

May 2019 Permit Reports

Our Permit Reports are attached to this Newsletter, you can also view weekly and monthly reports online at the below link.

<http://www.co.routt.co.us/606/Permit-Reports>

Inspection Scheduling Tips

Inspection Scheduling Notice:

The Building Department wanted to provide some clarity to our new Contractors and also are Local Contractors who may have been confused as well on the AM and PM inspection requests. The Building Department attempts to meet the needs of our Contractors to the best of our abilities, and allow you to request an AM or PM inspection. However we do not allow nor can we provide you with a special inspection request time, such as early AM, Late AM, early PM or Late PM. It's not possible for us to provide that level of service due to the Geographic Area we cover throughout the entire County. In some cases if we receive all AM requests we will not be able to meet this demand, and your AM request will then become a PM inspection, or vice versa if we receive too many PM requests these may become AM requests.

Additionally our Inspection staff will provide you with a call early in the morning sometime between 7:30 AM and 8:30 AM typically, we will provide with an approximate time of arrival to the best of our abilities within a 1 ½ hour range. This is the best service we can offer our Contractors, and we wanted to provide you this information in again to avoid scheduling mishaps on your end.

Concrete Pours: Contractors are putting themselves at risk if you schedule concrete delivery the same day as your inspection request, as we cannot guarantee a time of arrival to your project the day before, and we have no control over how many inspection requests we may receive nor can we plan our geographical route until the morning of each working day. Additionally if an inspection were to fail, or if you have a change from the original approved plans that has not been submitted for review and approval prior to the inspection, you could be at risk of not being able to pour concrete.

Inspections are now starting to ramp up for the season, so I wanted to provide you with advance notice on the topic above. If you have not scheduled by midnight the day before, we will not be able to perform an inspection the next day, also please ensure the approved plans are on-site and available for us when we arrive and you're ready for your inspection. Due to heavy workload staff will not be able to return to your job site later in the day if you're not ready or approved plans are not on site.

Inspection Scheduling Tips

Inspection Workload: We anticipate high volume of inspections this summer and through the fall season due to the number of large commercial projects and residential work as well. Our Department is expecting to work some overtime to continue to meet workload demands. Our goal is to get out of the office earlier in the morning, so please begin to expect phone calls earlier in the morning providing you with an expected time of arrival, and occasionally later afternoon inspections as well.

Online Inspection Scheduling Mandatory: All Contractors we have been requesting now for a few months to use our online inspection service to schedule inspections, and we will be making this mandatory not optional in the near future. We are going to be seeing a high volume of inspections throughout this season, in order to meet the demand we need your help and will expect you to schedule online, which will save us an hour minimum each morning. We need to take advantage of efficiencies within technology and permitting software enabling us to increase levels of service and total number of inspections we can perform in a single day, we appreciate your time in advance for scheduling On-Line versus calling our inspection hotline.

Please take time to review how to do this with our inspection staff on site if you're unfamiliar with the process or software. See below instructions again on how to schedule online.

Instructions: You simply enter your Permit Number, Contact Person, Phone Number, date requested, use the drop down menu for type of inspection desired, then hit "Request Inspection" at the bottom of the screen. See sample of the Request Inspection Screen below, this process can be done in roughly 30 seconds once you're logged in to the software. Our staff can assist you with saving the Log-In Screen on your phone if needed as well. We appreciate your time and consideration in moving away from the Inspection Hotline to help us provide better service to you.

The screenshot shows a web form for scheduling inspections, divided into two main sections: "Property/Permit/Contact Info" and "Inspection Type & Schedule".

Property/Permit/Contact Info

- Address or Permit #**: A text input field with a placeholder "Type the address or permit number then select from the list".
- Available Permits**: A dropdown menu with a downward arrow.
- Contact Person**: A text input field.
- Contact Phone #**: A text input field.

Inspection Type & Schedule

- Requested Date**: A date input field.
- Inspection Stage**: A radio button selection with two options: "Regular" (highlighted in orange) and "Final" (highlighted in light grey).
- Inspection for**: A dropdown menu with a downward arrow.
- Comments**: A large text area with a vertical scrollbar.

At the bottom center of the form is a button labeled "Request Inspection".

Plan Review Expected Completion Time-Frames:

The Building Department continues to see a high volume of permit applications being submitted through the month of May and also early part of June. We have completed Plan Reviews on almost all expected large commercial projects, however residential permit applications have increased substantially in the past three to four weeks. We appreciate your patience in advance as we complete the review for your projects. Applicants should not expect the initial plan review letter to be completed on new single family homes or large additions until 10 working days after the review begins. We are also utilizing Colorado Code Consultants for Plan Review assistance, to help manage our workload and continue to meet the published time frames for completion.

Published Expected Plan Review Time-Frames:

New Commercial Buildings or Large Residential Homes: 10-15 working days

New Residential Homes or Large Additions: 10-working days

Interior Remodels/Decks/ Small Additions: 5-working days

Land Management Software Update:

Routt County and the City of Steamboat Springs began looking into purchasing new Land Management Software towards the end of Calendar Year 2017. We performed several site visits to other communities to kick this project off, then composed a comprehensive RFP that was let out in June of 2018. We received seven responses to our initial RFP in August of 2018, County and City staff then narrowed our selection down to town vendors and requested them to provide an on-site live demonstration in the fall of 2018, then subsequent conversations and questions followed these live demonstrations. In April of 2019 we moved forward with intent to sign a contract for services with City View as our selected vendor. Routt County will be moving forward with contract signing to purchase the new Land Management Software from City View in June of 2019. The City of Steamboat Springs is also nearing completion of their contract for services with City View as well, and will be signing their contract in July of 2019.

What This Means: The implementation process will take approximately 12 to 13 months, meaning the new software will not be available for use until the summer of 2020. The new Land Management Software will offer the End User "Public" lots of great advantages including increased transparency, electronic submittals with all Departments both City and County, increased levels of efficiency will all types of applications, and better overall levels of communication between our internal "Staff" and external "Public" users. The software will also feature enhanced capabilities to properly manage all related records, applications, and permits, per project starting with the Community Development process through Building Permitting process and onto final completion and project close-out. There are many new tools and integrations built in that allow the software to communicate directly with Blue Beam, Microsoft Outlook, Microsoft Word, and GIS as well. We are excited to work through the implementation process and looking forward to the Go-Live date and releasing the new software to the public. The software will also provide our professionals, contractors, and citizens a consistency regardless where they work throughout Routt County or within the City of Steamboat Springs, this was our main goals in the collaboration process between the City and County.

Departments purchasing the new Land Management Software:

Routt County: Building / Planning / Environmental Health/ Public Works

City of Steamboat Springs: Planning / Public Works / City Clerks / Routt County Building Department

Yampa Valley Electric Association Update:

The Routt County Regional Building Department staff members Todd Carr and Jesse DeWolfe met with YVEA in the month of May to discuss some internal process changes that YVEA has made in regards to Solar Permit Plan Reviews, and also future changes to come on Building Permit Reviews as well.

Solar Permits Special Notice: Yampa Valley Electric Association notified us in the month of May that they will no longer be performing Plan Reviews on Solar Permit applications through the Routt County Building Department process.

Solar Permit Applicants must still submit an application with the Building Department, nothing has changed with our own internal review processes or published review time-frames, nor has anything changed in regards to scheduling next-day inspection for our portion of the permit.

YVEA has implemented a new process, and they would like all Solar Permit Applicants to submit a separate solar permit application through their office, this is an independent process than the Building Department submittal process. Please contact YVEA directly on all expected plan review time-frames, and inspection time-frames for approval by YVEA in the field as well.

Please use the below links for more information on the new process and requirements for submittal through YVEA.

<https://www.yvea.com/construction-service-guidelines>

<https://www.yvea.com/distributed-generation-interconnection>

<https://www.yvea.com/new-member-info>

Building Permit Reviews on New Construction and Additions Future Update: At this time YVEA will continue to review new construction permits or permits for additions through the Building Department process, and we will continue to invite YVEA to our Plan Reviews. All permit applicants should take time to visit the YVEA website and review the above information on the submittal requirements needed in order for YVEA to complete your review and save time on any resubmittals.

Future Changes: YVEA and the Building Department will provide you with adequate notice in the future when changes to this process are made, but YVEA will be moving towards a completely independent Plan Review process in the near future for all new construction or additions, where the customer/applicant will need to submit independently with YVEA directly for approval on your construction projects. The Building Departments goal would be to provide the public at minimum a one month notice before this happens, and allow YVEA an opportunity to provide you with Outreach and Education on the new changes to ensure a smooth transition when the process change takes place.

MINI RECAP SHEET

The following is the May 2019 report for the Routt County Regional Building Department with all the statistics, financial and expense activity.

YEAR TO DATE 2019 CONSTRUCTION VALUATION	\$47,337,778.00
YEAR TO DATE 2018 CONSTRUCTION VALUATION	\$58,267,658.00

Current Month REVENUES: (USE TAX NOT INCLUDED)	\$280,410.86
Current month - 2018 REVENUES: (USE TAX NOT INCLUDED)	\$254,089.99

YEAR TO DATE - 2019 REVENUES	\$687,043.09
YEAR TO DATE - 2018 REVENUES	\$574,958.04

Any questions regarding these reports should be directed to Malea Michael-Ferrier at mmichael-ferrier@co.routt.co.us

EXPENDITURES	BUDGET AMOUNT 2019	ACTUAL USED												AMOUNT USED	BUDGET BALANCE	% USED
		1st quarter			2nd quarter			3rd quarter			4th quarter					
		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC			
PERSONNEL																
ADMIN SALARY	114,220.00	9,530.99	9,672.58	9,672.58	9,672.58	9,672.58								48,221.31	65,998.69	42.2%
STAFF SALARIES	536,400.00	43,607.48	43,607.51	43,791.39	43,857.62	44,085.69								218,949.69	317,450.31	40.8%
OVERTME	6,000.00	0.00	0.00	0.00	0.00	0.00								0.00	6,000.00	0.0%
MEDICAL INS	172,550.00	11,478.10	11,478.10	11,478.10	11,478.10	11,478.10								57,390.50	115,159.50	33.3%
FICA	50,230.00	3,885.21	3,896.04	3,910.10	3,915.17	3,932.62								19,539.14	30,690.86	38.9%
LIFE/DISABILITY	2,860.00	221.80	221.80	221.80	221.80	221.80								1,109.00	1,751.00	38.8%
RETIREMENT	33,150.00	2,898.38	2,906.88	2,917.92	2,921.90	29,355.57								41,000.65	-7,850.65	123.7%
WORKERS COMP	350.00	350.00	0.00	0.00	0.00	0.00								350.00	0.00	100.0%
TOTAL PERSONNEL	915,760.00	71,971.96	71,782.91	71,991.89	72,067.17	98,746.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	386,560.29	529,199.71	42.2%
OPERATING																
ADVERTISING	800.00	0.00	0.00	0.00	0.00	0.00								0.00	800.00	0.0%
CONTINUED EDU	7,000.00	2,077.77	556.00	0.00	435.00	0.00								3,068.77	3,931.23	43.8%
DUES & MEMB	1,600.00	0.00	0.00	270.00	135.00	90.00								495.00	1,105.00	30.9%
INSURANCE- CAP	5,200.00	5,381.00	0.00	0.00	0.00	0.00								5,381.00	-181.00	103.5%
OVERHEAD	295,120.00	24,593.34	24,593.34	24,593.34	24,593.34	24,593.34								122,966.70	172,153.30	41.7%
POSTAGE & SHIPPIN	600.00	21.12	0.00	0.00	0.00	0.00								21.12	578.88	3.5%
PRINTING	1,000.00	0.00	0.00	0.00	0.00	0.00								0.00	1,000.00	0.0%
PUBLICATIONS & SU	8,000.00	30.00	289.45	385.95	185.00	351.75								1,242.15	6,757.85	15.5%
PROF SERVICES	20,000.00	0.00	0.00	715.00	3,847.50	6,727.50								11,290.00	8,710.00	56.5%
SUPPLIES	3,500.00	203.17	0.00	110.64	0.00	0.00								313.81	3,186.19	9.0%
PHONE - BASIC	1,200.00	71.13	72.72	79.55	74.28	82.75								380.43	819.57	31.7%
PHONE - CELL	4,000.00	200.05	200.05	200.02	200.05	200.05								1,000.22	2,999.78	25.0%
TRAVEL_LODGING	7,000.00	0.00	0.00	3,055.00	0.00	0.00								3,055.00	3,945.00	43.6%
TRAVEL_MEALS	2,500.00	0.00	1,116.50	-149.60	223.51	0.00								1,190.41	1,309.59	47.6%
MOTORPOOL	35,280.00	2,940.00	2,940.00	2,940.00	2,940.00	2,940.00								14,700.00	20,580.00	41.7%
TRANSPORTAION	600.00	0.00	190.24	0.00	0.00	0.00								190.24	409.76	31.7%
	0.00													0.00	0.00	0.0%
	0.00													0.00	0.00	0.0%
TOTAL OPERATING	393,400.00	35,517.58	29,958.30	32,199.90	32,633.68	34,985.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	165,294.85	228,105.15	42.0%
BUDGETED EXPENDITURES	1,309,160.00	107,489.54	101,741.21	104,191.79	104,700.85	133,731.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	551,855.14	757,304.86	42.2%

SINCE THE MONTH END REPORT IS DONE BEFORE ACCOUNTING CLOSES THEIR BOOKS FOR THE MONTH, THE CURRENT MONTHS EXPENSES ARE APPROXIMATE.
THE PREVIOUS MONTHS EXPENSES ARE FINALIZED AT THE END OF THE NEXT MONTH: IE FEB REPORT WILL HAVE FINALIZED JAN EXPENSES & APPROXIMATE FEB FIGURES

ROUTT COUNTY REGIONAL BUILDING DEPARTMENT FINANCIAL REPORT

ALL FIGURES ARE ACCUMULATED TO-DATE AMOUNTS

TOTAL REVENUES (YTD)	\$687,043.09
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TOTAL BUDGET EXPENDITURES	\$551,855.14
PERCENTAGE OF BUDGET USED	42.2%

COUNTY USE TAX COLLECTIONS	\$328,026.35
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CITY SCHOOL TAX COLLECTIONS (YTD)	\$105,641.43
CITY USE TAX COLLECTIONS (YTD)	\$845,131.43
CITY EXCISE TAX COLLECTIONS (YTD)	\$576,582.88
CITY PERMIT REVIEW FEE (YTD)	\$75,017.66
FIRE DEPARTMENT FEE COLLECTIONS (YTD)	\$4,175.00

THIS PAGE WILL CHANGE MONTHLY AS FIGURES ARE YEAR TO DATE

MONTHLY REVENUES

May 2019

ACCOUNT	Current Month	YEAR TO DATE TOTAL
BUILDING PERMIT FEES	174,337.68	365,853.06
PLAN REVIEW FEES	103,237.68	312,923.28
MECHANICAL PERMIT FEES	445.50	2,482.00
PLUMBING PERMIT FEES	305.00	624.00
ELECTRICAL PERMIT FEES	2,085.00	4,559.00
CODE BOOK SALES	0.00	601.75
TOTAL COUNTY FEES	\$280,410.86	\$687,043.09

PLANNING DEPT. REVIEW FEES	1,200.00	3,700.00
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INSPECTIONS

Inspection Type	May		YTD TOTAL
	CITY SBS	COUNTY	
BUILDING	201	133	1394
PLUMBING	65	44	412
MECHANICAL	120	48	724
ELECTRICAL	61	58	533
TOTAL Inspections	447	283	3063

MISC PERMITS ISSUED

PERMIT TYPE	May	YTD TOTAL
PLUMBING	28	97
MECHANICAL	39	200
ELECTRICAL	32	155
TOTAL	99	452

TYPE OF BUILDING PERMITS ISSUED

STEAMBOAT SPRINGS

NATURE OF BUILDING PERMITS

# of Permits	May-19		# of UNITS	TOTAL FEES	VALUATION	YTD # OF PERMITS	YTD # of UNITS	YTD FEES	YTD VALUATION
NEW CONSTRUCTION									
4	SINGLE FAMILY		4	30,028.78	3,932,500.00	10	10	76,081.90	9,962,500.00
2	SECONDARY UNIT		2	715.59	88,816.00	3	3	2,815.02	263,816.00
0	TINY HOMES		0	0.00	0.00	0	0	0.00	0.00
1	MANUFACTURED HOMES		1	680.69	171,684.00	1	1	680.69	171,684.00
0	LIVE/WORK UNITS		0	0.00	0.00	3	3	4,736.95	340,585.00
2	DUPLEX (2 permits = one bldg)		2	7,941.06	800,000.00	4	4	21,782.52	2,400,000.00
0	MULTI-FAMILY		0	0.00	0.00	0	0	0.00	0.00
0	RESIDENTIAL GARAGE		0	0.00	0.00	0	0	0.00	0.00
0	COMMERCIAL (new)		0	0.00	0.00	0	0	0.00	0.00
0	INDUSTRIAL (new)		0	0.00	0.00	0	0	0.00	0.00
4	DECONSTRUCTION		2	120.00	0.00	10	6	300.00	0.00
0	SOLAR		0	0.00	0.00	1	1	370.00	21,000.00
0	CELLULAR		0	0.00	0.00	0	0	0.00	0.00
2	GRADE & FILL		0	130.00	70,000.00	3	0	295.21	75,000.00
ALTERATIONS/ADDITIONS									
14	RESIDENTIAL		14	11,435.84	1,453,138.00	37	37	24,075.49	2,217,311.00
15	ALL OTHER		15	22,462.06	2,701,177.00	42	42	68,454.49	8,277,379.00
44	TOTALS		40	73,514.02	9,217,315.00	114	107	199,592.27	23,729,275.00
TOTALS FOR LAST MONTH		34	33	82,042.61	10,410,789.00				
THIS MONTH TO DATE 2019		114	107	199,592.27	23,729,275.00				
THIS MONTH TO DATE 2018		137	123	348,445.25	39,577,530.00				
THIS MONTH TO DATE 2017		100	74	378,148.81	51,510,110.12				

TYPE OF BUILDING PERMITS ISSUED

ROUTT COUNTY (incl. Yampa, Hayden & Oak Creek)

NATURE OF BUILDING PERMITS

# of Permits	May-19		# of UNITS	TOTAL FEES	VALUATION	YTD # OF PERMITS	YTD # of UNITS	YTD FEES	YTD VALUATION
NEW CONSTRUCTION									
8	SINGLE FAMILY		8	48,647.13	5,742,253.00	20	20	95,238.15	11,086,403.00
0	SECONDARY UNIT		0	0.00	0.00	1	1	0.00	0.00
0	TINY HOMES		0	0.00	0.00	0	0	0.00	0.00
0	MANUFACTURED HOMES		0	0.00	0.00	4	4	3,708.77	711,669.00
0	LIVE/WORK UNITS		0	0.00	0.00	0	0	0.00	0.00
0	DUPLEX (2 permits = one bldg)		0	0.00	0.00	0	0	0.00	0.00
0	MULTI-FAMILY		0	0.00	0.00	0	0	0.00	0.00
2	RESIDENTIAL GARAGE		2	2,091.11	173,844.00	5	5	5,440.18	408,844.00
1	COMMERCIAL (new)		1	10,228.98	1,350,000.00	6	6	51,320.24	8,106,369.00
0	INDUSTRIAL (new)		0	0.00	0.00	1	1	1,267.83	80,000.00
3	DECONSTRUCTION		3	90.00	0.00	5	5	150.00	0.00
0	SOLAR		0	0.00	0.00	2	2	701.53	28,312.00
1	CELLULAR		1	1,725.21	130,000.00	2	2	1,952.19	138,000.00
0	GRADE & FILL		0	0.00	0.00	0	0	0.00	0.00
ALTERATIONS/ADDITIONS									
11	RESIDENTIAL		11	13,680.40	1,153,710.00	29	29	32,870.08	2,849,406.00
1	ALL OTHER		1	1,475.73	100,000.00	7	7	3,777.51	199,500.00
27	TOTALS		27	77,938.56	8,649,807.00	82	82	196,426.48	23,608,503.00
TOTALS FOR LAST MONTH		19	19	41,578.87	4,906,996.00				
THIS MONTH TO DATE 2019		82	82	196,426.48	23,608,503.00				
THIS MONTH TO DATE 2018		81	78	179,586.74	18,690,128.00				
THIS MONTH TO DATE 2017		57	56	123,657.58	12,416,149.00				

**PERMIT STATS FOR OAK CREEK, YAMPA & HAYDEN
MARCH 2019**

OAK CREEK						
# OF PERMITS	TYPE	FEES	VALUATION	YTD PERMITS	YTD FEES	YEAR TO DATE VALUATION
NEW CONSTRUCTION						
0	SINGLE FAMILY	\$0.00	\$0.00	1	\$2,839.55	\$263,280.00
0	MFG HOMES	\$0.00	\$0.00	0	\$0.00	\$0.00
0	TINY HOME	\$0.00	\$0.00	0	\$0.00	\$0.00
0	SOLAR	\$0.00	\$0.00	1	\$370.00	\$15,500.00
0	COMM/IND	\$0.00	\$0.00	0	\$0.00	\$0.00
1	DECONSTRUCTION	\$30.00	\$0.00	2	\$60.00	\$0.00
0	GARAGE	\$0.00	\$0.00	1	\$731.00	\$35,000.00
ADDITIONS/ALTERATIONS						
0	DWELLINGS	\$0.00	\$0.00	0	\$0.00	\$0.00
0	OTHER	\$0.00	\$0.00	3	\$1,056.96	\$41,500.00

YAMPA						
# OF PERMITS	TYPE	FEES	VALUATION	YTD PERMITS	YTD FEES	YEAR TO DATE VALUATION
NEW CONSTRUCTION						
0	SINGLE FAMILY	\$0.00	\$0.00	1	\$805.99	\$40,000.00
0	DUPLEX	\$0.00	\$0.00	0	\$0.00	\$0.00
0	TINY HOME	\$0.00	\$0.00	0	\$0.00	\$0.00
0	SOLAR					
0	COMM/IND	\$0.00	\$0.00	0	\$0.00	\$0.00
0	DECONSTRUCTION	\$0.00	\$0.00	0	\$0.00	\$0.00
0	GARAGE	\$0.00	\$0.00	0	\$0.00	\$0.00
ADDITIONS/ALTERATIONS						
0	DWELLINGS	\$0.00	\$0.00	1	\$144.42	\$3,850.00
0	OTHER	\$0.00	\$0.00	0	\$0.00	\$0.00

HAYDEN						
# OF PERMITS	TYPE	FEES	VALUATION	YTD PERMITS	YTD FEES	YEAR TO DATE VALUATION
NEW CONSTRUCTION						
2	SINGLE FAMILY	\$5,805.90	\$540,000.00	2	\$5,805.90	\$540,000.00
0	MFG HOMES	\$0.00	\$0.00	0	\$0.00	\$0.00
0	DUPLEX	\$0.00	\$0.00	0	\$0.00	\$0.00
0	TINY HOME	\$0.00	\$0.00	0	\$0.00	\$0.00
0	SOLAR	\$0.00	\$0.00	0	\$0.00	\$0.00
1	COMM/IND	\$10,228.98	\$1,350,000.00	7	\$52,588.07	\$8,186,369.00
0	DECONSTRUCTION	\$0.00	\$0.00	0	\$0.00	\$0.00
0	GARAGE	\$0.00	\$0.00	0	\$0.00	\$0.00
ADDITIONS/ALTERATIONS						
1	DWELLINGS	\$165.21	\$5,000.00	2	\$416.34	\$20,000.00
0	OTHER	\$0.00	\$0.00	0	\$0.00	\$0.00

**This page will change monthly with no separate page for each month, only current month and year to date figures*