



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

De-Construction Permit Application and Policy

Plan Review Timeframe: 3 Working Days Unless Historical Review Required

Requirements Below:

1. **Permit Application Work Description: Please provide a complete work description in View Permit and on the Site Plan showing all Buildings, Signs, Fences, Retaining Walls, and all other Structures that are being proposed to be removed or De-Constructed.**
 - A. **If Manufactured/Mobile Home: Also include Certificate of Destruction/Removal, Certification of Taxes (Authentication of paid Ad Valorem Taxes) From the Treasurer/Assessor. (See Page 3)**
2. Possible Historical Review may be needed and permission granted prior to Permit Approval.
3. Proper Removal/Disconnection of Utilities and Approvals from AHJ
4. Construction Site management Plan Showing:
 - A. Fencing
 - B. Hazards
 - C. Sanitation location
 - D. Ingress / egress to public way
 - E. Existing Utility Connections and Removal Location
5. Debris removal plan by letter or shown dumpster location on site management plan
6. Proof of liability insurance
 - A. \$300,000 minimum liability (may be handled by the homeowner's policy).
7. Administration fee of \$30.00 for permits with no pending construction permit. Demolition permits in the Steamboat Springs Rural Fire Protection District will be an additional \$25.00 for fire review fee.
8. In buildings where the demolition is preparatory to an interior remodel or where a portion of building is being removed that is connected to an existing building that will remain, an engineer's review with signed and sealed documentation that the demolition will not be detrimental to the structure or fire resistivity of the building will be required. This statement will include vertical, lateral, and seismic load considerations, as well as fire resistive assembly requirements based on Type of Construction.

Routt County Regional Building Department

136 Sixth Street, PO Box 773840 Steamboat Springs, CO 80477 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us

9. In buildings where the demolition is preparatory to an interior remodel or where a portion of building is being removed that is connected to an existing building that will remain, the applicant must provide a Fire Management Plan with this application describing how all Fire Sprinkler or Alarm Systems will remain in service, out of service, or how fire watch will be utilized.
10. Sign the owner/agent asbestos statement on the next page and submit with your De-Construction Permit Online through View Permit.

Think Smart During De-Construction
**Re-Use, Recycle, and Re-Claim as much
as possible with all Materials to Divert
Landfill Trips, Fees, and Waste
“Thank You”**



MANUFACTURED, MOBILE or TRAILER HOME

Under Colorado State Statute the Routt County Treasurer's Office requires property taxes on all manufactured, mobile/ trailer homes before destruction or moving permit is issued.

Destruction of Manufactured Home: Per § 38-29-204(4), C.R.S. If a titled manufactured home is destroyed, dismantled, sold as salvage, or otherwise disposed of, the owner must file a Certificate of Destruction, Certification of Tax and an application to cancel a Certificate of Title with the County Clerk and Recorder. If a titled manufactured home is deemed hazardous by a governmental agency, the land owner can file a Certificate of Destruction along with the 'Evidence of Violation' in order to have the home removed or disposed of.

WHAT YOU NEED TO DO:

1. **Certificate of Destruction** is required (CRS 38-29-204).
2. Notify the Vehicle Licensing Division of the destruction. Verification of titled owner or previous purge ad valorem will be completed.
3. Receive consent and lien release from lien holder or secured party if applicable on **Certificate of Destruction**.
4. Notify the Assessor and Treasurer in the county where the manufactured home is located.
5. County Treasurer/Assessor will issue an authentication form and a transportable manufactured home permit (if applicable). The permit is an orange placard that must be prominently displayed on the rear of the manufactured home during transit. If the move is along state highways, you must also get a moving permit from the Colorado Department of Transportation.
6. Receive verification signatures from the authorized agent verifying the destruction of the manufactured home.
7. Submit the **Certificate of Destruction** and **Certificate of Removal** (if previously affixed) to the Vehicle Licensing Division. Recording fees will be collected at that time.
8. The County Clerk shall forward information to the County Assessor and the Colorado Department of Revenue Title Department. (CRS 38-29-207)

Relocating Existing Titled Manufactured Homes: Per §§ 38-29-203 and 38-39-208, C.R.S. Before a titled manufactured home is moved, the owner must pre-pay the property taxes and notify the county assessor and the County Treasurer of the impending move. Failure to prepay the taxes and notify the Assessor and Treasurer of the impending move may result in a fine of not less than \$100 and not more than \$1,000. The County Treasurer and/or Assessor will issue an Authentication of Paid Ad Valorem Taxes (authentication form) and a transportable manufactured home permit. The transportable manufactured home permit is an orange placard that must be prominently displayed on the rear of the titled manufactured home during transit. The fine for moving a titled manufactured home without either a permit or an authentication form is \$200. If the move is on state highways, an excess size transport permit must also be obtained from the Colorado Department of Transportation. Within 20 days following the move, the owner must provide the Assessor and the Treasurer of the County in which the titled manufactured home is now located with the mailing address of the owner and the physical location of the titled manufactured home.

WHAT YOU NEED TO DO:

1. Notify the Assessor and Treasurer in the county where the manufactured home is located.
2. If the Manufactured Home is permanently affixed a **Certificate of Removal** will be required and a new title will be required. (CRS 38-29-203)
3. County Treasurer/Assessor will issue an authentication form and a transportable manufactured home permit. The permit is an orange placard that must be prominently displayed on the rear of the manufactured home during transit. If the move is along state highways, you must also get a moving permit from the Colorado Department of Transportation.
4. If a person has titled a manufactured home properly in the county where it is located and then moves the manufactured home to another location or county, there is no need for a title change as long as the owner remains the same. Nothing is required by the Clerk & Recorder's office.
5. The owner shall file a notice of any change of location within the county with the County Assessor and the County Treasurer or change of location from one county to another county within 20 days after such change of location occurs. If such notice is not filed a penalty of fifty dollars (\$50.00) shall be assessed and collected at the time of the appropriate county treasurer's discovery of the change of location. (CRS 38-29-143)

Please include the following forms with your demolition permit applications:

1. **Certification of Destruction for a Manufactured Home Form and Instructions-**
https://drive.google.com/file/d/1npo_WY7vMamDhyguw3MMA3H7GphkX6kY/view?,authuser=0

AND/OR

2. **Removal of Manufactured Home Form:**
https://drive.google.com/file/d/1WWo0KCNKDyPco_nQI_dp9IT-wQy9nXFV/view?,authuser=0
3. **Authentication/Certification of Tax:**
<https://drive.google.com/file/d/1nUOrb7yaLD3ZsmDlxcaTusoCeAPoKCL/view?,authuser=0>

I have read and understand the above information and agree to these requirements:

Owner / Agent Signature: _____ Date: _____

Address: _____ Permit number: _____

OWNER / AGENT ASBESTOS STATEMENT

Under Colorado Regulation No. 8, Part B – Asbestos, Emissions Standards for Asbestos, The Colorado Department of Public Health and Environment (“CDPHE”) requires all buildings be thoroughly inspected for asbestos in accordance with paragraphs IV.C.1., IV.D. and IV.F. by a Colorado certified asbestos Building Inspector prior to commencing renovation or demolition activities. Both the building owner and contractor performing the renovation or demolition work can be held liable for failing to comply with these asbestos regulations.

Please be aware that testing for the presence of asbestos and issuance of a permit by the state may require significant lead times as there are state and federal requirements that the application for demolition (or renovation if trigger levels of asbestos will be disturbed) must be postmarked or hand delivered at least 10 working days prior to the commencement of the project. Issuance of a building permit by Routt County Regional Building Department does not assure compliance with the State and Federal regulations.

More information and applications are available at the CDPHE website:

<http://www.cdphe.state.co.us/ap/asbestos/index.html> or by calling the Colorado Department of Public Health and Environment at (800) 866-7689 or (303) 692-3150.

I have read and understand the above information and agree to these requirements

Owner / Agent Signature: _____

Date: _____

Address: _____ Permit number: _____



Department of Planning and Community Development

NOTICE REGARDING DEMOLITION PERMITS

In accordance with Section 709.A.2 a Final Development Plan (FDP) is required prior to issuance of a Demolition Permit in the following zone districts:

CN – Commercial Neighborhood

CO – Commercial Old Town

CY – Yampa Street Commercial