

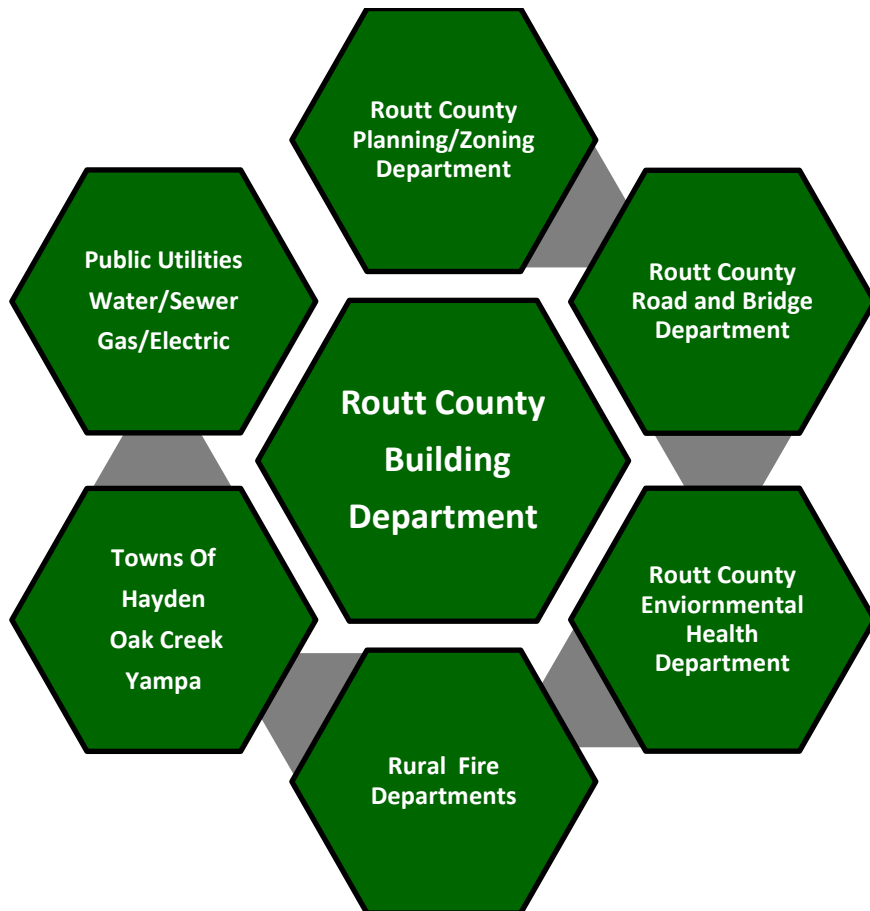


Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts
970-870-5566 : building@co.routt.co.us : 136 6th Street, Steamboat Springs, CO

Routt County Unincorporated Area and the Town of Hayden, Town of Oak Creek, and the Town of Yampa

Application/Plan Review/Permitting Process

Plan Review Process



Building Application/Permitting/Plan Review Process

Who Manages and Processes My Permit Applications

Routt County Regional Building Department accepts and reviews all Building/Electrical/Mechanical/Plumbing/Grading/Demolition/Solar permit applications; providing permit intake services, plan distribution to all necessary Departments/Agencies, and effectively managing your project application from start to finish.

How Do I Submit My Plans and Permit Application

Permit Applications and Plans must be submitted electronically to Routt County Regional Building Department and No Paper Applications or Plans are accepted.

Online Permit Application Process: Routt County Regional Building Department uses View Point Permitting software for all permit applications and plan submittals. Applicants must create an account on View Point prior to submitting a permit application. Apply for a Permit now by going back to our home page and clicking "Apply for A Permit" our use the link below.

<https://www.viewmypermitct.org/PreLoginViews/LoginPage.aspx?tid=53>

What if I Don't Have a Computer?

The Routt County Building Department has a public computer available for you to use in our office to assist you with applying for your permit, please stop in our office located at 136 Sixth Street in Steamboat Springs Colorado, the Building Department is located on the 2nd floor and staff can assist you.

Time Frame for Plan Review Prior to Permit Issuance

- **Expedited Permits:** Permits for Windows, Doors, Roofs, Siding, Solar, Electrical, Plumbing, and Mechanical may be issued the same day as the application is received unless exceptions below exist.
 - ❖ No decrease in window area for commercial properties and no reduction in access for entryways.
 - ❖ Building Department must review all egress openings to confirm proper size is met along with tempered glass requirements where needed.
 - ❖ All new openings must be reviewed by Building Department for structural requirements.
- **Five-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
 - ❖ 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.**
- **NOTE: Grade and Fill Permits:** May be required in addition to the Building Permit and all excavation work must be reviewed by; City of Steamboat Springs, Town of Hayden, or the Routt County Road and Bridge Department prior to excavation work beginning to review Construction Site Management, Storm Water Management, and all work being done in the Public R.O.W.

Pathway to Permit Issuance Understanding The Submittal Requirements



What Departments Review Permit Applications

- ❖ Routt County Regional Building Department
 - ❖ Routt County Planning Department
 - ❖ Fire Department Districts
 - ❖ Routt County Road and Bridge Department
- ❖ Towns, Local or Private Utility Companies for Water & Sewer
 - ❖ Routt County GIS Department (Addressing)
 - ❖ Towns of Oak Creek, Hayden or Yampa
 - ❖ Routt County Environmental Health Department

Public Utility Companies

- ❖ ATMOS Energy (Natural Gas Connection)
- ❖ YVEA Yampa Valley Electric Association (Electrical Connection)

Routt County Regional Building Department Submittal Requirements

We only Accept Electronic Plan Submittals and Permit Applications

■ **PLANS AND SPECIFICATIONS** - Permit applicants shall submit **A COMPLETE SET** of plans and specifications with each application for a permit. These will be submitted during the online application process.

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. Contact the building department to verify if your construction project requires an architect or engineer. 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. Through the seal shall appear the **signature** of the architect or engineer and the **date** of signature.

✧ *Stamps or seals shall not be placed on reproducible drawings used to make multiple copies!*

AN ARCHITECT OR ENGINEER WILL TYPICALLY BE REQUIRED AS FOLLOWS:

- *Building plans and specifications shall be prepared and sealed by a qualified architect or engineer when required by Title 12, Article 4 of the Colorado Revised Statutes. (i.e., commercial and industrial occupancies, multifamily residential, etc.)*
- *Foundation plans and details shall be sealed by a qualified engineer 1) when the soil report indicates that the soils exhibit swell potential with a minimum dead load requirement in excess of 500 pounds per square foot, or 2) when basement or retaining walls exceed 4'-0" in height and retain more than 4'-0" of soil, vertically.*
- *Structural plans and details shall be sealed by a qualified engineer when required by the building department due to complexity of design.*

Plans shall be **drawn to scale** and shall clearly indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted model codes and standards and all other relevant laws, ordinances, rules and regulations.

A COMPLETE SET OF PLANS SUITABLE FOR REVIEW SHOULD INCLUDE: *Some projects will not require all of the following information on the plans or details. Please examine the information listed below; information not applicable to a given project need not be included in the plans.*

SOILS REPORT. Soils reports are required for all new construction.

*Exceptions: 1) One and two family dwellings in areas where the site is generally level and clean gravel or gravel and sand mixtures are encountered. 2) Additions and alterations to existing one and two family dwellings. 3) Minor additions and alterations to multifamily residential, commercial and industrial buildings. 4) Detached private garages. *Check with the Plans Examiner to see if your site requires a soils report.*

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.

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 and doors.
- * Porches, decks and guardrails.
- * Finish grade, existing grade, and the line of the foundation below finish grade for each elevation.
- * Roof pitches. (*rise and run*)
- * Chimneys or vents for fuel burning devices and any other permanent equipment installed on the exterior of the building.
- * Height of the building.
- * See Routt County Planning Checklist for any additional requirements.

Visit the Building Department Website

<http://www.co.routt.co.us/118/Building>

Routt County Regional Building Department Plan Review Staff Members

Ted Allen, P.E., C.B.C.O, LEED AP BD+C
 Assistant Building Official & Plan Review Examiner
tallen@co.routt.co.us
 Phone: 970-870-5329

Malea Michael-Ferrier
 Administrative Assistant/Permit Technician
Mmichael-ferrier@co.routt.co.us
 Phone: 970-870-5566

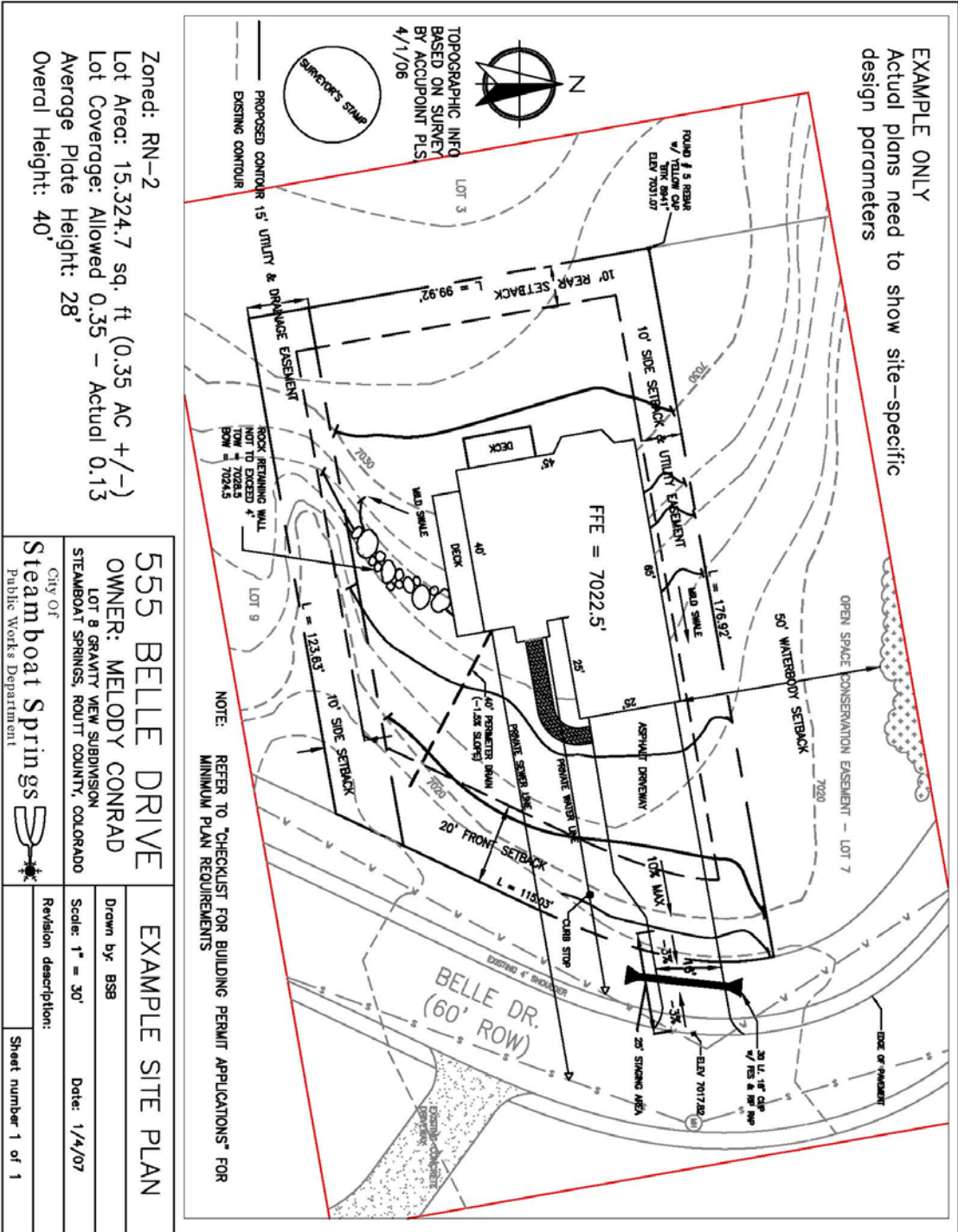
Todd Carr
 Building Official
tcarr@co.routt.co.us
 Phone: 970-870-5330

When Do I Need a Site Plan and What is Required

Examples of projects that require a Site Plan to be Submitted for Building and Grading Permits

- 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

SAMPLE OF SITE PLAN REQUIRED



Public Water & Sewer Services are Reviewed by Authority Having Jurisdiction

- **NOTE: Plant Investment/Tap Fee Payment: Full Payment of all Tap Fees must be made to the Utility Provider prior to the Permit being Issued.**
- Building Department will send your plans to the appropriate Department for review.
- All Site Plans must include proposed utility connections, proposed route, proposed size and dimension and show the location of entrance or attachment to the building.
- Water and Sewer Connections must be reviewed and approved Authority Having Jurisdiction

How Much Are Plant Investment/Tap Fees

Please contact the Utility Providers for information and forms on the cost of Plant Investment/Tap Fees and how to make your payment.

- Tree Haus Metro; Jim Kohler; jkohler@calconci.com
- Morrison Creek Water; Steve Colby; scolby@mcwater.org
- Steamboat Lake Water; admin@steamboatlakewater.com
- Steamboat II Water; Chase Baker admin@steamboat2metro.com
- Catamount Metro joel@catamountmetro.org or kevin@catamountmetro.org
- Town of Oak Creek maryalice@townofoakcreek.com
- Town of Yampa jray@townofyampa.com
- Town of Hayden Sharon.johnson@haydencolorado.org

Routt County Environmental Health Department

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

- Septic System Plan Review and Permitting
- Reviews all commercial kitchens for CDPH Regulations
- Reviews Commercial Pool and Spas Projects
- Detailed kitchen drawings required showing location of all fixtures, appliances, and cooking units.

NOTE: Visit the Routt County Environmental Health Department Website

<http://www.co.routt.co.us/159/Environmental-Health>

Contact Routt County Environmental Health Department Staff Members

Scott Cowman: Email- scowman@co.routt.co.us Phone: 970-870-5401

Heather Savalox: Email- hsavalox@co.routt.co.us Phone: 970-870-8403

Public Utility Companies for Electric and Gas

Yampa Valley Electric 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.

Contact Staff Members:

Scott Flowers: Email- sflowers@yvea.com Phone: 970-871-2250

Nathan Frentress: Email- nfrentress@yvea.com Phone: 970-871-2250

Larry Ball: Email- lball@yvea.com Phone: 970-871-2250

Morgan Carey: Email- mcarey@yvea.com Phone: 970-871-2250

Bill Barva (SOLAR PERMITS): bbarva@yvea.com

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.

Contact Staff Members:

Don Crane: Email- don.crane@atmosenergy.com Phone: 970-879-3223

Nick Planansky: Email- nick.planansky@atmosenergy.com Phone: 970-879-3223

Routt County Planning Department

The Routt County Planning Department will review all Building Permit applications for planning and zoning compliance.

NOTE: Please visit the Routt County Planning Departments website for Plan Submittal Requirements and Information to assist you in preparing your plans.

Routt County Planning Department Web Site:

<http://www.co.routt.co.us/189/Planning>

Contact Planning Department Staff Members

Allan Goldich: Email- agoldich@co.routt.co.us Phone: 970-870-5322

Tegan Anderson: Email- tanderson@co.routt.co.us Phone: 970-870-5325

Planning Department Direct Phone Number: 970-870-5599

Routt County Road and Bridge Department

- ❖ Reviews Site Plans for all work done in the Public R.O.W.
- ❖ Reviews Site Plans for Construction Site Management Practices
- ❖ Reviews Site Plans for Storm Water Management Practices
- ❖ Reviews Site Plans for all Public Infrastructure Work
- ❖ Reviews Site Plans for new driveways and entrances

NOTE: Please Visit the Routt County Road and Bridge Department Website for Plan Submittal Requirements, Checklist, and Informational Brochures to Assist You in Preparing your Plans.

Routt County Road and Bridge Department Website:

<http://www.co.routt.co.us/198/Road-Bridge>

Routt County Road and Bridge Department Guidelines and Applications

<http://www.co.routt.co.us/199/Applications-Permits>

Routt County Road and Bridge Department Staff Members

Geovanny Romero: Email- gromero@co.routt.co.us Phone: 970-870-5344

Zach Schaffner: Email – zschaffner@co.routt.co.us Phone: 970-870-5344

Routt County GIS Department

- Reviews Addressing on all Permits
- Provides New Addressing on new Buildings
- Routt County GIS website: <http://www.co.routt.co.us/172/GIS>

Contact GIS Department Staff Members

Emy Keeling: Email – ekeeling@co.routt.co.us

Jason Blair: Email – jblair@co.routt.co.us

Laura Meyers: Email – lmeyers@co.routt.co.us

Routt County Rural Fire Departments

- ❖ Steamboat Rural Fire: Doug Shaffer 970-871-8216
- ❖ Oak Creek Rural Fire: Chuck Wisecup 970-736-8104
- ❖ West Routt Fire: Dal Leck 970-276-3796

Town of Oak Creek

Mary Alice Page-Allen, Town Administrator

Phone: 970-736-2422 Email: maryalice@townof oakcreek.com

Website: <http://townof oakcreek.com/>

Town of Yampa

Janet Ray, Town Manager

Phone: 970-638-4511 Email: jray@townof yampa.com

Town of Hayden

Mathew Mendisco, Town Manager

Phone: 970-276-3741 Email: mathew.mendisco@haydencolorado.org

Name	Email	Review
Alex Evonitz	alex.evonitz@haydencolorado.org	Public Works and Engineering
Frank Case	frank.case@haydencolorado.org	Public Works and Set Backs
Dal Leck	westroutt77@aol.com	Fire
Trevor Guire	trevor_guire@msn.com	Fire
Ross Culbertson	rculbertson@rgengineers.com	Planning and Zoning
Sharon Johnson	sharon.johnson@haydencolorado.org	Submittal and process review
Jane Hendricks	jane.hendricks@haydencolorado.org	Submittal and applicant assistance
Andrea Salazar	andrea.salazar@haydencolorado.org	Submittal and applicant assistance