

# Property Owner's Certificate of Compliance Accessory Dwelling Unit (ADU)

*The undersigned property owner certifies that the attached Building Permit Application for Accessory Dwelling Unit (ADU) is in compliance with the following list of standards, regulations and requirements for ADUs per Garfield County's Land Use & Development Code.*

1. **Floor Area** – Maximum floor area of ADU shall not exceed 1,200 square feet.
  - Measurement is from the inside of exterior walls and/or demising walls from the main residence.
  - Garages, exterior decks, patios, and stairs are not to be included.
  - Laundry rooms and mechanical rooms accessed from spaces outside the ADU are not to be included.
  - Unfinished spaces are not allowed unless counted in the 1200 square foot limit.
2. **Ownership Restriction** – ADU is restricted to leasehold interest (cannot be sold or subdivided).
3. **ADU per Lot** – A maximum of one ADU is allowed with a primary single-family home.  
Properties with primary business structures and the Uses are allowed, a number of ADU's explained in Section 7-701.A.4 of the LUDC.
4. **Legal Access** – Property Owner confirms legal access to proposed ADU as illustrated on site plan.
5. **Water** – Property Owner represents that they have notified either: (a) their water supplier to address additional tap fees (if applicable) or (b) State of Colorado's Division of Water Resources to secure any necessary water rights to supply legal water to the ADU.
6. **Sewer** – Property Owner represents that they have notified either: (a) their sewer & wastewater provider to address additional tap fees (if applicable) or (b) alternately, if an on-site wastewater treatment system (OWTS) is employed, limitations on the number of occupants using the ADU shall not exceed maximum recommendations of existing/proposed septic system per State of Colorado's OWTS standards.
7. A deed restriction must be in place to waive Permit Fees and Transportation Impact Fees.

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**\*PLEASE NOTE:** This form will be digitally scanned into the Community Development Department's office records and will be available for public view and reference in any future title searches for the subject property.

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**I hereby acknowledge having read the preceding checklist and agree to abide by these requirements.**

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Property Owner(s) Signature

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Date

**OFFICE USE ONLY:**

Assessor's Parcel Number ID Number: \_\_\_\_\_

Building Permit Number Reference: \_\_\_\_\_

Garfield County Land Use &amp; Development Code

Accessory Dwelling Units – 2023 Update

**DIVISION 7. ADDITIONAL STANDARDS FOR RESIDENTIAL USES.****7-701. ACCESSORY DWELLING UNIT & SECONDARY DWELLING UNIT AND DENSITY BONUS**

A lot may be permitted to have either an Accessory Dwelling Unit or a Secondary Dwelling Unit in addition to a Single-Unit Dwelling, but not both.

**A. Accessory Dwelling Unit Standards****1) Maximum Floor Area.**

The Floor Area of an ADU shall not exceed 1200 square feet.

**2) Ownership Restriction.**

An ADU is restricted to leasehold interest in the dwelling unit and is for residential or Home Office/Business use only.

**3) Building Permit Required.**

No person shall construct an ADU on any lot without first obtaining a Building Permit for such construction. Construction shall comply with the standards set forth in this Code and with Building Code requirements. ADU's are subject to the same regulations as Single-Family Residences.

**4) Units Per Lot.**

- a. One ADU which is subordinate to a Single-Unit (primary) dwelling unit is allowed per legal lot. Reviewed as a by right permit.
- b. For legal lots containing legally established non-residential structures and use, 4 ADUs which are subordinate to the primary business purpose of the lot and serve as housing for workers. Non-residential ADU's are reviewed as a by right permit in the CL, CG and I district. Non-residential ADU's are reviewed as Administrative Review in all other districts. Subject to Article 7 standards.
- c. For legal lots containing legally established non-residential structures and uses that are greater than one acre, up to 4 ADUs may be allowed (in addition to those allowed in 7-701 b., at a density of 4 units per acre, calculated on that portion of the lot that exceeds 1 acre. These additional ADU's must be subordinate to the primary business purpose of the lot and serve as housing for workers and be reviewed as an Administrative Review. Subject to Article 7 standards.

**5) Waiver of Impact Fees.**

The County shall waive traffic impact fees and building permit fee for any ADU that has been approved under this section 7-701 A and is deed-restricted to Workforce Housing.<sup>1</sup> The applicant shall provide a copy of the Community Development Department approved and recorded Restrictive Covenant Agreement with the building permit application.

Failure to use and occupy the ADU in accordance with the ADU deed restriction shall be deemed a violation of this Code subject to its enforcement provisions.

## 6) Density Incentive for Workforce Housing

- A. In the RS zone district, if the lot meets the minimum lot size and is located in the UGA, additional units at one unit per 10,000 SF may be allowed, if the additional units are deed restricted to workforce, subject to an administrative review and all other applicable standards.
- B. In the RU zone district, if the lot meets the minimum lot size and is located in the UGA, additional units at one unit per 5,000 SF may be allowed, if the additional units are deed restricted to workforce, subject to an administrative review and all other applicable standards.

<sup>1</sup> Workforce Housing. A residential unit that is restricted by covenant or other deed restriction to persons who are or were employed within the last year by a County-based Employment Source.

## ARTICLE 15: DEFINITIONS:

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**Dwelling Unit.** A building or a portion of a building used exclusively for residential occupancy, including Single-unit Dwellings, Accessory Dwelling Units, Secondary Dwelling Units, 2-unit dwellings, and multi-unit dwellings.

**Dwelling Unit, 2-Unit.** A single building consisting of 2 dwellings that does not include any combination of an Accessory Dwelling Unit and/or a Single Unit Dwelling.

**Dwelling Unit, Accessory.** A dwelling unit, 1,200 square feet or less in floor area, considered accessory to a Single-Unit Dwelling for use as a complete independent living facility. The Accessory Dwelling Unit shall be located on the same lot and may be attached to or detached from the Single-Unit Dwelling or commercial building.

**Dwelling Unit, Attached.** A residential building containing dwelling units, each of which has primary ground floor access to the outside and which are attached to each other by legally divided party walls without openings. The term is intended primarily for such fee simple title ownership of dwelling types as townhouses and duplexes.

**Dwelling Unit, Detached.** A single-unit dwelling that meets the Building Code.

**Dwelling Unit, Multi-Unit.** A dwelling containing 3 or more dwelling units, not including hotels, motels, fraternity and sorority houses, and similar group accommodations.

**Dwelling Unit, Secondary.** A dwelling unit, greater than 1,200 square feet in floor area, considered secondary to a Single-Unit Dwelling for use as a complete independent living facility. The Secondary Dwelling Unit shall be located on the same lot and may be attached to or detached from the Single-Unit Dwelling.

**Dwelling Unit, Single Family or Single-Unit.** A building or portion of a building designed exclusively for residential occupancy. A single structure with 1 or more rooms designed to function as a single living facility and containing kitchen facilities plus living, sanitary, and sleeping facilities.

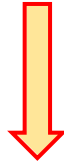
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# EXHIBIT A

## Accessory Dwelling Unit Changes

Table 3-403: Use Table														
/P/ By Right /A/ Administrative Review /L/ Limited Impact Review /M/ Major Impact Review /•/ Exempt from County Review and Standards														
Use Category	Use Type	Residential Districts				Nonresidential Districts				Resource Land Zone Districts				Unless exempted, all uses must comply with Article 7 Standards including Use-Specific Standards.
		R	RS	RU	RM HP	CL	CG	I	PL	RL P	RL E	RL TS	RL GS	
AGRICULTURAL AND ANIMAL-RELATED USES														
General	Agriculture	P	P						•	P	P	P	P	EXEMPT
	Building or Structure Necessary to Agricultural Operations, Accessory	P	P						•	P			P	EXEMPT
	Forestry	P	P						•	P	P	P	P	EXEMPT
Products Processing, Storage, Distribution, and Sale	Off-Site	A				L	L	L	•	P	P	P	P	
	At Point of Production	P	P	P	P	P	P	P	•	P	P	P	P	EXEMPT
Animals and Related Services	Animal Sanctuary	P							•	P			P	7-601
	Animal Processing	M					M	M	•					7-602
	Feedlot, Commercial	M						M	•				M	
	Kennel, Small	L	M			L	L	A	•	L			L	7-603
	Kennel, Large	M				L	L	A	•	L			L	7-603
	Riding Stable	P	P						•	P			P	
	Veterinary Clinic	A	A			L	L	A	•				L	7-604
RESIDENTIAL USES														
Household Living	Dwelling, Single-Unit (per legal lot)	P	P	P	P	P	P		•	P			P	
	Dwelling, 2-Unit	A	A	A	A	A	A		•					
	Dwelling, Multi-Unit	L	L	A	L	L	L	L	•					
	Dwelling Unit, Accessory	P	P	P	P	P	P	P	•	P	P	P	P	7-701
	Dwelling Unit, Secondary	A	A	A	A	A	A	A	•	A	A	A	A	7-701

**Minimum Lot Size Requirements  
for ADUs Vary by Zone District**



R=Residential NR=Nonresidential C=Commercial NC=Noncommercial	Minimum Lot Area <sup>1</sup>	Lot Size		Setbacks (feet)				Height (feet) 2,4,5
		Maximum Lot Coverage (%)	Maximum Floor Area Ratio	Front		Rear	Side	
				Arterial	Local			
Zone District								
Rural <b>R</b>	2 acres	15	N/A	50	25	25	10	R: 25 NR: 40
Residential - Suburban <b>RS</b>	20,000 s.f. <sup>6</sup>	50	50%	50	25	25	10	25
Residential - Urban <b>RU</b>	7,500 s.f. <sup>2</sup>	50	50%	50	25	25	10	25
Residential-Manufactured Home Park <b>MHP</b>	2 acres	50	--	50	25	25	10	25
Commercial - Limited <b>CL</b>	7,500 s.f.	NC: 75 C: 85	50%	50	25	NC: 25 C: 7.5	10	40
Commercial - General <b>CG</b>	7,500 s.f.	NC: 75 C: 85	50%	50	25	NC: 25 C: 7.5	10	40
Industrial <b>I</b>	21,780 s.f.	75	N/A	50	25	25	10	40
Plateau <b>RLP</b>	35 acres	--	--	25	25	25	25	50
Escarpment <b>RLE</b>	35 acres	--	--	25	25	25	25	50
Talus Slopes <b>RLTS</b>	35 acres	--	--	25	25	25	25	50
Gentle Slopes <b>RLGS</b>	35 acres NC: 2 acres	15	--	25	25	25	10	75
Public Airport <b>PA</b>	--	--	--	Subject to FAA, FAR Part 77, Airport Layout Plan, Building Codes, and other applicable Federal, State, and local standards and regulations.				
Public Lands <b>PL</b>	--	--	--	--	--	--	--	--

1. Unless otherwise required by section 7-105, Adequate Central Water Distribution and Wastewater System.
2. Telecommunication Facilities may exceed maximum height provided they are reviewed (if required) and approved pursuant to Table 3-403, Use Table.
3. Parapet walls may exceed building height limitations by 4 feet.
4. Stacks, vents, cooling towers, elevator cupolas, towers, and similar non-inhabitable building appurtenances, and cupolas, spires, and belfries constructed as part of a Place of Worship shall be exempt from height limitations.
5. For setback requirements from existing oil/ gas facilities see Section 9-215
6. County may allow up to 10,000 s.f. minimum lot area for development within the Urban Growth Area and for Deed restricted workforce housing.
7. County may allow up to 5,000 s.f. minimum lot area for development within the Urban Growth Area and for Deed restricted workforce housing.



**Garfield County**

Community Development Department

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Glenwood Springs, CO 81601

(970) 945-8212

[www.garfieldcounty.gov](http://www.garfieldcounty.gov)

## SINGLE FAMILY OR DUPLEX BUILDING PERMIT APPLICATION CHECKLIST

### SINGLE FAMILY OR DUPLEX BUILDING PERMIT APPLICATION CHECKLIST

In order to understand the scope of 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, email or cell.
- Contractor's name, mailing address, phone, email, or cell.
- Architect and/or Engineer's name, mailing address, phone, email 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:

- **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 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 (HOA) 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.
- 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.

**ARCHITECTURAL PLANS:** Please provide the following information on the architectural plans.

- Minimum of four (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. Please see the Energy Compliance Sheet Requirements for additional requirements.
- Provide stove and fireplace make, model, EPA or Colorado Phase II Certification. Masonry fireplaces shall be designed to the International Residential Code (IRC) requirements.

## ENERGY COMPLIANCE SHEET REQUIREMENTS:

*Effective June 30, 2023* Please provide details showing how building complies / meets Garfield County's adopted 2018 IECC and **Climate Zone 5.**

Depict and show outline the structure's building thermal envelope. Outline should clearly show portions of the building to be conditioned inside the envelope (and label or otherwise identify any areas remaining unconditioned outside this envelope)

Energy Compliance Plan should further include:

Chosen Energy Compliance Path

- Prescriptive: Cross Sections of insulated assemblies including the selected material / R-Value and U-Values to comply with IRC Table R402.1.2
- U-Factor Alternative: Provide a ResCheck Report
- Total U-Factor Alternative: Provide software generated submittal design reports and inspection checklist for any RESNET ERI index or other performance path designs

Air sealing details around openings, pipes, penetrations, joints

Fenestration U-factors

Provide mechanical system design details including proposed efficiency rates, types of equipment, fuel types, locations

Energy efficient lighting specifications – 90% to be high-efficacy (LED complies)

Manual J Report required for new building structures and new equipment installations.

**STRUCTURAL PLANS:** Please provide the following information on the structural plans.

- 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.**

Owner Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## RESIDENTIAL ENERGY EFFICIENCY

**R402.1.1 Vapor retarder.** Wall assemblies in the *building thermal envelope* shall comply with the vapor retarder requirements of Section R702.7 of the *International Residential Code* or Section 1404.3 of the *International Building Code*, as applicable.

**R402.1.2 Insulation and fenestration criteria.** The *building thermal envelope* shall meet the requirements of Table R402.1.2, based on the *climate zone* specified in Chapter 3.

**R402.1.3 R-value computation.** Insulation material used in layers, such as framing *cavity insulation* or continuous

insulation, shall be summed to compute the corresponding component *R*-value. The manufacturer's settled *R*-value shall be used for blown-in insulation. Computed *R*-values shall not include an *R*-value for other building materials or air films. Where insulated siding is used for the purpose of complying with the continuous insulation requirements of Table R402.1.2, the manufacturer's labeled *R*-value for the insulated siding shall be reduced by R-0.6.

**R402.1.4 U-factor alternative.** An assembly with a *U*-factor equal to or less than that specified in Table R402.1.4 shall be an alternative to the *R*-value in Table R402.1.2.

**TABLE R402.1.2**  
**INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT<sup>a</sup>**

CLIMATE ZONE	FENESTRATION U-FACTOR <sup>b</sup>	SKYLIGHT <sup>b</sup> U-FACTOR	GLAZED FENESTRATION SHGC <sup>b,e</sup>	CEILING R-VALUE	WOOD FRAME WALL R-VALUE	MASS WALL R-VALUE <sup>i</sup>	FLOOR R-VALUE	BASEMENT <sup>c</sup> WALL R-VALUE	SLAB <sup>d</sup> R-VALUE & DEPTH	CRAWL SPACE <sup>e</sup> WALL R-VALUE
1	NR	0.75	0.25	30	13	3/4	13	0	0	0
2	0.40	0.65	0.25	38	13	4/6	13	0	0	0
3	0.32	0.55	0.25	38	20 or 13+5 <sup>h</sup>	8/13	19	5/13 <sup>f</sup>	0	5/13
4 except Marine	0.32	0.55	0.40	49	20 or 13+5 <sup>h</sup>	8/13	19	10/13	10, 2 ft	10/13
5 and Marine 4	0.30	0.55	NR	49	20 or 13+5 <sup>h</sup>	13/17	30 <sup>g</sup>	15/19	10, 2 ft	15/19
6	0.30	0.55	NR	49	20+5 <sup>h</sup> or 13+10 <sup>h</sup>	15/20	30 <sup>g</sup>	15/19	10, 4 ft	15/19
7 and 8	0.30	0.55	NR	49	20+5 <sup>h</sup> or 13+10 <sup>h</sup>	19/21	38 <sup>g</sup>	15/19	10, 4 ft	15/19

NR = Not Required.

For SI: 1 foot = 304.8 mm.

- a. *R*-values are minimums. *U*-factors and SHGC are maximums. Where insulation is installed in a cavity that is less than the label or design thickness of the insulation, the installed *R*-value of the insulation shall be not less than the *R*-value specified in the table.
- b. The fenestration *U*-factor column excludes skylights. The SHGC column applies to all glazed fenestration.

**Exception:** In Climate Zones 1 through 3, skylights shall be permitted to be excluded from glazed fenestration SHGC requirements provided that the SHGC for such skylights does not exceed 0.30.

- c. "10/13" means R-10 continuous insulation on the interior or exterior of the home or R-13 cavity insulation on the interior of the basement wall. "15/19" means R-15 continuous insulation on the interior or exterior of the home or R-19 cavity insulation at the interior of the basement wall. Alternatively, compliance with "15/19" shall be R-13 cavity insulation on the interior of the basement wall plus R-5 continuous insulation on the interior or exterior of the home.
- d. R-5 insulation shall be provided under the full slab area of a heated slab in addition to the required slab edge insulation *R*-value for slabs, as indicated in the table. The slab edge insulation for heated slabs shall not be required to extend below the slab.
- e. There are no SHGC requirements in the Marine Zone.
- f. Basement wall insulation is not required in warm-humid locations as defined by Figure R301.1 and Table R301.1.
- g. Alternatively, insulation sufficient to fill the framing cavity and providing not less than an *R*-value of R-19.
- h. The first value is cavity insulation, the second value is continuous insulation. Therefore, as an example, "13+5" means R-13 cavity insulation plus R-5 continuous insulation.
- i. Mass walls shall be in accordance with Section R402.2.5. The second *R*-value applies where more than half of the insulation is on the interior of the mass wall.

**TABLE R402.1.4**  
**EQUIVALENT U-FACTORS<sup>a</sup>**

CLIMATE ZONE	FENESTRATION U-FACTOR	SKYLIGHT U-FACTOR	CEILING U-FACTOR	FRAME WALL U-FACTOR	MASS WALL U-FACTOR <sup>b</sup>	FLOOR U-FACTOR	BASEMENT WALL U-FACTOR	CRAWL SPACE WALL U-FACTOR
1	0.50	0.75	0.035	0.084	0.197	0.064	0.360	0.477
2	0.40	0.65	0.030	0.084	0.165	0.064	0.360	0.477
3	0.32	0.55	0.030	0.060	0.098	0.047	0.091 <sup>c</sup>	0.136
4 except Marine	0.32	0.55	0.026	0.060	0.098	0.047	0.059	0.065
5 and Marine 4	0.30	0.55	0.026	0.060	0.082	0.033	0.050	0.055
6	0.30	0.55	0.026	0.045	0.060	0.033	0.050	0.055
7 and 8	0.30	0.55	0.026	0.045	0.057	0.028	0.050	0.055

- a. Nonfenestration *U*-factors shall be obtained from measurement, calculation or an approved source.
- b. Mass walls shall be in accordance with Section R402.2.5. Where more than half the insulation is on the interior, the mass wall *U*-factors shall not exceed 0.17 in Climate Zone 1, 0.14 in Climate Zone 2, 0.12 in Climate Zone 3, 0.087 in Climate Zone 4 except Marine, 0.065 in Climate Zone 5 and Marine 4, and 0.057 in Climate Zones 6 through 8.
- c. In warm-humid locations as defined by Figure R301.1 and Table R301.1, the basement wall *U*-factor shall not exceed 0.360.



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Glenwood Springs, CO 81601  
(970) 945-8212  
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## 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

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: \_\_\_\_\_

Manufactured/ Tiny Home Installer: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PROJECT DETAILS

Describe Work: \_\_\_\_\_

Job Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Sub. \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Owner's Valuation of Work: \$ \_\_\_\_\_ Property Size (Sq. Ft. or Acres): \_\_\_\_\_

Sq. Ft. of Building: \_\_\_\_\_ Height: \_\_\_\_\_ # of Floors: \_\_\_\_\_

Class of Work:	<input type="checkbox"/> New	<input type="checkbox"/> Remodel/Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Move/Relocation
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Garage:	<input type="checkbox"/> Attached	<input type="checkbox"/> Detached
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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>

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**\*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



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)		\$101.45
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
Residential (Per Dwelling by Square Feet of Finished Floor Areas)			
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
Non-residential (Per 1,000 square feet of Floor Area)			
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.



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-I 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	
Property Owner: _____	Phone: (____) _____
Mailing Address: _____	
Email Address: _____	
Contractor: _____	Phone: (____) _____
Mailing Address: _____	
Email Address: _____	
Engineer: _____	Phone: (____) _____
Mailing Address: _____	
Email Address: _____	
PROJECT LOCATION AND DESCRIPTION	
Job Address: _____	
Assessor's Parcel Number: _____ Sub. _____ Lot _____ Block _____	
Building or Service Type: _____ #Bedrooms: _____ Garbage Disposal(Y/N) _____	
Distance to Nearest Community Sewer System: _____	
Was an effort made to connect to the Community Sewer System: _____	
Potable Water Source & Type	<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

## 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.



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
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**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

☐ MAJOR

☐ 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**  
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- 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.**

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**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 of 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:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> New  | <input type="checkbox"/> Residential    | <input type="checkbox"/> New Service or service remodel      |
| <input type="checkbox"/> Remodel  | <input type="checkbox"/> Commercial     | <input type="checkbox"/> Temporary construction service only |
| <input type="checkbox"/> Addition   | <input type="checkbox"/> Solar A/C only | <input type="checkbox"/> Manufactured/Modular/Mobile Home    |
| <input type="checkbox"/> Requesting Extended Permit – Installation will take longer than 12 months, attach explanation. |   |  |
| <input type="checkbox"/> 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.

# ELECTRICAL PERMIT FEES

Fee Schedule effective: April 1, 2016

(Solar Permits are on a Separate Form)

Fees are computed according to the appropriate chart below

Fees are based on A, B, C, or D below. Do not use more than one table to determine your fee.

If a permit is not filed in advance of the commencement of an installation, the inspection fee will be double, as prescribed by CRS 12-23-117(3).

Temporary construction meters require a separate permit application from any other activity.

**Trim permit.** If a permit expires after the rough-in inspection has been completed, inspected, and approved by the electrical inspector, but before the final inspection is approved, a TRIM permit must be obtained. The fee is based on the valuation of the electrical remaining work to be inspected. Minimum fee is \$100

**A. Residential Electrical Only Installation:** (new, remodel, addition) (round sq. ft. up to next 100 for calculation)

Residential Installation – Based on enclosed living area only		FEE
Living Area:	≤ 1000 square feet	\$100
	1,001 square feet but ≤ 1,500 square feet	\$150
	1,501 square feet but ≤ 2,000 square feet	\$200
	≥ 2001 square feet (\$200 + (\$10 x each additional 100 sq. ft.))	
<b>Example:</b> (2235 sq. ft.) first 2000 sq. ft. = \$200 + 300 (235 rounded up to next 100) x \$10 = \$230		

**B. Commercial and other fees:** Including some residential installations that are not based on square footage (not living area, i.e. garage, shop, etc.). Fees in this section are calculated from the total cost to customer (contract price), including electrical materials, items and labor- **whether provided by the contractor or the property owner.**

Valuation of Installation – (Based on cost to customer of labor, material and items)	Fee
≤ \$2000 = \$100 (base fee)	\$100
≥ \$2001 add \$10 <b>per thousand</b> of job valuation (always round up the next \$1,000) to the Base Fee (\$100) =	
<b>EXAMPLE:</b> The cost of the installation is \$5,150 (round up to \$6,000) (6 x \$10 = \$60)	
The base fee (shown above): \$100 + (6 x \$10) \$60 = \$160.00 total fee	

<b>C. Mobile/Modular/Manufactured Home set (per unit)</b>	\$100
<b>D. Temporary heat release</b>	\$ 50

**RE-INSPECTION FEE (\$50):** A re-inspection fee may be assessed when additional inspections are required when the job is not ready for inspection (if 5 or more correction items are cited), access is not provided, violations from the last inspection are not completed, etc.

**Permit fees are reviewed occasionally and may be adjusted as necessary.**

**PLEASE NOTE:** Applicants should be prepared to do the following:

- Use the online permit system to request an inspection when the job is ready.
- Ensure that the work is completed within the time limitation of the permit.
- Install electrical according to the currently adopted edition of the Colorado Electrical Code (NEC).
- Request an electrical inspection *prior* to covering and a final inspection *prior* to occupancy.