	144.48	138.49
B Business	166.35	160.31	154.97	147.38	133.73	128.86	141.26	117.56	112.00
E Educational	176.39	170.31	165.24	157.71	146.90	139.05	152.20	127.81	123.47
F-1 Factory and industrial, moderate hazard	98.83	94.20	88.53	85.28	76.18	72.96	81.58	62.78	59.05
F-2 Factory and industrial, low hazard	97.83	93.20	88.53	84.28	76.18	71.96	80.58	62.78	58.05
H-1 High Hazard, explosives	92.63	88.00	83.32	79.08	71.17	66.94	75.38	57.76	N.P.
H234 High Hazard	92.63	88.00	83.32	79.08	71.17	66.94	75.38	57.76	53.03
H-5 HPM	166.35	160.31	154.97	147.38	133.73	128.86	141.26	117.56	112.00
I-1 Institutional, supervised environment	166.45	160.61	156.13	149.36	137.18	133.55	145.57	123.08	118.71
I-2 Institutional, hospitals	279.74	273.70	268.36	260.77	246.24	N.P.	254.66	230.07	N.P.
I-2 Institutional, nursing homes	194.86	188.82	183.48	175.89	162.52	N.P.	169.77	146.35	N.P.
I-3 Institutional, restrained	189.53	183.49	178.15	170.56	158.15	152.28	164.45	141.98	134.42
I-4 Institutional, day care facilities	166.45	160.61	156.13	149.36	137.18	133.55	145.57	123.08	118.71
M Mercantile	122.74	118.04	112.61	107.38	97.91	95.15	101.85	84.88	81.13
R-1 Residential, hotels	167.86	162.02	157.54	150.77	138.75	135.13	147.15	124.65	120.28
R-2 Residential, multiple family	140.76	134.93	130.44	123.67	112.32	108.70	120.72	98.22	93.85
R-3 Residential, one- and two-family	132.48	128.87	125.59	122.47	117.59	114.66	118.59	109.86	102.91
R-4 Residential, care/assisted living facilities	166.45	160.61	156.13	149.36	137.18	133.55	145.57	123.08	118.71
S-1 Storage, moderate hazard	91.63	87.00	81.32	78.08	69.17	65.94	74.38	55.76	52.03
S-2 Storage, low hazard	90.63	86.00	81.32	77.08	69.17	64.94	73.38	55.76	51.03
U Utility, miscellaneous	69.66	65.79	61.57	58.14	52.18	48.79	55.35	40.81	38.65

- a. Private Garages use Utility, miscellaneous
- b. Unfinished basements Residential / Decks over 30" high / Porches = \$15.00 per sq. ft.
- c. FINISHED BUSEMENTS USE THE SAME AS R-3/ VB
- d. N.P. = Not Permitted
- e. Ag barns / Arenas use .676 modifier
- f. S-1/S-2 Storage Only – Unfinished = up to 50% Discount
- g. Commercial Only – Canopies, Covered Entry, Patio or Carport will be calculated as Group U - VB

**CHAFFEE COUNTY BUILDING DEPARTMENT  
P.O. BOX 699, SALIDA, COLORADO 81201  
(719) 539-2124 FAX NO. (719) 530-9208**

**Please Print**

BUILDING SITE ADDRESS \_\_\_\_\_  
\_\_\_\_\_

OWNER'S PRESENT MAILING ADDRESS:  
NAME: \_\_\_\_\_

Range: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Township: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

Section: \_\_\_\_\_

Quarter Section: \_\_\_\_\_

ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot No. if appl: \_\_\_\_\_

Previous Owner if known: \_\_\_\_\_

Block No. if appl: \_\_\_\_\_

Check one: New  Addition  Alteration  Repair  Change of Occupancy Use

Location of construction: Check one: Chaffee County  City Limits of Salida  Town Limits of Buena Vista  Town Limits of Poncha Springs

Use of Building: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Outside Dimensions: House \_\_\_\_\_ Garage \_\_\_\_\_ Other \_\_\_\_\_

Total Square Footage:

Basement \_\_\_\_\_ First Floor \_\_\_\_\_ Second Floor \_\_\_\_\_

Carport \_\_\_\_\_ Garage \_\_\_\_\_ Deck \_\_\_\_\_ Other \_\_\_\_\_

If building a basement or garage, is it finished or unfinished? \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

Does structure contain: Fireplace \_\_\_\_\_ If yes, masonry? \_\_\_\_\_ Wood burning stove \_\_\_\_\_

Type of Heating \_\_\_\_\_

Will structure be supplied by: Natural gas \_\_\_\_\_ Propane \_\_\_\_\_ Other \_\_\_\_\_

Altitude (Elevation) of construction site \_\_\_\_\_

Total Height \_\_\_\_\_ Area of Lot \_\_\_\_\_

Front yard setback \_\_\_\_\_ feet Rear yard setback \_\_\_\_\_ feet

Side yard setback \_\_\_\_\_ feet and \_\_\_\_\_ feet

BUILDER: NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

ELECTRIC: NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PLUMBING: NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

MECHANICAL: NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Total Valuation \_\_\_\_\_ FEE \_\_\_\_\_ (see Page 2 for Schedule)

**If applicable, add \$354.00 for Fee in Lieu per Chaffee County Resolution 2008-16 for subdivisions developed after April 1, 2008. (A SEPARATE CHECK IS REQUIRED)**

Zoning Office Use Only:

Setback, area, and height compliance Yes \_\_\_\_\_ No \_\_\_\_\_

Use compliance or Special Use Permit Yes \_\_\_\_\_ No \_\_\_\_\_

Located inside of the 100 year floodplain Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
APPROVAL OF ZONING OFFICIAL

\_\_\_\_\_  
DATE

(Building Department Use Only)

Permit No. \_\_\_\_\_ Date Issued \_\_\_\_\_ Computer No. \_\_\_\_\_

**MATERIALS AND SPECIFICATIONS**

**Footings:** Size: Width \_\_\_\_\_ Height \_\_\_\_\_ Rebar Size \_\_\_\_\_ Number of Rebar \_\_\_\_\_  
 Depth below finish grade to bottom of footing \_\_\_\_\_

**Girder Beam Pads:** Size \_\_\_\_\_ X \_\_\_\_\_ Spacing \_\_\_\_\_

**Foundation:** Type of Material \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
 Amount & size of rebar: Vertical \_\_\_\_\_ Horizontal \_\_\_\_\_  
 Height from finish grade to top of foundation \_\_\_\_\_

**Girder Beam:** Material type, grade and species \_\_\_\_\_  
 Size of beam: Width \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_

**Floor Joist:** Material type, grade and species \_\_\_\_\_  
 Size (main floor) \_\_\_\_\_ X \_\_\_\_\_ Length \_\_\_\_\_ Spacing \_\_\_\_\_ O.C.  
 Size (2nd floor) \_\_\_\_\_ X \_\_\_\_\_ Length \_\_\_\_\_ Spacing \_\_\_\_\_ O.C.

**Flooring:** First floor material \_\_\_\_\_ Thickness \_\_\_\_\_  
 Second floor material \_\_\_\_\_ Thickness \_\_\_\_\_

**Walls:** Exterior walls: Type of material \_\_\_\_\_ Size \_\_\_\_\_ X \_\_\_\_\_ Spacing \_\_\_\_\_ O.C.  
 Bearing partitions: Type \_\_\_\_\_ Size \_\_\_\_\_ X \_\_\_\_\_ Spacing \_\_\_\_\_ O.C.  
 Nonbearing partitions: Type \_\_\_\_\_ Size \_\_\_\_\_ X \_\_\_\_\_ Spacing \_\_\_\_\_ O.C.

**Insulation:** "R" Rating: Floor \_\_\_\_\_ Walls \_\_\_\_\_ Ceiling \_\_\_\_\_  
 Efficiency rating of Heating System \_\_\_\_\_ Glazing U Value \_\_\_\_\_

**Ceiling:** Height: Basement \_\_\_\_\_ Main Floor \_\_\_\_\_ Second Floor \_\_\_\_\_  
 Ceiling material \_\_\_\_\_

**Header:** List size and length \_\_\_\_\_  
 \_\_\_\_\_

**Wall covering:** Exterior \_\_\_\_\_ Interior \_\_\_\_\_

**Engineered Trusses:** Total load \_\_\_\_\_ Live load \_\_\_\_\_ Dead load \_\_\_\_\_ Spacing \_\_\_\_\_

**Ceiling Joist:** Material type, grade, and species \_\_\_\_\_  
 Size: \_\_\_\_\_ X \_\_\_\_\_ Length \_\_\_\_\_ Spacing \_\_\_\_\_ O.C.

**Rafters:** Material type, grade, and species \_\_\_\_\_  
 Width \_\_\_\_\_ Height \_\_\_\_\_ Spacing O.C. Length \_\_\_\_\_ Pitch \_\_\_\_\_

**Roof Beams:** Material type, grade, and species \_\_\_\_\_  
 Width \_\_\_\_\_ Height \_\_\_\_\_ Spacing \_\_\_\_\_ O.C. Length \_\_\_\_\_

**Roof Decking:** Type and size: \_\_\_\_\_ Roof covering \_\_\_\_\_

**NOTICE**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or Local Law regulating construction or the performance of construction.

\_\_\_\_\_  
 Date Signature of Applicant

(Office Use Only)  
 Building Use Classifications \_\_\_\_\_ Type of Construction \_\_\_\_\_

\_\_\_\_\_  
 Date Approved: Chaffee County Building Inspector

CHAFFEE COUNTY LAND USE FORM

This form does not apply if construction is within town limits of Buena Vista or Poncha Springs or within City limits of Salida.

I. PUPOSE AND INTENT:

A land use permit system is mandated by H.B. 1041 (1974) and intended to minimize hazards and or harmful impacts to both private and public interest caused by any activities that involve land use, but especially modification or construction of building, installation of mobile structures and access to them.

AUTHORITY: H.B. 1034 (1974), The Land Use Enabling Act, H.B. 1041, Chaffee County Zoning Resolution and Supplement No. 1 and No. 2 thereto. Copies of the supplements are available from the Land Use Administrator.

II. PROCEDURES AND RESPONSIBILITY:

- Below is the application form which must be completed by the applicant and approved by the building Inspector or the Land Use Administrator before a Certificate of Zoning Compliance will be issued. Since the present and future land value of land & improvements is influenced by prudent land use, it is appropriate that the owner should be afforded first opportunity to evaluate the suitability of each site for any proposed new development.
If hazards or potentially harmful impacts exist, the applicant should identify them & use the remarks section of the permit form to submit a mitigation plan. In the event the proposed procedure is found inadequate, it is the duty of the Land Use Administrator to inform the applicant, in writing, what additional information & procedure is required. In extreme cases it may become necessary for the applicant to engage qualified engineering service to design an acceptable plan.
When the completed application is submitted to the Building Inspector it will contain the applicant's statement that no unacceptable land use hazards exist and none are expected to be caused by the proposed development. This statement is understood to apply both to that specific development & the general public interest.

III. DEFINITIONS:

For the purpose of this permit, hazards and impacts are those listed on the application form and further discussed in the above cited supplements. Mineral Resources impact can be very complex. Briefly summarized, the purpose and intent is to protect and administer mineral resources in such a manner as to permit exploration and extraction of minerals there from but permit other development that does not interfere with that activity. Preference is given to existing or other requested uses if the economic value of the minerals present is less than that of other uses.

IV. FINAL INSPECTION:

The Building Inspector will normally issue a Certificated of Zoning Compliance after approval of Land Use Supplement application form. However, if a mitigation plan was required, he will verify that it was satisfactorily performed at the time of his final inspection before occupancy.

LAND USE APPROVAL

Owner LEGAL: Range Township Section 1/4
Site Address Subdivision Lot Block

FOR APPLICANT

Consider each item listed. A no response means that there is no hazard and none will be caused by the proposed development. If a hazard or potentially harmful impact does exist, discuss your evaluation of the severity and outline your plan for mitigating the danger to a point of acceptable risk. Continue on added sheets if necessary.

Table with 4 columns: Hazard Type (Geological, Flood, Wildfire, Avalanche), Yes/No checkboxes, Hazard Type (Mineral Resource, Wildlife, Historical/Archaeological), Yes/No checkboxes.

Remarks

APPLICANT'S STATEMENT

I am satisfied that when completed there will be no unacceptable land use hazards to this construction or to the public interest.

Signature of Applicant Date

(For Department Use Only) Site Inspected Site Approved Office On Site Site Disapproved Reason:

Date Building Inspector or Land Use Administrator Signature