



Community Development Department  
108 8<sup>th</sup> Street, Suite 401  
Glenwood Springs, CO 81601  
(970) 945-8212  
[www.garfieldcountyco.gov](http://www.garfieldcountyco.gov)

**MANUFACTURED HOME  
&  
TINY HOME  
BUILDING PERMIT  
APPLICATION CHECKLIST**

**MANUFACTURED HOME AND TINY HOME BUILDING PERMIT APPLICATION CHECKLIST**

In order to understand the scope of the work intended and to expedite the issuance of a permit, it is important that complete information be provided. Please review this document to determine if you have adequate information to design your project and to facilitate a plan review.

**APPLICATION FORM:** Please make sure the following information is provided on the application.

- Parcel number obtained from the County Assessor's Office.
- Job address (assigned physical address).
- Legal Description: block, lot, tract, subdivision, filing, or section, township, and range.
- Owner's name, mailing address, phone, fax or cell.
- Contractor's/ Installer's name, mailing address, phone, fax or cell. Home Installers license #.
- Architect and/or Engineer's name, mailing address, phone fax or cell.
- Building size, height, number of stories and lot size.
- Type of Construction (Residential).
- Class of Work (New, Remodel/ Alteration, Addition, Repair, Move/ Relocation).
- Detailed description of work.
- Type of heating (natural gas, propane, electric, other).
- Sewer system (Community or OWTS), also see other items below.
- Garage (Attached or Detached).
- Driveway permit (please see other items below).
- Valuation (labor and materials), see attached worksheet.

**OTHER ITEMS:**

Certificate of Permanent Location (for HUD homes ONLY) – **Section 8** of the attached Certificate of Permanent Location form **MUST** be completed and signed off on by the Building Inspector during final inspection. After final inspection, the applicant must provide the completed Certificate of Permanent Location and MSO (Manufacturer Certificate of Origin) to the Garfield County Clerk & Recorder's office.

- WILDFIRE MITIGATION – All Garfield County property owners are recommended to employ wildfire mitigation strategies in the development and construction of all buildings throughout the County. Please refer to the following publication: "[FireWise Construction: Site Design & Building Materials](#)" which is available from the Colorado State Forest Service for specific wildfire mitigation strategies applicable to your project.
- If you anticipate obtaining a water-tap from the City of Rifle, please provide a letter indicating that the City will provide water service. **Required to submit building permit application.**
- OWTS requires a septic permit application to be submitted **with** the building permit application.
- A separate electrical permit must be obtained from the State of Colorado Electrical Board.
- At the time of a building permit submittal, you are required to show proof of legal and adequate access to the site. This may include proof of right to use a private easement, County Road & Bridge permit, or Colorado Department of Highway permit, including a Notice to Proceed. The County Road & Bridge Department can be reached at 970-625-8601.

- If you anticipate excavating or grading prior to issuance of a building permit, you will be required to obtain a separate grading permit.
- If you belong to a Homeowners Association it is your responsibility to obtain written approval, if required.
- Provide copies of any Resolutions and/or Land Use Permits associated with this property.
- Additional Dwelling Units may require Administrative Review.
- Minimum 40 psf live roof snow load, 115 wind speed design.
- Colorado Division of Housing insignia must be affixed prior to Certificate of Occupancy.
- A Colorado State Licensed Electrician and Plumber must perform installation and hook-ups, unless the homeowner is performing the work.

**BUILDING PLANS:** 2 sets of plans must be submitted. Plans must be 18"x24" minimum size, complete, identical, legible and to scale. All plans will be checked at the counter for completeness. If any of the required information is missing, the building permit application cannot be accepted.

**SITE PLAN:** Please make sure the following information is provided on the site plan.

- Property address/legal description.
- North Arrow and Scale on each page.
- Show all property lines, building envelopes, flood plain and easements.
- Provide setback distances from boundaries, buildings, septic, well and waterways.
- Location and direction of the county or private road and driveway accessing the property.
- Proposed and existing structures include sheds, barns, decks, patios and any other buildings.
- Existing and proposed grade, positive drainage around structure (to be contained on site).
- Streams, rivers, creeks, springs, ponds and ditches.
- Existing and proposed wells, septic tanks, leach fields and other systems (if applicable).
- Retaining walls (engineer stamped detail required for walls over 4 ft., measured from bottom of footing to top of wall).

**NOTE:** Any site plan depicting the placement of any portion of the structure within 50 feet of a property line or not within an established building envelope shall be prepared, stamped and signed by a licensed surveyor. For structures to be built within a building envelope, provide a copy of the recorded subdivision final plat with the proposed structure located in the building envelope.

**MANUFACTURER'S AND/OR ARCHITECTURAL PLANS:** Provide the following information.

- Minimum of 4 elevations (N, S, E, W). Indicate height of building measured from existing grade to the midpoint between the ridge and eave of a gable or shed roof or to the top of a flat roof.
- Floor plans for each level including dimensions and scale noted.
- Clearly label each room or space (bedroom, bath, kitchen, closet, etc.)
- Show the location of the mechanical equipment.
- Building cross sections with construction details.
- Window sizes, types, and operation noted on the floor plans or elevations.
- Specify roof slope/pitch, roof covering and siding materials.
- Stair and guard details specifying rise, run, height and spacing.
- Attic, roof and crawlspace ventilation details. Indicate size and location of ventilation openings.
- Minimum insulation shown for walls, floors, roofs/ceilings, slabs, basements and crawlspaces.
- Provide stove and fireplace make, model, EPA or Colorado Phase II Certification. Masonry fireplaces shall be designed to the International Residential Code (IRC) requirements.

**MANUFACTURER’S AND/OR ENGINEER’S STRUCTURAL PLANS:** Provide the following information.

- SOILS REPORT - If the project is located in a subdivision with a final plat requiring site specific soils investigation report or if Structural plans make a specific reference to a soils report, then a copy of the soils report is required to submit a building permit application.
- Design specifications to include roof and deck snow load, wind and seismic design and frost depth.
- Foundation plan showing complete footing and foundation dimensions.
- Footing and foundation details specifying reinforcement and referenced on plans.
- Framing plans for each floor level and roof. All beams, columns, joists, rafters and trusses specified. Pre-manufactured structures require the engineers’ stamp, signature and date.
- Framing /connection details, braced wall lines, shear wall schedule, location and hold downs.

**NOTE:** If any required information is missing, delays in issuing the permit are to be expected. If determined by the Building Official that additional information is necessary to review the application and/or plans for compliance, the application may be placed on hold until the required information is provided. Work may not proceed without the issuance of a permit.

The Building Division will collect a Plan Review fee at time of application submittal. The permit fee, as well as any Road Impact fees will be collected when the permit is issued.

The permit application must be signed by the owner or by person having written authority from the owner to act as their representative.

Building cannot be occupied until a Certificate of Occupancy (CO) is issued. Using the building without a CO will be considered an illegal occupancy and may be grounds for vacating the premises. (Final/CO inspection requirements will be attached to your approved field set of plans.)

**I hereby acknowledge I have read, understand, and will abide by the requirements of this checklist.**

\_\_\_\_\_  
Property Owner Print and Sign

\_\_\_\_\_  
Date



**Garfield County**

**Community Development Department**  
 108 8<sup>th</sup> Street, Suite 401  
 Glenwood Springs, CO 81601  
 (970) 945-8212  
[www.garfieldcountyco.gov](http://www.garfieldcountyco.gov)

# BUILDING PERMIT APPLICATION

TYPE OF CONSTRUCTION	
<input type="checkbox"/> Commercial/Multi-Family	<input type="checkbox"/> Demolition
<input type="checkbox"/> Manufactured Home or Tiny Home (Single or Multi-Level)	
<input type="checkbox"/> Residential (SF, Duplex or Townhome)	<input type="checkbox"/> Reroof
<input type="checkbox"/> Accessory Dwelling Unit (ADU) - <b>MAXIMUM SIZE OF 1,200 SQUARE FEET</b>	

INVOLVED PARTIES
<b>Property Owner:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____
<b>Contractor:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____
<b>Architect:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____
<b>Engineer:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____
<b>Manufactured/ Tiny Home Installer:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____

PROJECT DETAILS						
<b>Describe Work:</b> _____ _____						
<b>Job Address:</b> _____						
<b>Assessor's Parcel Number:</b> _____						
<b>Sub.</b> _____ <b>Lot</b> _____ <b>Block</b> _____						
<b>Owner's Valuation of Work:</b> \$ _____ <b>Property Size (Sq. Ft. or Acres):</b> _____						
<b>Sq. Ft. of Building:</b> _____ <b>Height:</b> _____ <b># of Floors:</b> _____						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Class of Work:</b></td> <td style="width: 15%;"><input type="checkbox"/> New</td> <td style="width: 15%;"><input type="checkbox"/> Remodel/Alteration</td> <td style="width: 15%;"><input type="checkbox"/> Addition</td> <td style="width: 15%;"><input type="checkbox"/> Repair</td> <td style="width: 15%;"><input type="checkbox"/> Move/Relocation</td> </tr> </table>	<b>Class of Work:</b>	<input type="checkbox"/> New	<input type="checkbox"/> Remodel/Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Move/Relocation
<b>Class of Work:</b>	<input type="checkbox"/> New	<input type="checkbox"/> Remodel/Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Move/Relocation	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Garage:</b></td> <td style="width: 40%;"><input type="checkbox"/> Attached</td> <td style="width: 45%;"><input type="checkbox"/> Detached</td> </tr> </table>	<b>Garage:</b>	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached			
<b>Garage:</b>	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached				

PROJECT DETAILS CONTINUED				
Septic:	<input type="checkbox"/> OWTS		<input type="checkbox"/> Community	
Type of Heat:	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Electric	<input type="checkbox"/> Other
Driveway Permit:	<input type="checkbox"/> Exempt		<input type="checkbox"/> Permit #: _____	

**NOTICE**

**Authority.** This application for a Building Permit must be signed by the Owner of the property, described above, or an authorized agent. If the signature below is not that of the Owner, a separate letter of authority, signed by the Owner, must be provided with this Application.

**Legal Access.** A Building Permit cannot be issued without proof of legal and adequate access to the property for purposes of inspections by the Building Division.

**Other Permits.** Multiple separate permits may be required: (1) State Electrical Permit, (2) County OWTS Permit, (3) another permit required for use on the property identified above, e.g. State or County Highway/ Road Access or a State Wastewater Discharge Permit.

**Void Permit.** A Building Permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance and if work is suspended or abandoned for a period of 180 days after commencement.

**CERTIFICATION**

I hereby certify that I have read this Application and that the information contained above is true and correct. I understand that the Building Division accepts the Application, along with the plans and specifications and other data submitted by me or on my behalf (submittals), based upon my certification as to accuracy. Assuming completeness of the submittals and approval of this Application, a Building Permit will be issued granting permission to me, as Owner, to construct the structure(s) and facilities detailed on the submittals reviewed by the Building Division. In consideration of the issuance of the Building Permit, I agree that I and my agents will comply with provisions of any federal, state, or local law regulating the work and the Garfield County Building Code, OWTS regulations and applicable land use regulations (County Regulation(s)). All County development requiring a permit, except for residential uses, are subject to Article 7 of the Land Use and Development Code. I acknowledge that the Building Permit may be suspended or revoked, upon notice from the County, if the location, construction or use of the structure(s) and facility(ies), described above, are not in compliance with County Regulation(s) or any other applicable law.

I hereby grant permission to the Building Division to enter the property, described above, to inspect the work. I further acknowledge that the issuance of the Building Permit does not prevent the Building Official from: (1) requiring the correction of errors in the submittals, if any, discovered after issuance; or (2) stopping construction or use of the structure(s) or facility(ies) if such is in violation of County Regulation(s) or any other applicable law. Review of this Application, including submittals, and inspections of the work by the Building Division do not constitute an acceptance of responsibility or liability by the County of errors, omissions, or discrepancies. As the Owner, I acknowledge that responsibility for compliance with federal, state, and local laws and County Regulations rest with me and my authorized agents, including without limitation my architect designer, engineer and/ or builder.

**I hereby acknowledge that I have read and understand the Notice and Certification above, as well as, have provided the required information which is correct and accurate to the best of my knowledge.**

Property Owner Print and Sign		Date		
OFFICIAL USE ONLY				
Special Conditions:				
Adjusted Valuation:	Plan Check Fee:	Permit Fee:	Manu home Fee:	Misc Fees:
Total Fees:	Fees Paid:	Balance Due:	BP No:	OWTS No:
Setbacks:	OCC Group:	Const Type:	Zoning:	
BUILDING / PLANNING DIVISION : _____				
Signed Approval			Date	

# BUILDING REQUIREMENTS

## RESIDENTIAL PROJECTS

*Effective: October 15, 2018 (and as updated on June 12, 2023)*

<b>Reference Building Codes:</b>	2015 IRC, IBC, IFGC, IMC, IPC 2018 IECC
<b>Setbacks:</b>	Check subdivision plat and/or Garfield Co. zone district regulations for setback requirements
<b>Snowload:</b> <i>(Measured at Roof, not Ground!)</i>	40 PSF Up to 7000 ft. elevation 50 PSF 7001 – 8000 ft. elevation 75 PSF 8001 – 9000 ft. elevation 100 PSF 9001–10000 ft. elevation
<b>Roof Load (Wood):</b>	Load Duration = 1.0
<b>Seismic Design Category:</b>	B or C – See IRC, Figure R301.2 (2)
<b>Weathering Probability for Concrete:</b>	Severe
<b>Termite Infestation Probability:</b>	None to slight
<b>Wind Speed:</b>	115 mph (Ultimate Design)
<b>Wind Exposure:</b>	B or C – See Section R301.2.1.4)
<b>Frost Depth:</b>	36 inches – Up to 8000 ft. elevation 42 inches – Over 8000 ft. elevation
<b>Winter Design Temperature:</b>	Minus 2 – Up to 7000 ft. elevation Minus 16 – Over 7000 ft. elevation
<b>Air Freezing Index:</b>	2500° F Days – Up to 7000 ft. elevation 7000+ ft. elevation – As determined by Building Official
<b>Ice Barrier Underlayment:</b>	Required
<b>Mean Annual Temp:</b>	Variable
<b>Insulation:</b>	<b><u>Minimum R-Values per 2018 IECC, Table 402.1.2*</u></b> <ul style="list-style-type: none"> <li>• Ceilings/Roofs = R-49</li> <li>• Exterior Walls = R-20 (or R-13 cavity + R-5 sheathing)</li> <li>• Floors = R-30 (or enough to fill joist cavity w/R-19 min.)</li> <li>• Basement &amp; Crawl Space Walls = R-15 cont./R-19 cavity</li> <li>• Heated Slab Perimeter = R-10 from top of slab and R-5 min. under entire slab.</li> <li>• Unheated Slab Perimeter = R-10 from top of slab to 24" below grade.</li> </ul>

**\*Insulation Notes:**

1. **R-Values** shown above are for wood-frame construction. See Table 402.2.6 for steel-frame buildings.
2. **Crawl Spaces** – Floors over vented crawl spaces must be insulated with R-30 or enough to fill the entire cavity. Vents shall be located below the bottom of the floor joist per IRC, R-408.1. An alternative to insulating floors, crawl space walls are allowed to be insulated if crawl space is not vented to outdoors and meets the requirements of IRC, Sec. R408.3.
3. **Windows/Doors:** U = .30; **Skylights:** U = .55



# Garfield County

Community Development Department  
 108 8th Street, Suite 401  
 Glenwood Springs, CO 81601  
 (970) 945-8212  
[www.garfieldcountyco.gov](http://www.garfieldcountyco.gov)

## BUILDING PERMIT FEE ESTIMATE WORKSHEET

Applicant:	Phone:
Project Address:	
Subdivision:	Lot:                      Block:

Type of Space	Square Feet	Valuation
Finished Living Space (N/A for Manufactured Homes)		\$175.92
Unfinished Basement		\$32.00
Crawl Space		\$24.00
Garage (Attached)		\$32.00
Garage (Detached)		\$40.00
Covered Patio/Deck		\$24.00
Uncovered Patio/Deck		\$18.00
Misc:		\$0.00
Misc:		\$0.00
<b>Total Valuation</b>		<b>\$0.00</b>

Manufactured Home Set-Up	Fee
Single Level (\$400)	\$0.00
Multi-Level (\$600)	\$0.00
<b>Total Set-Up Fee</b>	<b>\$0.00</b>

Septic (OWTS)	Fee
New Installation (\$600)	
Septic - Major Repair (New System & STA) (\$600)	
Septic - Minor Repair (Tank Only) (\$200)	
Alteration (\$200)	
Vault & Haul (\$75)	\$0.00
<b>Total Septic Fee</b>	<b>\$0.00</b>

This Section Determined by Garfield County	
Plan Review Fee	
Building Permit Fee	
Manufactured Home Set-Up Fee	
Septic Fee (OWTS)	
Other (Ex: Road Impact Fee)	
<b>Total Fees Due</b>	

\*\*\*All fees are estimates until final plan review is completed\*\*\*

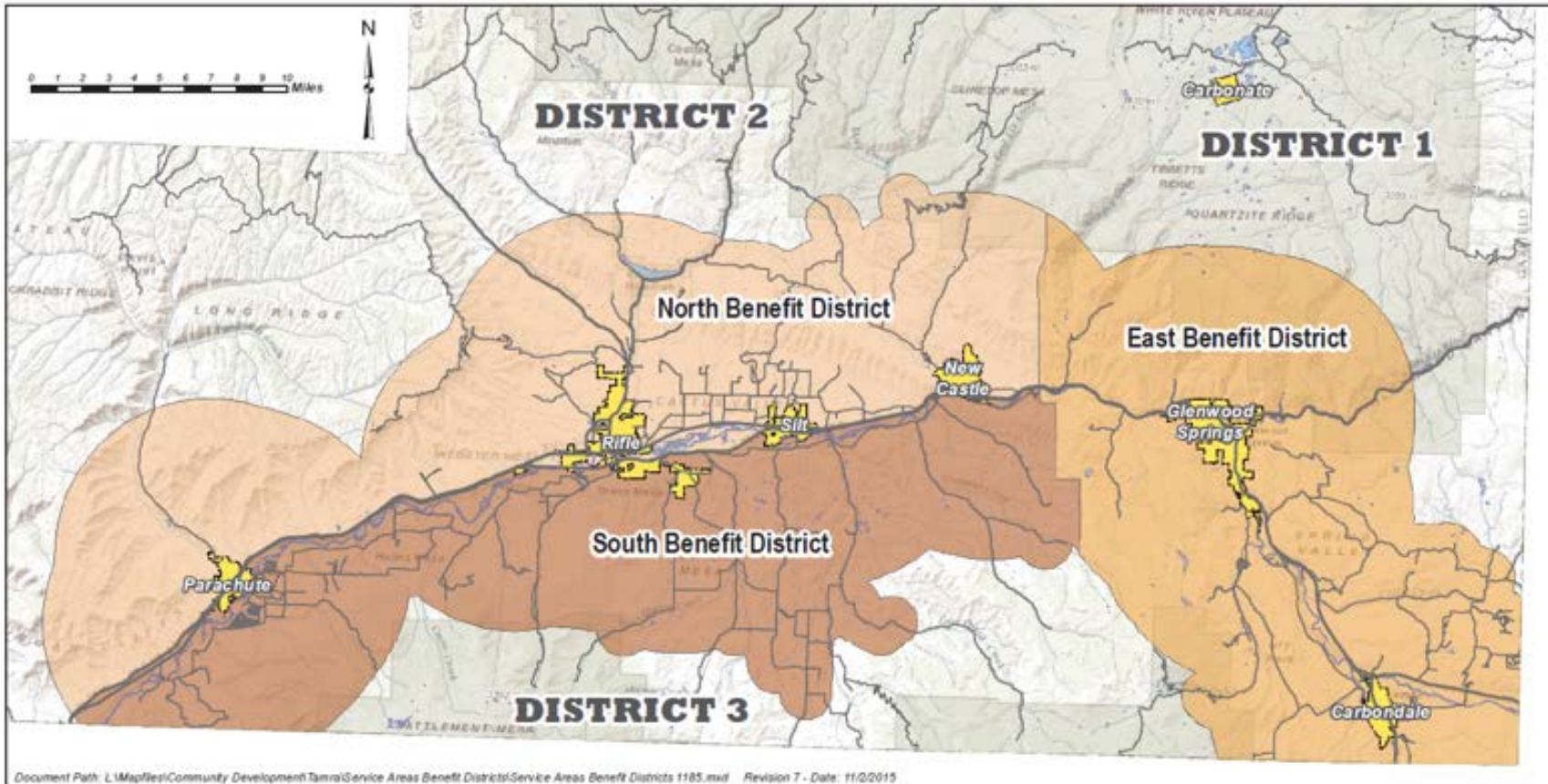
## FEE SCHEDULE

Table 7-405: Road Impact Fees			
Development Type	Square Feet	Fee	
		East Benefit Area	South and North Benefit Area
<b>Residential (Per Dwelling by Square Feet of Finished Floor Areas)</b>			
Residential	900 or Less	\$726	\$486
	901 to 1,400	\$1,474	\$986
	1,400 to 1,900	\$1,988	\$1,332
	1,901 to 2,400	\$2,385	\$1,598
	2,401 and greater	\$2,703	\$1,811
<b>Non-residential (Per 1,000 square feet of Floor Area)</b>			
Industrial	Per 1,000 sq.ft	\$564	\$379
Commercial	Per 1,000 sq.ft	\$3,766	\$2,523
Institutional	Per 1,000 sq.ft	\$1,505	\$1,008
Office & Other Services	Per 1,000 sq.ft	\$1,630	\$1,092

Non-Residential Definitions:

- **Industrial.** Industrial includes the processing or production of goods, along with warehousing, transportation, communications, and utilities.
- **Commercial.** Commercial includes retail development and eating and drinking establishments, along with entertainment uses often located in a shopping center
- **Institutional.** Institutional includes public and quasi-public buildings providing educational, social assistance, or religious services, and government buildings.
- **Office and Other Services.** Office and Other Services includes offices, health care and personal services, business services (e.g. banks), and lodging.

# COLLECTION BY BENEFIT AREA





195 W. 14<sup>th</sup> Street  
Rifle, CO 81650  
(970) 625-5200

2014 Blake Avenue  
Glenwood Springs, CO 81601  
(970) 945-6614

## **ON-SITE WASTEWATER TREATMENT SYSTEM APPLICATION CHECKLIST**

On-site Wastewater Treatment Systems (OWTS) are regulated by the Garfield County Health Department (GCPH) and the Colorado Dept. of Public Health and Environment (CDPHE). An OWTS permit must be obtained prior to installing, altering, or repairing any system.

For your convenience, permit applications, forms, information, and payments can also be obtained and/or submitted to the Garfield County Community Development Department located at 108 8th Street, Suite 401, in Glenwood Springs, CO.

A complete application package must be presented at the time of submittal for acceptance. For questions about this process, please call 970-945-6614 x 8150 or email [owts@garfield-county.com](mailto:owts@garfield-county.com).

It is recommended that you apply for an OWTS Permit and building permit concurrently since state law requires the OWTS Permit to be issued prior to the building permit.

### **PERMIT APPLICATION & SUBMITTAL REQUIREMENTS:**

Minimum permit application requirements:

- Complete OWTS permit application.
- Report from site and soil evaluation (see below section on site plan and soil evaluation requirements).
- A copy of building floor plans should be included with building permit application.
- System design.
- Systems required to be designed by an engineer must be stamped by a Professional Engineer registered in the State of Colorado.
- Accurate site plan to scale.

A permit will not be issued until the application, site and soils evaluation, and required design layout are completed to the satisfaction of the Garfield County Public Health Department.

### **FEES: FEES ARE NOT REFUNDABLE.**

Payment is required at time of application submittal.

**Make Check payable to: Garfield County Treasurer with OWTS permit in note section.**

- Septic Permit for a New installation..... \$600.00
- Septic Permit for a Major Repair (new system or STA) ..... \$600.00
- Septic Permit for a Minor Repair (new tank only) ..... \$200.00
- Septic Permit for a system Alteration..... \$200.00
- Septic Permit for a Vault and Haul System..... \$75.00

## **\*SITE AND SOIL EVALUATION REPORT REQUIREMENTS**

A site and soil evaluation must be conducted for each property on which an OWTS is proposed, to determine the suitability of a location to support an OWTS, and to provide the designer a sound basis to select the most appropriate OWTS design for the location and application. The technician completing the soil evaluation must be qualified according to section 43.5-1 of Garfield County's On-Site Wastewater Treatment System regulations, Resolution 2018-36. Soil analysis is subject to verification by GCPH, and a site visit may be conducted prior to application approval.

### **Report and Site plan:**

- Name of owner
- Property address and parcel number
- Telephone number
- Email address
- Credentials and qualifications of individual conducting site and soils evaluation

### **Preliminary Investigation:**

- Legal description
- Existing structures
- Location of existing or proposed wells on subject and adjacent properties and setback distances
- Any existing department records
- Topography
- Soil data
- Location of applicable setbacks listed in Table 7-1
- Preliminary Soil Treatment Area (STA) estimate
- Additional information that may be required:  
Survey, easements, floodplain maps, geology and basin maps and descriptions, aerial photographs, climate information, delineated wetlands maps

### **Reconnaissance:**

- Landscape position
- Topography
- Vegetation
- Natural and cultural features
- Current and historic land use

### **Detailed Soil Investigation:**

- Visual and tactile evaluation of two or more soil profile test pit excavations must be conducted to determine soil type as well as to determine whether a limiting layer is encountered.
- In addition to the two soil profile test pit excavations, percolation testing may be conducted to obtain additional information regarding the long-term acceptance rate of the soil.

- If the site evaluation includes both a visual and tactile evaluation of soil profile test pit excavations and percolation tests, and the results from these two evaluations do not coincide with the same LTAR as noted in Table 10-1, the designer must use the more restrictive LTAR in determining the size of the soil treatment area.

**Graphic soil log to scale:**

- Depth of excavation
- Soil description and classification
- Depth of each soil horizon measured from the ground surface and a description of the soil texture, and structure of each soil horizon
- Depth to bedrock
- Depth to ground water and/or periodically saturated soil
- Equipment used to excavate profile test pit
- Date of soils investigation
- Name of competent technician and company name

**Scaled drawing providing complete property boundary lines, or detailed portion of site containing soil test pits and percolation test sites (if applicable):**

- Minimum drawing size is 8.5-inches by 11-inches
- North arrow
- Graphic scale
- Horizontal and vertical reference points of proposed Soil Treatment Area (STA)
- Pertinent distances from proposed OWTS to all required setbacks (**Setback distances listed in Table 7-1**)
- Location of at least two soil test pits and all additional percolation tests if utilized
- Lot improvements
- Easements
- Ordinary high-water mark of a pond, creek, stream, lake, wetland or other surface waters
- Detention or retention pond
- Property lines
- Contours of 2 feet minimum, slope direction and percent slope
- Location of visible or known unsuitable, disturbed or compacted soils
- Estimated depth of periodically saturated soils and bedrock, or flood elevation
- Proposed elevation of infiltrative surface of STA from benchmark or ground surface

**Anticipated construction-related issues, if applicable**

**Assessment of known or foreseeable land use changes expected to affect the system performance, if any**

**Narrative explaining difficulties encountered during site evaluation, if any.**



195 W. 14<sup>th</sup> Street  
 Rifle, CO 81650  
 (970) 625-5200

2014 Blake Avenue  
 Glenwood Springs, CO 81601  
 (970) 945-6614

## OWTS PERMIT APPLICATION

TYPE OF SYSTEM CONSTRUCTION				
<input type="checkbox"/> New Installation	<input type="checkbox"/> Major Repair	<input type="checkbox"/> Minor Repair	<input type="checkbox"/> Alteration	<input type="checkbox"/> Vault and Haul
BUILDING USAGE TYPE				
<input type="checkbox"/> Dwelling	<input type="checkbox"/> Transient Use	<input type="checkbox"/> Comm./Industrial	<input type="checkbox"/> Non-Domestic	
<input type="checkbox"/> Other Describe _____				

INVOLVED PARTIES
<b>Property Owner:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____
<b>Contractor:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____
<b>Engineer:</b> _____ <b>Phone:</b> (____) _____ <b>Mailing Address:</b> _____ <b>Email Address:</b> _____

PROJECT LOCATION AND DESCRIPTION	
<b>Job Address:</b> _____	
<b>Assessor's Parcel Number:</b> _____ <b>Sub.</b> _____ <b>Lot</b> _____ <b>Block</b> _____	
<b>Building or Service Type:</b> _____ <b>#Bedrooms:</b> _____ <b>Garbage Disposal(Y/N)</b> _____	
<b>Distance to Nearest Community Sewer System:</b> _____	
<b>Was an effort made to connect to the Community Sewer System:</b> _____	
<b>Potable Water Source &amp; Type</b>	<input type="checkbox"/> Well <input type="checkbox"/> Spring <input type="checkbox"/> Stream or Creek <input type="checkbox"/> Cistern <input type="checkbox"/> Community Water System Name _____

**CERTIFICATION**

Applicant acknowledges that the completeness of the application is conditional upon such further mandatory and additional tests and reports as may be required by the local health department to be made and furnished by the applicant or by the local health department for purpose of the evaluation of the application; and the issuance of the permit is subject to such terms and conditions as deemed necessary to insure compliance with rules and regulations made, information and reports submitted herewith and required to be submitted by the applicant are or will be represented to be true and correct to the best of my knowledge and belief and are designed to be relied on by the local department of health in evaluating the same for purposes of issuing the permit applied for herein. I further understand that any falsification or misrepresentation may result in the denial of the application or revocation of any permit granted based upon said application and legal action for perjury as provided by law.

**I hereby acknowledge that I have read and understand the Notice and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Property Owner Print and Sign**

\_\_\_\_\_  
**Date**

**OFFICIAL USE ONLY**

Special Conditions:

Permit Fee:

Total Fees:

Fees Paid:

Building Permit

OWTS Permit:

Issue Date:

Balance Due:

Garfield County Public Health Department: \_\_\_\_\_

Signed Approval

\_\_\_\_\_ Date



# Garfield County

Community Development Department  
108 8<sup>th</sup> Street, Suite 401  
Glenwood Springs, CO 81601  
(970) 945-8212  
[www.garfieldcountyco.gov](http://www.garfieldcountyco.gov)

## GRADING PERMIT APPLICATION CHECKLIST

### GRADING PERMIT REQUIREMENTS

A permit is required for any excavation, grading, or earthwork construction including fills and embankments. A grading permit does not permit the construction of retaining walls or other structures.

### EXEMPTION FROM GRADING PERMIT:

- Agricultural Land: Grading, excavation and earthwork, including fills and embankments that are constructed solely for agricultural purposes on lands that are farms or ranches.
- Small Projects: Grading that does not exceed 50 cu. yds of earthwork material or 6000 sq.ft. of graded area as long as grading does not change drainage patterns with respect to adjacent properties.
- See Amended IBC Appendix J for other exemptions.

### TYPES OF GRADING PERMITS AND FEES: Payment is due at time of submittal.

Make Check payable to: Garfield County Treasurer

- Major grading: over 20,000 sq. ft. or over 5000 cubic yards.....\$400.00
- Minor grading: less than 20,000 sq. ft. and under 5000 cubic yards.....\$100.00

**ALL GRADING PERMITS ARE GOOD FOR 180 DAYS, OR AS APPROVED ON THE ORIGINAL APPLICATION. IF ADDITIONAL TIME IS NEEDED A WRITTEN REQUEST MUST BE SUBMITTED TO THE CHIEF BUILDING OFFICIAL, AND AN OFFICIAL APPROVAL MUST BE OBTAINED BEFORE WORK CAN RESUME.**

### PERMIT APPLICATION & SUBMITTAL REQUIREMENTS (1 copy required):

- Complete application (a one-page form is available from the County)
- Vicinity Map indicating section, township and range of site, proposed location of grading, and the site's relation to surrounding roads, municipal boundaries, and water bodies.
- Site plan that shows the following within 100 feet of the proposed grading:
  - Existing and proposed contours (see exemption below for pipelines)
  - Delineation of area to be disturbed by grading activities
  - Existing structures
  - Existing and proposed roads and driveway
  - Property boundaries, rights-of-way and easements
  - Floodplains, intermittent streams, wetlands and other bodies of water
- Erosion Control Plan and Details. Plan shows the location of all erosion control measures.
- MAJOR GRADING PERMIT ONLY:
  - Revegetation and Reclamation Plan. See attached requirements.
  - Financial security for site reclamation. Please allow the County to review the reclamation cost estimate before providing security.
  - For major grading permits, the plans must be prepared and stamped by a qualified Colorado Professional engineer.
- PIPELINES ONLY: The site plan does not need to show topographic contours if the installation of pipeline will not result in changes to the surface grade.
- Approved State Stormwater Permit if the area disturbed by grading is greater than one acre.
- Soils Report: A soils report may not be required if the maximum depth of cut or fill depth is less than 15 feet and native slopes are less than 25%.
- Drainage Report: will be required if the County believes that grading may change drainage patterns with regard to adjacent properties, wetlands/water bodies or slopes greater than 25%

(Applicant's Copy)

**ALL PERMITS MUST COMPLY WITH THE FOLLOWING REQUIREMENTS:**

- Appendix J- International Building Code as amended.
- Garfield County Land Use Code.
- Applicable Colorado Department of Public Health and Environment, Water Quality Control Division requirements.
- **UTILITY LOCATION IS REQUIRED, PRIOR TO ANY GRADING.**

**Garfield County Vegetation & Site Reclamation Requirements (Long-Term Disturbed Areas, One Acre or More)**

**Overview:** Grading Permits typically require the submission of:

- A Site-Specific Inventory and Map of county and State Listed Noxious Weeds.
- A Weed Management Plan.
- A Revegetation and Reclamation Plan.
- A Cost Estimate
- A Financial Security.

The **purpose** of the plan is to ensure that the development does not result in: (i) erosion and dust generation, (ii) the propagation of noxious weeds, (iii) the excessive loss of wildlife habitat and food sources, and (iv) long-term visual eyesores. The financial security allows the County to perform reclamation in the case that the developer abandons the project or does not perform adequate reclamation.

**Required Elements of Vegetation and Reclamation Plan:**

**Section 1 - Soil Handling.** Includes: (i) provisions for salvaging on-site topsoil, (ii) a timetable for eliminating topsoil and/or aggregate piles, (iii) plan that provides for soil cover if any disturbances or stockpiles sit exposed for a period of 90 days or more, and (iv) erosion control barriers and dust suppression measures.

**Section 2 – Weed Management Plan.** Includes: (i) a site-specific weed inventory along with a site plan showing County Listed Noxious Weeds and Colorado Listed A & B Noxious Weeds (Contact Garfield County Vegetation Management for updated list), (ii) weed management plan that addresses inventoried weeds, in a timely and effective manner. (Note: Garfield County may require the submittal for treatment records.)

**Section 3 – Site Revegetation and Restoration.** Includes: (i) plant material list (be specific, scientific and common names require), (ii) planting schedule (to include timing, methods, and provisions for watering, if applicable.)

**Section 4 – Cost Estimate.** The cost estimate is used to determine the amount of financial security. Line items within the cost estimate include: (i) mobilization, (ii) earthmoving, (iii) seed and planting, (iv) weed- free mulch, erosion control, and dust suppression, (v) irrigation, and (vi) weed management. (Note: For pipelines and projects in which the existing grade is the same as final grade, a cost of \$2,500/acre can be used to determine financial security.)

**Financial Security:** Bonds, Letter of Credit valid for a minimum of 2 years or Cash.

**County Inspection and Release of Financial Security:** When grading has been completed and vegetation reestablished, the developer (permit holder) phones County Vegetation Manager (970-945-1377 Ext. 4305) and requests an inspection. If restoration is determined to be adequate, the county will inform the development and release the financial security.

## APPENDIX J

# GRADING

*The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.*

*User note: Code change proposals to this chapter will be considered by the IBC – Structural Code Development Committee during the 2016 (Group B) Code Development Cycle. See explanation on page iv.*

### SECTION J101 GENERAL

**J101.1 Scope.** The provisions of this chapter apply to grading, excavation and earthwork construction, including fills and embankments. Where conflicts occur between the technical requirements of this chapter and the geotechnical report, the geotechnical report shall govern.

**J101.2 Flood hazard areas.** Unless the applicant has submitted an engineering analysis, prepared in accordance with standard engineering practice by a *registered design professional*, that demonstrates the proposed work will not result in any increase in the level of the base flood, grading, excavation and earthwork construction, including fills and embankments, shall not be permitted in *floodways* that are in *flood hazard areas* established in Section 1612.3 or in *flood hazard areas* where design flood elevations are specified but *floodways* have not been designated.

### SECTION J102 DEFINITIONS

**J102.1 Definitions.** The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

**BENCH.** A relatively level step excavated into earth material on which fill is to be placed.

**COMPACTION.** The densification of a fill by mechanical means.

**CUT.** See “Excavation.”

**DOWN DRAIN.** A device for collecting water from a swale or ditch located on or above a slope, and safely delivering it to an approved drainage facility.

**EROSION.** The wearing away of the ground surface as a result of the movement of wind, water or ice.

**EXCAVATION.** The removal of earth material by artificial means, also referred to as a cut.

**FILL.** Deposition of earth materials by artificial means.

**GRADE.** The vertical location of the ground surface.

**GRADE, EXISTING.** The grade prior to grading.

**GRADE, FINISHED.** The grade of the site at the conclusion of all grading efforts.

**GRADING.** An excavation or fill or combination thereof.

**KEY.** A compacted fill placed in a trench excavated in earth material beneath the toe of a slope.

**SLOPE.** An inclined surface, the inclination of which is expressed as a ratio of horizontal distance to vertical distance.

**TERRACE.** A relatively level step constructed in the face of a graded slope for drainage and maintenance purposes.

### SECTION J103 PERMITS REQUIRED

**J103.1 Permits required.** Except as exempted in Section J103.2, no grading shall be performed without first having obtained a *permit* therefor from the *building official*. A *grading permit* does not include the construction of retaining walls or other structures.

**J103.2 Exemptions.** A *grading permit* shall not be required for the following:

1. Grading in an isolated, self-contained area, provided there is no danger to the public and that such grading will not adversely affect adjoining properties.
2. Excavation for construction of a structure permitted under this code.
3. Cemetery graves.
4. Refuse disposal sites controlled by other regulations.
5. Excavations for wells, or trenches for utilities.
6. Mining, quarrying, excavating, processing or stockpiling rock, sand, gravel, aggregate or clay controlled by other regulations, provided such operations do not affect the lateral support of, or significantly increase stresses in, soil on adjoining properties.
7. Exploratory excavations performed under the direction of a *registered design professional*.

Exemption from the *permit* requirements of this appendix shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction.

### SECTION J104 PERMIT APPLICATION AND SUBMITTALS

**J104.1 Submittal requirements.** In addition to the provisions of Section 105.3, the applicant shall state the estimated quantities of excavation and fill.

**J104.2 Site plan requirements.** In addition to the provisions of Section 107, a grading plan shall show the existing grade and finished grade in contour intervals of sufficient clarity to indicate the nature and extent of the work and show in detail that it complies with the requirements of this code. The plans shall show the existing grade on adjoining properties in sufficient detail to identify how grade changes will conform to the requirements of this code.

**J104.3 Geotechnical report.** A geotechnical report prepared by a *registered design professional* shall be provided. The report shall contain at least the following:

1. The nature and distribution of existing soils.
2. Conclusions and recommendations for grading procedures.
3. Soil design criteria for any structures or embankments required to accomplish the proposed grading.
4. Where necessary, slope stability studies, and recommendations and conclusions regarding site geology.

**Exception:** A geotechnical report is not required where the *building official* determines that the nature of the work applied for is such that a report is not necessary.

**J104.4 Liquefaction study.** For sites with mapped maximum considered earthquake spectral response accelerations at short periods ( $S_s$ ) greater than 0.5g as determined by Section 1613, a study of the liquefaction potential of the site shall be provided and the recommendations incorporated in the plans.

**Exception:** A liquefaction study is not required where the *building official* determines from established local data that the liquefaction potential is low.

## SECTION J105 INSPECTIONS

**J105.1 General.** Inspections shall be governed by Section 110 of this code.

**J105.2 Special inspections.** The *special inspection* requirements of Section 1705.6 shall apply to work performed under a grading permit where required by the *building official*.

## SECTION J106 EXCAVATIONS

**J106.1 Maximum slope.** The slope of cut surfaces shall be no steeper than is safe for the intended use, and shall be not more than one unit vertical in two units horizontal (50-percent slope) unless the owner or the owner's authorized agent furnishes a geotechnical report justifying a steeper slope.

### Exceptions:

1. A cut surface shall be permitted to be at a slope of 1.5 units horizontal to one unit vertical (67-percent slope) provided that all of the following are met:
  - 1.1. It is not intended to support structures or surcharges.
  - 1.2. It is adequately protected against erosion.

1.3. It is no more than 8 feet (2438 mm) in height.

1.4. It is approved by the building code official.

1.5. Ground water is not encountered.

2. A cut surface in bedrock shall be permitted to be at a slope of one unit horizontal to one unit vertical (100-percent slope).

## SECTION J107 FILLS

**J107.1 General.** Unless otherwise recommended in the geotechnical report, fills shall comply with the provisions of this section.

**J107.2 Surface preparation.** The ground surface shall be prepared to receive fill by removing vegetation, topsoil and other unsuitable materials, and scarifying the ground to provide a bond with the fill material.

**J107.3 Benching.** Where existing grade is at a slope steeper than one unit vertical in five units horizontal (20-percent slope) and the depth of the fill exceeds 5 feet (1524 mm) benching shall be provided in accordance with Figure J107.3. A key shall be provided that is at least 10 feet (3048 mm) in width and 2 feet (610 mm) in depth.

**J107.4 Fill material.** Fill material shall not include organic, frozen or other deleterious materials. No rock or similar irreducible material greater than 12 inches (305 mm) in any dimension shall be included in fills.

**J107.5 Compaction.** All fill material shall be compacted to 90 percent of maximum density as determined by ASTM D 1557, Modified Proctor, in lifts not exceeding 12 inches (305 mm) in depth.

**J107.6 Maximum slope.** The slope of fill surfaces shall be no steeper than is safe for the intended use. Fill slopes steeper than one unit vertical in two units horizontal (50-percent slope) shall be justified by a geotechnical report or engineering data.

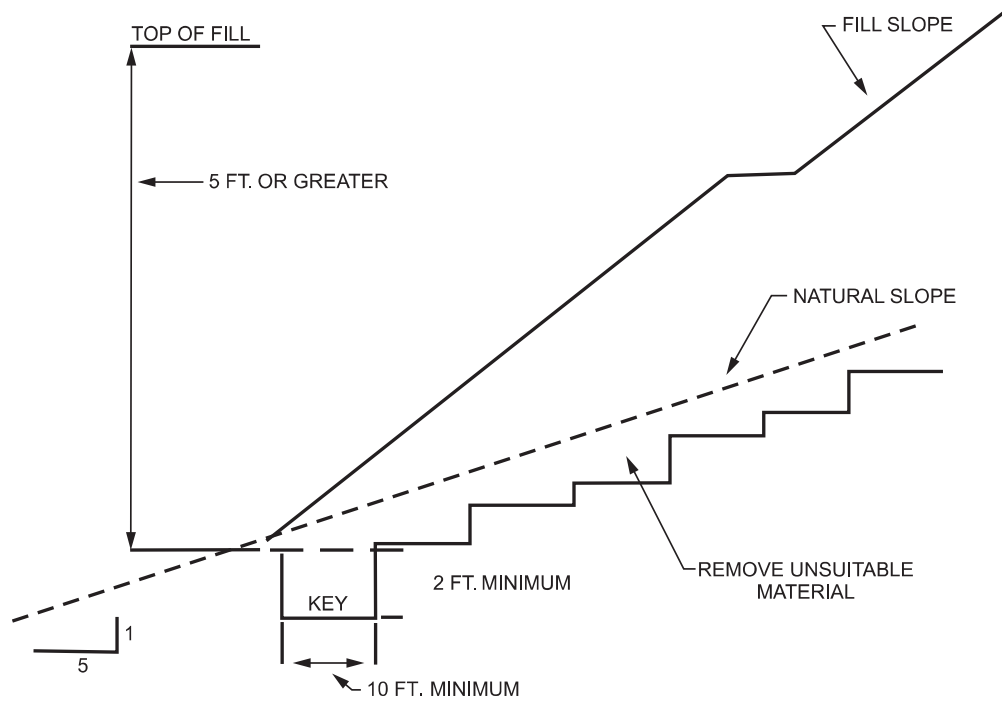
## SECTION J108 SETBACKS

**J108.1 General.** Cut and fill slopes shall be set back from the property lines in accordance with this section. Setback dimensions shall be measured perpendicular to the property line and shall be as shown in Figure J108.1, unless substantiating data is submitted justifying reduced setbacks.

**J108.2 Top of slope.** The setback at the top of a cut slope shall be not less than that shown in Figure J108.1, or than is required to accommodate any required interceptor drains, whichever is greater.

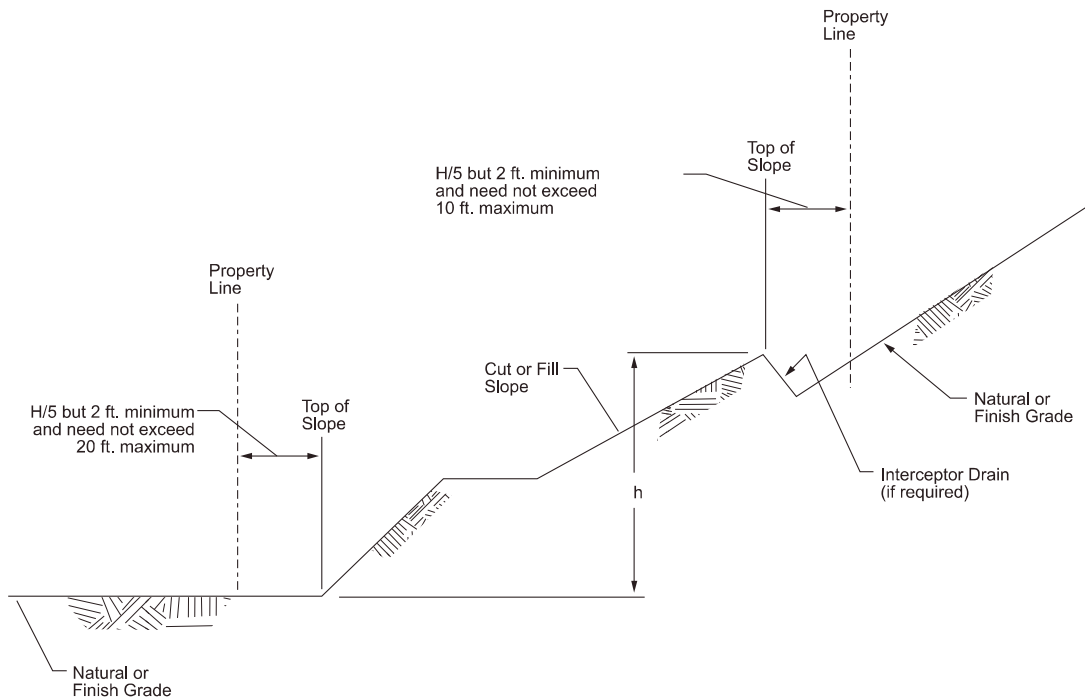
**J108.3 Slope protection.** Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the *building official*, shall be included. Such protection may include but shall not be limited to:

1. Setbacks greater than those required by Figure J108.1.



For SI: 1 foot = 304.8 mm.

**FIGURE J107.3  
BENCHING DETAILS**



For SI: 1 foot = 304.8 mm.

**FIGURE J108.1  
DRAINAGE DIMENSIONS**

2. Provisions for retaining walls or similar construction.
3. Erosion protection of the fill slopes.
4. Provision for the control of surface waters.

### SECTION J109 DRAINAGE AND TERRACING

**J109.1 General.** Unless otherwise recommended by a *registered design professional*, drainage facilities and terracing shall be provided in accordance with the requirements of this section.

**Exception:** Drainage facilities and terracing need not be provided where the ground slope is not steeper than one unit vertical in three units horizontal (33-percent slope).

**J109.2 Terraces.** Terraces at least 6 feet (1829 mm) in width shall be established at not more than 30-foot (9144 mm) vertical intervals on all cut or fill slopes to control surface drainage and debris. Suitable access shall be provided to allow for cleaning and maintenance.

Where more than two terraces are required, one terrace, located at approximately mid-height, shall be at least 12 feet (3658 mm) in width.

Swales or ditches shall be provided on terraces. They shall have a minimum gradient of one unit vertical in 20 units horizontal (5-percent slope) and shall be paved with concrete not less than 3 inches (76 mm) in thickness, or with other materials suitable to the application. They shall have a depth not less than 12 inches (305 mm) and a width not less than 5 feet (1524 mm).

A single run of swale or ditch shall not collect runoff from a tributary area exceeding 13,500 square feet (1256 m<sup>2</sup>) (projected) without discharging into a down drain.

**J109.3 Interceptor drains.** Interceptor drains shall be installed along the top of cut slopes receiving drainage from a tributary width greater than 40 feet (12 192 mm), measured horizontally. They shall have a minimum depth of 1 foot (305 mm) and a minimum width of 3 feet (915 mm). The slope shall be approved by the *building official*, but shall be not less than one unit vertical in 50 units horizontal (2-percent slope). The drain shall be paved with concrete not less than 3 inches (76 mm) in thickness, or by other materials suitable to the application. Discharge from the drain shall be accomplished in a manner to prevent erosion and shall be approved by the *building official*.

**J109.4 Drainage across property lines.** Drainage across property lines shall not exceed that which existed prior to grading. Excess or concentrated drainage shall be contained on site or directed to an approved drainage facility. Erosion of the ground in the area of discharge shall be prevented by installation of nonerosive down drains or other devices.

### SECTION J110 EROSION CONTROL

**J110.1 General.** The faces of cut and fill slopes shall be prepared and maintained to control erosion. This control shall be permitted to consist of effective planting.

**Exception:** Erosion control measures need not be provided on cut slopes not subject to erosion due to the erosion-resistant character of the materials.

Erosion control for the slopes shall be installed as soon as practicable and prior to calling for final inspection.

**J110.2 Other devices.** Where necessary, check dams, cribbing, riprap or other devices or methods shall be employed to control erosion and provide safety.

### SECTION J111 REFERENCED STANDARDS

ASTM D 1557-12	Test Method for Laboratory Compaction Characteristics of Soil Using Modified Effort [56,000 ft-lb/ft <sup>3</sup> (2,700kN-m/m <sup>3</sup> )].	J107.5
-------------------	--	--------

**Amendments to Appendix J International Building Code Items 40, 41, 42  
Resolution 2016-26**

40. Section J103.1 is amended to read as follows:

J103.1 Permits required. Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit from the Garfield County Community Development Department. A grading permit does not include the construction of retaining walls or other structures. Security deposits in a form and amount approved by the Building Official or designee, based upon recommendations from the County Vegetation management Office and the county's designated engineer shall be established prior to issuance of a major grading permit.

41. Section J103.2 (1.) is amended to read as follows:

1. Grading, excavation and earthwork construction, including fills and embankments that are constructed solely for agricultural purposes on lands that are farms or ranches.

42. Section J103.2 is amended to add an 8<sup>th</sup> exemption from permit as follows:

8. Grading that does not exceed 50 cubic yards of earthwork material or 6000 Square Feet of graded area, whichever is greater.



Community Development Department  
108 8<sup>th</sup> Street, Suite 401  
Glenwood Springs, CO 81601  
(970) 945-8212  
[www.garfieldcountyco.gov](http://www.garfieldcountyco.gov)

# GRADING PERMIT APPLICATION

TYPE OF GRADING	
<input type="checkbox"/> MAJOR	<input type="checkbox"/> MINOR

INVOLVED PARTIES	
Property Owner: _____	Phone: (_____) _____
Mailing Address: _____	
Email Address: _____	
Contractor: _____	Phone: (_____) _____
Mailing Address: _____	
Email Address: _____	
Architect: _____	Phone: (_____) _____
Mailing Address: _____	
Email Address: _____	
Engineer: _____	Phone: (_____) _____
Mailing Address: _____	
Email Address: _____	

PROJECT NAME AND LOCATION	
Project Name: _____	
Date of Completion: _____	
Description of Work: _____	
_____	
Job Address: _____	
_____	
Assessor's Parcel Number: _____	
Sub. _____	Lot _____ Block _____
Earthwork (square feet): _____	Earthwork (Cubic Yards): _____

# ALL UTILITIES MUST BE LOCATED PRIOR TO ANY GRADING

## NOTICE

**Authority.** This application for a Building Permit must be signed by the Owner of the property, described above, or an authorized agent. If the signature below is not that of the Owner, a separate letter of authority, signed by the Owner, must be provided with this Application.

**Legal Access.** A Building Permit cannot be issued without proof of legal and adequate access to the property for purposes of inspections by the Building Division.

**Other Permits.** Multiple separate permits may be required: (1) State Electrical Permit, (2) County OWTS Permit, (3) another permit required for use on the property identified above, e.g. State or County Highway/ Road Access or a State Wastewater Discharge Permit.

**Void Permit.** A Building Permit becomes null and void if the work authorized is not commenced within 180 days of the date of issuance and if work is suspended or abandoned for a period of 180 days after commencement.

## CERTIFICATION

I hereby certify that I have read this Application, and that the information contained above is true and correct. I understand that the Building Division accepts the Application, along with the plans and specifications and other data submitted by me or on my behalf (submittals), based upon my certification as to accuracy. Assuming completeness of the submittals and approval of this Application, a Building Permit will be issued granting permission to me, as Owner, to construct the structure(s) and facilities detailed on the submittals reviewed by the Building Division. In consideration of the issuance of the Building Permit, I agree that I and my agents will comply with provisions of any federal, state, or local law regulating the work and the Garfield County Building Code, OWTS regulations and applicable land use regulations (County Regulation(s)). All County development requiring a permit, except for residential uses, are subject to Article 7 of the Land Use and Development Code. I acknowledge that the Building Permit may be suspended or revoked, upon notice from the County, if the location, construction or use of the structure(s) and facility(ies), described above, are not in compliance with County Regulation(s) or any other applicable law.

I hereby grant permission to the Building Division to enter the property, described above, to inspect the work. I further acknowledge that the issuance of the Building Permit does not prevent the Building Official from: (1) requiring the correction of errors in the submittals, if any, discovered after issuance; or (2) stopping construction or use of the structure(s) or facility(ies) if such is in violation of County Regulation(s) or any other applicable law. Review of this Application, including submittals, and inspections of the work by the Building Division do not constitute an acceptance of responsibility or liability by the County of errors, omissions, or discrepancies. As the Owner, I acknowledge that responsibility for compliance with federal, state and local laws and County Regulations rest with me and my authorized agents, including without limitation my architect designer, engineer and/ or builder.

**I hereby acknowledge that I have read and understand the Notice and Certification above as well as have provided the required information which is correct and accurate to the best of my knowledge.**

\_\_\_\_\_  
Property Owner Print and Sign

\_\_\_\_\_  
Date

### OFFICIAL USE ONLY

Special Conditions:

Permit Fee:	Misc Fees:	Total Fees:	Fees Paid:
Balance due:	Grading Permit:	Issue Date:	Zoning:

BUILDING / PLANNING DIVISION: \_\_\_\_\_  
Signed Approval
Date

## **Garfield County Road and Bridge**

0298 CR 333A

Rifle, CO 81650

PH: 970-625-8601 Fax: 970-625-8627

Email: [roadandbridge@garfield-county.com](mailto:roadandbridge@garfield-county.com)

### **Driveway Exemption Criteria**

**The Road and Bridge office will only issue a Driveway Exemption if the following criteria is met.**

- Driveway will not directly access a County maintained road.
  
- Driveway accessing County maintained road meets current standards, and a previously approved driveway permit is attached. If one cannot be provided, a new driveway permit will be required.
  - 90 degree intersection with County Road for first 30 feet.
  - 3 % maximum grade for first 30 feet.
  - 4” thick hot asphalt or concrete apron if County Road is paved or chip sealed.
  - 300 feet visibility in both directions.
  - Corrugated steel culvert if a road ditch is crossed.
  - Driveway runoff must not reach County Road.
  - Only one access per parcel (unless need demonstrated).

**If the driveway does not fall under the above criteria, applicant must apply for a Driveway Permit.**

# Garfield County Road and Bridge

0298 CR 333A

Rifle, CO 81650

PH: 970-625-8601 Fax: 970-625-8627

Email: [roadandbridge@garfield-county.com](mailto:roadandbridge@garfield-county.com)

## Driveway Exemption Request Application

Permit Fee: \$0.00

1. Property Owner: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. City, State, Zip: \_\_\_\_\_
4. Phone No: \_\_\_\_\_ Email: \_\_\_\_\_
5. Estimated Start Date: \_\_\_\_\_
6. Road Name / Number: \_\_\_\_\_
7. Nearest Intersection or Address: \_\_\_\_\_
8. Distance from Int. or Address: \_\_\_\_\_
9. Parcel Number: \_\_\_\_\_
10. Property Address if available: \_\_\_\_\_
11. Previously issued Driveway Permit Number: \_\_\_\_\_
12. Person Requesting Permit: \_\_\_\_\_

### Garfield County Office Use Only

Approved

The Driveway will not directly access a County Maintained Road

The Driveway meets current County standards, and a previously approved driveway permit is attached.

Denied, Applicant must apply for a Driveway Permit

Reason: \_\_\_\_\_

Road and Bridge Foreman: \_\_\_\_\_ Date: \_\_\_\_\_

**Garfield County Road and Bridge**  
**0298 CR 333A**  
**Rifle, CO 81650**  
**PH: 970-625-8601 Fax: 970-625-8627**  
**Email: [roadandbridge@garfield-county.com](mailto:roadandbridge@garfield-county.com)**

## **Garfield County Driveway Permit Requirements**

**Information required by Garfield County Road & Bridge for driveway permits or exemption letters:**

- State your request (driveway permits vs. exemption).
- Legal Description; lot & block # preferred, meets & bounds if necessary.
- Plat or sketch, showing driveway location and any easements (must show nearest County Road and be easily readable).
- Owner's mailing address, phone, and email.
- Subcontractor (if applicable) with phone number.
- Be prepared to show your property pins/corners.

**Quick reference guideline for new or change of use driveways.**

- Only one access per parcel (unless need demonstrated).
- 90 degree intersection with County Road for first 30 feet.
- 3 % maximum grade for first 30 feet.
- 4" thick hot asphalt or concrete apron if County Road is paved or chip sealed.
- 300 feet visibility in both directions.
- Corrugated steel culvert if a road ditch is crossed.
- Driveway runoff must not reach County Road.
- Completed and signed permit must be obtained prior to commencing work and permit must be kept on jobsite for the entire duration of the project.
- All work must be completed within 90 days of permit issuance.

**The Road and Bridge office will issue the permit. It can be picked up at the above address, emailed, or faxed upon receipt of payment.**

**Make checks out to Garfield County Road and Bridge, please include permit number on your check.**

**We also accept Visa & MasterCard. Garfield County does not retain credit card information.**

**Garfield County Road and Bridge**  
**0298 CR 333A**  
**Rifle, CO 81650**  
**PH: 970-625-8601 Fax: 970-625-8627**  
**Email: [roadandbridge@garfield-county.com](mailto:roadandbridge@garfield-county.com)**

**Driveway Permit Application**  
Permit Fee: \$75.00

1. Property Owner: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. City, State, Zip: \_\_\_\_\_
4. Phone No: \_\_\_\_\_ Email: \_\_\_\_\_
5. Sub-contractor: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Estimated Start Date: \_\_\_\_\_
7. County Road No: \_\_\_\_\_
8. Nearest Intersection or Address: \_\_\_\_\_
9. Distance from Int. or Address: \_\_\_\_\_
10. Direction from Int. or Address:  N  E  S  W
11. Side of Road:  N  E  S  W
12. Width of apron:  30-foot  40-foot  100-foot Other: \_\_\_\_\_
13. Culvert Required:  Yes  No
14. Size of culvert required:  12-inch  15-inch  18-inch Other: \_\_\_\_\_
15. Length of Culvert:  30-foot  40-foot  100-foot Other: \_\_\_\_\_
16. Asphalt or concrete pad required:  Yes  No
17. Size of Pad:  
 30-foot wide X 10-foot long X 4 inches thick  
 40-foot wide X 10-foot long X 4 inches thick  
 100-foot wide X 20-foot long X 4 inches thick

18. Gravel Recommended:  Yes  No

\*\*Gravel recommended so as to not track mud onto County Road.

19. Length of gravel portion:  40-foot  50-foot  100-foot

20. Trees or brush removed for visibility:  Yes  No

21. Distance and direction from driveway to be removed: \_\_\_\_\_  
\_\_\_\_\_

22. Driveway must be no more than 3 % slope away from County Road.

23. Driveway must be constructed so that no drainage accesses the County Road.

24. Certified traffic control required:  Yes  No

25. Work zone signage only required:  Yes  No

26. Stop sign required at entrance to County Road:  Yes  No

27. Inspection of driveway will be required upon completion and must be approved by Garfield County Road and Bridge.

28. Person Requesting Permit: \_\_\_\_\_

29. Person approving Permit: \_\_\_\_\_

30. Date approved: \_\_\_\_\_

---

### Payment Information

Check  Visa  MasterCard

Name of Cardholder: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_ V Code (last 3 or 4 numbers on back of card) \_\_\_\_\_

Signature Required: \_\_\_\_\_

Authorized Card Holder Signature



COLORADO

Department of Regulatory Agencies

Division of Professions and Occupations

Division of Professions and Occupations
State Electrical Board

ELECTRICAL PERMIT APPLICATION

- Original permit #
Trim for original permit #
Add Fee for permit #
Associated Solar Permit #

Work Performed by:

- Electrical Contractor (reg. #)
Homeowner \* (see clause below)
Non-licensed contractor (well pump installer, fire alarm installer, etc.)

Complete this form. Incomplete applications will be returned for missing information.

Permit applicant mailing address:
Name
Company / contractor OR Homeowner\*
Address
City State Zip Code
Phone #
Cell #
Fax #
Must have a separate (dedicated) phone line for fax
Email:

Job Site / Property address: If a designated numbered address is not available use lot, block, filing, subdivision or GPS coordinates. Attach a map.
Property Owner
Job Address
City (that mail is postmarked from) County
Job site contact phone number (required)
Directions:
Power Supplier

Check mark (✓) ALL boxes that best describe the electrical installation. Describe work below:

- New Residential New Service or service remodel
Remodel Commercial Temporary construction service only
Addition Solar A/C only Manufactured/Modular/Mobile Home
Requesting Extended Permit - Installation will take longer than 12 months, attach explanation.
Other (describe installation)

Briefly describe work being performed:

\* HOMEOWNER CLAUSE: The Colorado Revised Statutes provide a homeowner the opportunity to perform the electrical installation provided the following conditions are true:

- You are the property owner and this property is not for sale, resale, or is not rental property.
You reside or intend to reside at this property as your sole place of residence.
You are doing the permitted work yourself and have a reasonable enough knowledge of electrical codes for a proper installation.

By my signature below I attest the above statements are true.

I understand that my homeowners insurance may not cover damages to my home due to construction accidents.

SIGNATURE: Date Fee enclosed \$

By Contractor or authorized representative; Homeowner \*

Fee calculated from page 2

MAKE CHECKS PAYABLE TO: STATE OF COLORADO - Do not staple the check to the application.

NOTE: MAILED OR HAND-DELIVERED PERMITS MAY TAKE 5-7 WORKING DAYS TO PROCESS AFTER RECEIPT AND WILL BE MAILED, EMAILED, OR FAXED ACCORDING TO THE INFORMATION PROVIDED. PLEASE ENSURE THAT THE FEE IS CORRECT. PERMITS EXPIRE ONE YEAR FROM THE DATE ISSUED.

NO REFUNDS WILL BE PROCESSED AFTER SIX MONTHS OF PERMIT ISSUE DATE.

The content of this application must not be changed under penalty of Colorado Law.



## **Instructions for Completing Certificate of Permanent Location for a Manufactured Home**

Effective July 1, 2008, the owner(s) of a manufactured home that is permanently affixed to the ground so that it is no longer capable of being drawn over the public highways shall record a Certificate of Permanent Location for a Manufactured Home (Certificate of Permanent Location) in the office of the county clerk and recorder. For a manufactured home that is titled, the Certificate of Permanent Location must include an application to purge the Certificate of Title. For a new manufactured home, the Certificate of Permanent Location must include a copy of the Bill of Sale and the Manufacturer's Certificate or Statement of Origin, § 38-29-202, C.R.S. For manufactured homes that are subject to a long-term land lease of at least 10 years, a Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease must be used.

---

**Section 1:** Insert the name and address of the person to whom the county clerk and recorder should return the Certificate of Permanent Location.

**Section 2:** Insert the full legal name and mailing address of each owner/debtor of the manufactured home. Each owner/debtor must be listed separately. Attach additional sheets as necessary.

**Section 3:** Insert the full legal name and mailing address of each security interest/lien holder of an unsatisfied security interest or lien against the home to which the manufactured home has been affixed. Each security interest/lien holder must be listed separately. Attach additional sheets as necessary. If no security interest/lien holder exists, insert N/A.

**Section 4:** The manufactured home's serial number, manufacturer/make, and year of construction must be completed. Include the Certificate of Origin or Certificate of Title number, length and width, and, if available, the HUD number.

**Section 5:** Insert the legal description of the land to which the home is affixed, including the county name. List the property address and the parcel or schedule number assigned by the county assessor.

**Section 6:** Insert the full legal name(s) of the owner(s) of the land to which the home is permanently affixed. At least one manufactured home owner/debtor shown in Section 2 must own the land to which the home is permanently affixed.

**Section 7:** Either the Certificate of Taxes Due or a manufactured home Authentication of Paid Ad Valorem Taxes (Authentication) issued by the county treasurer must be attached. Property taxes on the manufactured home must be paid prior to permanently affixing the manufactured home to the land unless the home is directly coming from the manufacturer, a dealer's display lot, or another state. It is not necessary to record the Certificate of Taxes due or the Authentication form; however, the document must be attached for verification purposes.

**Section 8:** If required by the county in which the manufactured home will be permanently affixed, the signature of an authorized person designated by the governing entity is required to verify that the home is situated on a permanent foundation in accordance with any applicable city and/or county codes or requirements. If no applicable city and/or county codes or requirements exist, the signature of the owner/debtor affirms, under penalty of perjury, that the manufactured home is situated on a permanent foundation.

**Section 9:** The owner of a titled manufactured home which will be permanently affixed to the land must file an application to purge the Certificate of Title. The State Division of Motor Vehicle must issue a "Purged Ad Valorem" letter to the property owner. The "Purged Ad Valorem" letter must be attached to the Certificate of Permanent Location before the certificate can be recorded.

**Section 10:** Each owner/debtor and security interest/lien holder(s) must sign and date the Certificate of Permanent Location. The signature(s) of the security interest/lien holder(s) verify relinquishment and release of all rights in the manufactured home by the security interest/lien holder(s). Signatures here confirm that the manufactured home is permanently affixed to the land and acknowledges that ownership of the manufactured home shall be vested only in the owners of the real property.

### **Notes:**

Once the manufactured home has become part of the real property, it is unlawful to remove the home from the real property without the express consent of the land owner(s) and all security interest/lien holders.

If the manufactured home is moved from the location identified in section 6 of the Certificate of Permanent Location, the owner(s) of the manufactured home must complete a Certificate of Removal for a Manufactured Home, § 38-29-203, C.R.S., and apply for a new Certificate of Title.

If the manufactured home is subject to a long-term land lease with an express term of at least 10 years, do not use this form. Complete and record the Certificate of Permanent Location for a Manufactured Home Subject to a Long-Term Land Lease.