



Proudly Serving Rural Routt County \* City of Steamboat Springs \* Town of Hayden \* Town of Oak Creek \* Town of Yampa \* Routt County School Districts

# City of Steamboat Springs Building Department

## Permitting and Plan Review Process

The Building Departments Plan Review Process Encompasses a Full Review from Departments and Agencies Listed Below



Updated 8/12/2021

[Building@co.routt.co.us](mailto:Building@co.routt.co.us)

# Building Application/Permitting/Plan Review Process

## Who Manages My Permit Applications and Reviews

**The Routt County Regional Building Department** manages your permit application and plan reviews for all Building/Electrical/Mechanical/Gas/Plumbing/De-Construction/Solar/Pool & Spa/ and Sign Permit applications; providing permit intake services, plan review and distribution of all documents to necessary Departments/Agencies effectively managing your project application from start to finish.

## How Do I Submit My Plans and Permit Application

Permit Applications and Plans are to be submitted electronically to through our Online Permitting Software CityView. We do not accept paper submittals, all applications and plans must be submitted online electronically through CityView.

**Online Permit Application Process:** Routt County Regional Building Department uses CityView as our permitting software for all permit applications and plan submittals. Applicants must create an account in CityView prior to submitting a permit application, please use the below link to create an account or access CityView to submit applications or request inspections.

<https://cityview.steamboatsprings.net/portal>

## Time Frame for Complete Plan Review Responses from all Departments

- **1 to 3-Day Reviews for Building Permits:** All De-construction Permits, Residential Roofing, Siding, Window and Door Replacement Permits can be issued within one to three days depending upon the complexity of the project.
- **5-Day Review for Building Permits:** All interior renovations or alterations that do not involve any change in the building footprint including exterior decks without roofs. Possible Exceptions below that may increase Plan Review time.
  - ❖ Significant Residential/Commercial Interior alterations that involve complete gut/remodel of the existing space or building.
  - ❖ Change in occupancy use that may affect zoning requirements.
  - ❖ Significant structural alterations

ROUTT County Regional Building Department

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: [Building@co.routt.co.us](mailto:Building@co.routt.co.us)

## ❖ Significant changes to Fire Alarm/Sprinkler System

- **10- Day Review for Building Permits & Grade and Fill Permits:** New Construction or Additions may take up to a maximum of 10 working days to complete the review process prior to full approval. Please take time to read the below submittal requirements for each Department to avoid delays in approval due to re-submittal requests.
- **Note: New Commercial Buildings in excess of 10,000 Square Feet may take up to 15-days to complete the review process.**

## **Submittal Requirements and Checklists for Building Permit Applications**

### **Colorado Licensed Architects and Engineers:**

Plans and specifications may be required to be prepared by a qualified **Architect or Engineer** licensed by the State of Colorado to practice as such. Plans prepared by an architect or engineer shall have the **Electronic Stamp or Seal** of the architect or engineer responsible for preparation of the plans, applied directly to 1) each sheet of the drawings, 2) addendums and revisions, 3) the cover, title page, and table of contents of specifications, and 4) the title page of engineering reports.

For more information regarding the requirements to have a Licensed Architect or Engineer Prepare your drawings, please review the DORA Local Officials Guide to Architecture-Engineering-Land Surveying Published by the State of Colorado. <https://corouttcounty2.civicplus.com/DocumentCenter/View/10674/Local-Officials-Guide-to-Architecture-Engineering-Land-Surveying>

Residential Homes will require an Architect or Engineer when the soils report indicates that the soils exhibit swell potential with a minimum dead load requirement in excess of 500 LBS per square foot or when the basement or retaining walls exceed 4'0" in height and retain more than 4'0" of soil vertically. The Building Department reserves the right to request structural calculations to be provided and/or a Structural Engineer's design during our review process as needed to complete our review process. Structural Plans and details may be requested to be done by a Licensed Structural Engineer due to the complexity of the design, to be determined by the Routt County Building Department during our review process.

### **Electrical Engineered Plan Requirements on Commercial Buildings:**

All new commercial projects, commercial additions-alterations, tenant finishes and multi-family residential are required to submit engineered electrical plans and are subject to an electrical plan review.

Electrical plans are not required for single-family and duplex residential dwellings.

Plans are to be submitted with building permit application and approved by RCRBD prior to issuance and commencement of work.

- Electric Plans must include :
  - One-line service diagram
  - Electrical load calculation
  - Service grounding detail
  - Panel schedules and locations
  - Equipment specs, locations and disconnecting means

### **Tenant finishes utilizing existing electrical conditions**

Tenant finishes that are utilizing existing electrical conditions may not be required to provide an engineered electrical plan. Applicant must note this at application and provide documentation showing existing electrical conditions.

Any proposed alteration to existing branch circuitry including re-location of lighting or receptacles must be noted in application. RCRBD may require a full electrical submittal or electric "as-built" drawings at any time, prior to approval of final electric inspection.

### **Plumbing and Mechanical Engineered Plan Requirements on Commercial Buildings:**

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Routt County follows the DORA Local Official Guide and handbook as to when a Licensed Mechanical or Plumbing Engineer is required to prepare plans on Commercial Buildings for new construction, additions, alterations, or change of occupancy permits or replacement of equipment as well. We only allow the exemptions per the DORA handbook; please visit our site for more information. <https://co-routtcounty2.civicplus.com/DocumentCenter/View/10674/Local-Officials-Guide-to-Architecture-Engineering-Land-Surveying>

## **Building Permit Submittal Requirements:**

**A COMPLETE SET OF PLANS SUITABLE FOR REVIEW SHALL BE PROVIDED ELECTRONICALLY AS A PDF DOCUMENT FREE OF SECURITY ALLOWING US TO PERFORM MARK-UP AND REVIEW ON THE DOCUMENT.**

- ❖ **Submittal Instructions:** Applicants must submit a PDF Copy of all Plans, Specifications and other documents listed below, please make sure the plans are not locked for security, we must be able to perform mark-ups and reviews directly on the documents.
- ❖ **Submit Individual Documents and Naming Convention:** Each Document Listed Below must be submitted individually as one document, do not combine documents into a full set of plans as they will be rejected by our staff if you do not separate them out and label them correctly. All Plans or Specifications shall carry the Title we have provided below, and be submitted as individual PDF's with your permit application online.
- **Soils Report:** Soils Reports are required for all new construction including additions, and shall be submitted as a separate document called "Soils Report" with your building permit application. The Soils Report shall be done by a Soils Geo Technical Engineer or Structural Engineer and be stamped.
- **Civil Plans:** Civil Plans are required on all new commercial projects for review grading, drainage, storm water, traffic, access, driveways, roadways both private and public, sidewalk, curb and gutter, parking, and other information related to the project. Civil Drawings may be required for larger new residential construction, and will be requested by the Public Works or Engineering Division reviewing your permit.
- **Site Plan:** Site Plans are required for all new construction, additions, or any alterations to existing buildings where building square footage is being increased outward or upward, and for all Change of Occupancy applications as well. An Example Site Plan is provided in this packet for you to review.
- **Utility Plans:** Utility Plans are required for all new construction or additions or alterations in which the building square footage in being increased outward or upward. Utility Plans shall show all existing utilities, and new proposed utility locations on the property and the location of where they will enter the building as well. Utility Plans must be prepared in accordance with the Jurisdiction Having Authority of the utilities.
- **Landscape:** Landscape Plans are required for all New Commercial Buildings or Additions, please contact the Planning Department per Jurisdiction for specific information or if they are required.

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- **Structural Plans:** All Building Permit applications must have structural plans submitted for review for any work related to new construction or additions, and also required for alterations or repairs to any existing structural portions of the building. This shall include Footings, Piers, Foundations, Floor Framing, Wall Framing, Column and Beam Designs, Roof Plans, Retaining Walls, Pools/Spas, Signs, and Towers and Antennas. Structural Plans must reference the Soils Report and our Local Ground Snow Load values and be designed in accordance with these values.
- **Architectural Plans:** All Building Permit applications must have Architectural Plans submitted for review for any work related to new construction or additions, alterations or repairs to all existing buildings or structures. This shall include both existing details and proposed details on all existing buildings. A complete Architectural Plan Set shall include but not limited to; Code Analysis, Floor Plan, Egress Plan, Section Views, Elevation Views, and interior design elements. Architectural Plans must include Energy Code Compliance Information and Details on the drawings.
- **State Approved Manufactured or Factory Built Buildings:** All Manufactured or Factory Building Buildings or Dwellings must be submitted to the State of Colorado for approval, the plans reviewed and approved by the State of Colorado shall be submitted to Routt County with your Building Permit application submittal. All On-Site construction work will be reviewed and approved by Routt County Building Department for Footings, Foundations, and AC Construction built on site such as garages, decks, entry roofs, or other work being constructed on site and not in the factory.
- **Mechanical Plans:** Mechanical Plans are required for all new work or alterations to existing commercial buildings. The Building Department may request Mechanical Plans on all other projects if determined necessary to complete our reviews.
- **Plumbing/Fuel Gas Plans:** Plumbing Plans are required for all new work or alterations to existing commercial buildings. The Building Department may request Plumbing Plans on all other projects if determined necessary to complete our reviews.
- **Electrical Plans:** Electrical Plans are required for all new work or alterations to existing commercial buildings. The Building Department may request Electrical Plans on all other projects if determined necessary to complete our reviews. One Line diagrams are required for commercial building services new or alterations to existing services and Electrical Load Calculations. Point of disconnection required on all Solar Permits.
- **Construction Specifications:** Construction Specification manuals shall be submitted on all new commercial projects and additions and large alterations.
- **Heat Load Calculations:** Heat Load Calculations are required for all new residential and commercial buildings or additions onto existing buildings. Heat Load Calculations can be a Deferred Submittal item required prior to the Issuance of the Sub Permit.

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- **Special Inspection Reports:** Special Inspection Reports are a required Deferred Submittal item that shall be submitted to the Building Department for review and approval prior to any subsequent inspections being requested pending the Special Inspection approval.
- **Stamped Truss Drawings:** Stamped Truss Drawings are a required Deferred Submittal Item required to be submitted to the Building Department for review and approval prior to a roof framing inspection.
- **Blower Door Test Results or Building Commissioning Report:** Blower Door Test Results and Commissioning Reports are both required Deferred Submittals that shall be submitted or review and approval prior to receiving a Certificate of Occupancy.

### **Checklist Information for Complete Drawings Below:**

**STRUCTURAL DESIGN CRITERIA.** The following information regarding structural design shall be included on the plans:

- Soil bearing capacity, including minimum dead load requirements. (To meet the submitted soils report.)
- Lateral earth pressure for basement and retaining walls. (According to the submitted soils report.)
- Roof design snow load. (*Snow loads vary in the Routt County Region, please contact the building department office to verify the snow load for the area where you intend to build.*)
- Floor design live loads. (40 p.s.f.)
- Wind design speed (115 m.p.h. according to the IRC & IBC) and exposure (either “B” or “C”)

**FOUNDATION PLAN AND DETAILS.** Foundation plans and details shall include the following information:

- Foundation material description and specifications.
- The location and size of piles and drilled caissons.
- The location and size of footings.
- The depth of footings, piles and drilled caissons.
- The location and size of all foundation walls and piers.
- The location, size, grade, and spacing of all reinforcing steel.
- Material and fasteners specifications for wood foundation systems.
- Anchor bolt size and spacing.
- Framing anchors and connectors to be embedded in concrete or masonry.
- Concrete and masonry beam pocket locations and sizes.
- Concrete slab thickness and reinforcement.

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**STRUCTURAL FRAMING PLANS AND DETAILS.** The structural framing plans and details shall include the following information:

- The location of exterior and interior columns, beams and girders, headers and lintels.
- Construction details and material specifications for columns, beams, girders, headers and lintels.
- The location of all exterior and interior bearing and shear walls.
- Bearing and shear wall construction details and material specifications.
- Floor construction details and material specifications.
- Roof construction details and material specifications.
- Exterior deck and porch construction details and material specifications.

**FLOOR PLANS.** Floor plans shall be provided for each individual floor (*including basements, lofts or mezzanines, decks and porches, etc.*). The plans shall be dimensioned so as to clearly show the following:

- Exterior and interior walls and partitions.
- Exterior and interior wall opening locations and sizes (*windows, doors, etc.*)
- The use of each room or space.
- Exterior decks.
- Exterior and interior stairs and landings.
- Exterior and interior guardrails.
- Plumbing fixtures. (*Sinks, lavs, tubs, showers, toilets, clothes washer, water heaters, etc.*) • Mechanical appliances and equipment. (*furnaces, boilers, fireplaces, woodstoves, etc.*)
- Permanent counters and cabinets.
- Details of accessibility for the disabled. (*ramps, maneuvering clearances, etc.*)
- Square footage of each floor from exterior wall to exterior wall including stairs, mechanical rooms, storage, and unfinished areas.

**ELEVATIONS.** Exterior building elevations shall be provided for each individual elevation and shall show the following:

- Windows, doors, decks, stairs, roof pitches and roof planes, chimneys or other architectural details.
- Height of the building for Building Codes and Planning Regulations.
- Existing grade and proposed new grade to be shown and the line of the foundation below finish grade for each elevation
- Label siding materials, roofing materials, soffit and fascia materials

**SECTION VIEWS.** Interior and Exterior Section Views to be provided from the footing up through the roof assembly providing details and specifications of all elements within the Section View.

- Section Views shall show all Insulation Details, Air/Moisture Barriers, Vapor Retarders, substrate materials and finish materials for all footing, foundation, floor, wall, and roof assemblies.

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## **When Do I Need a Site Plan?**

### **Examples of projects that require a Site Plan to be submitted**

- New Single Family Residence (SFR)
- New Multi-Family (duplex, townhomes, apartments, mix use)
- New Commercial or Industrial Buildings
- New Secondary Unit Conversions
- Additions with any increase in the footprint or building height
- Additions involving significant regrading or alterations to existing drainage systems- Encourage Applicant to Contact Public Works if any question
- Alteration of SFR - significant
- New Attached or Detached Garages or Additions
- Exterior Expansions to existing Commercial/Industrial Building or Parking
- Driveway Modifications
- All Detached Structures
- New Decks/Fences
- Demolitions
- Any Improvements or Work that will affect public utilities
- All Grading Work: Call the Engineering Department before you begin.
- All Work Being Done In The Public Right-of-Way
- Change of Occupancy Permit Application

### **SAMPLE OF SITE PLAN REQUIRED**

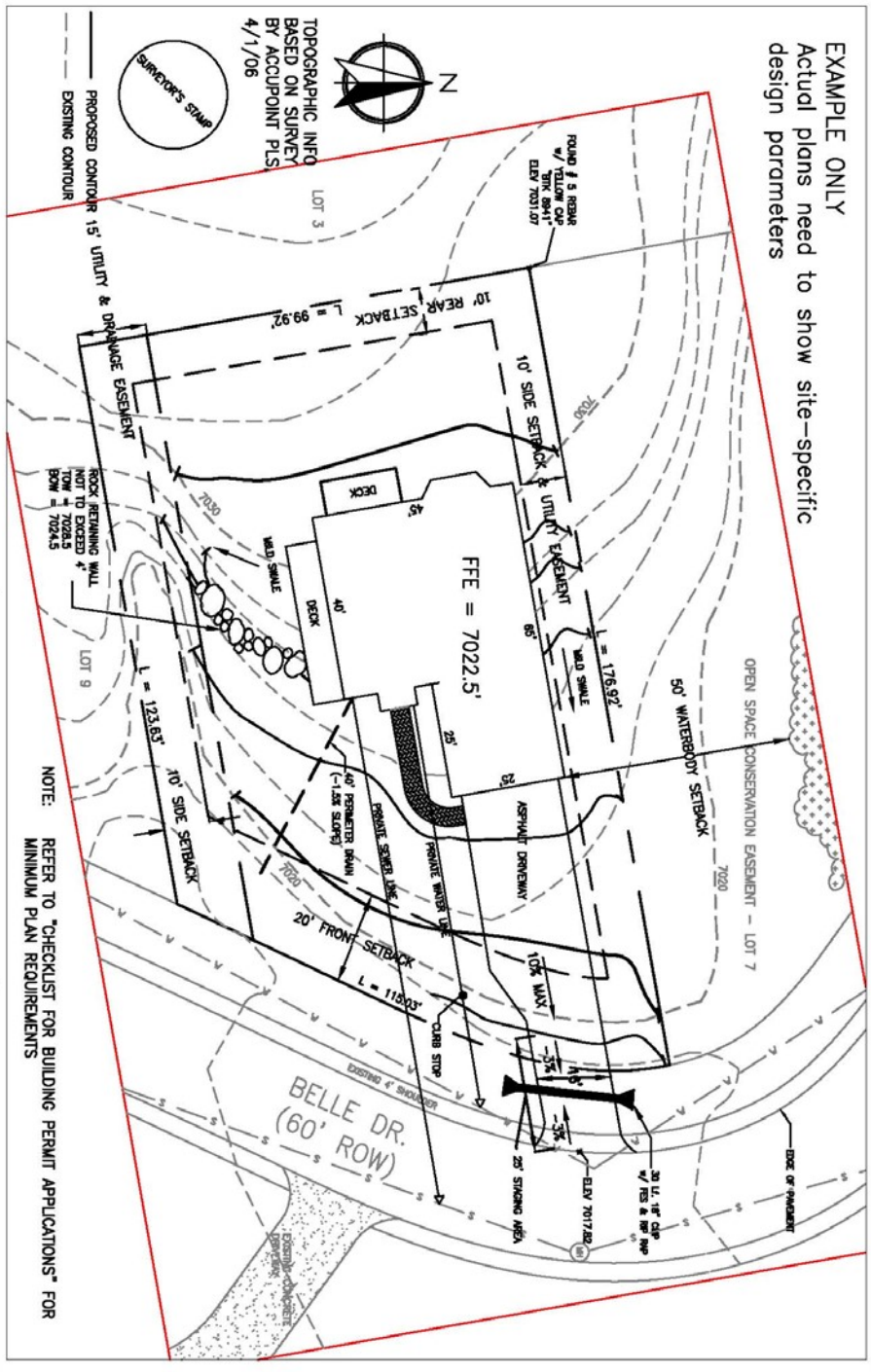
See next page.

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**EXAMPLE ONLY**  
 Actual plans need to show site-specific design parameters



Zoned: RN-2  
 Lot Area: 15,324.7 sq. ft (0.35 AC +/-)  
 Lot Coverage: Allowed 0.35 - Actual 0.13  
 Average Plate Height: 28'  
 Overall Height: 40'

<b>555 BELLE DRIVE</b>		<b>EXAMPLE SITE PLAN</b>	
<b>OWNER: MELODY CONRAD</b>			
LOT 8 GRANTY VIEW SUBDIVISION STEAMBOAT SPRINGS, ROUTT COUNTY, COLORADO		Drawn by: BSS	
		Scale: 1" = 30'	
		Date: 1/4/07	
Revision description:			
		Sheet number 1 of 1	

City of  
**Steamboat Springs**  
 Public Works Department

## What Departments Review my Building Permit Applications

### Routt County Environmental Health Department

The Routt County Environmental Health Department reviews all plans and issues Permits for Septic Systems in Routt County.

- Onsite Waste Water Treatment Systems: Plan Review and Permitting of OWTS Systems.
- Reviews all commercial kitchens for CDPH Regulations
- Reviews Commercial Pool and Spa Permits for CDPH Regulations.
- Detailed kitchen drawings required showing location of all fixtures, appliances, and cooking units. For Commercial Kitchens serving the Public, or Day Cares and School Projects. **NOTE:** Visit the Routt County Environmental Health Department Website <http://www.co.routt.co.us/159/Environmental-Health>

### Public Utility Companies for Electric and Gas

**YVEA Yampa Valley Electrical Association:** YVEA will review the proposed Electrical rout to the building and meter location and approval is required by YVEA prior to the issuance of a Permit. YVEA will stamp the submitted plans upon approval and notify the Building Department that they have approved. **\*NOTE:** YVEA will not contact the permit applicant upon approval; they will only contact the Building Department. The Building Department will notify permit applicant of approval.

**ATMOS ENERGY:** ATMOS energy will review the proposed Gas Line to the building and meter location and approval is required prior to issuance of a Permit. ATMOS will stamp the submitted plans upon approval. **\*NOTE:** ATMOS will not contact the permit applicant upon approval; they will only contact the Building Department. The Building Department will notify permit applicant of approval.

### City of Steamboat Springs Planning Department:

The Planning Department will review all Building Permit applications for planning and zoning compliance. Please visit the Planning Departments website for Plan Submittal Requirements and Information to assist you in preparing your plans.

<http://www.steamboatsprings.net/141/Planning-Community-Development>

### City of Steamboat Springs Fire Department:

The Fire Department will review all Building Permit applications for compliance with the adopted Fire Code. All Fire Sprinkler/Alarm Permit applications and plans shall be submitted directly to the Fire Department for review and permitting.

<http://www.steamboatsprings.net/121/Fire-and-EMS-Services>

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### **City of Steamboat Springs Engineering Division:**

Reviews work in the ROW, Site Plans, Excavation Work, Drainage and Storm Water Plans, Sidewalks, Private and Public Streets and Driveway Access. Please review the City Engineering Division website for more information.

<http://www.steamboatsprings.net/160/Engineering>

### **City of Steamboat Springs Water & Sanitation Division**

Reviews/Assesses/Collects Plan Investment Fees for Water and Sanitation, please review the website below for more information or PIF Fee Estimating templates.

<http://co-steamboatsprings.civicplus.com/167/Utilities---Water-Sewer>

### **City of Steamboat Springs Finance Department**

Reviews Total Project Valuation for accuracy for tax collections and the City Building Permit Fees, please visit their website for more information or forms related to Tax Reconciliation Process that is mandatory and must be completed prior to receiving a Certificate of Occupancy or Approval.

<https://www.steamboatsprings.net/DocumentCenter/Home/Index/13>

### **City of Steamboat Springs GIS Department:**

Reviews for addressing of both existing and new buildings, see website below for more information or City Maps.

<https://www.steamboatsprings.net/111/GIS>

### **Mount Werner Water and Sanitation District**

Projects that lie inside the Mount Werner Water/Sanitation District will be reviewed by Mouny Werner. Reviews/Assesses/Collects Plan Investment Fees for Water and Sanitation, please review the website below for more information or PIF Fee Estimating templates.

<https://www.mwwater.com/>

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