

# Rio Grande County Department of Building Safety

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This packet will instruct you on the procedures of your proposed Residential Building within Rio Grande County.

**CODES:** The following Building Codes are currently in effect within the County: The 2006 Edition of the International Residential Code, for One- and Two- Family Dwellings, the 2006 International Building Code, the 2006 International Mechanical Code, the 2006 International Plumbing Code, the 2006 International Fuel Gas Code and the 2006 International Energy Conservation Code for residential and commercial structures.

The provisions of the 2006 International Residential Code for One and Two Family Dwellings shall apply to the construction, alteration, movement, enlargement, repair, equipment, use and occupancy, location, removal, and demolition of detached one and two family dwellings and multiple single family dwellings (townhouses) not more than 3 stories in height with a separate means of egress and their accessory structures.

The following is a list of work that is **exempt** from permit. A building permit shall **not** be required for the following:

1. One story detached accessory buildings used as **tool and storage sheds**, playhouses and similar uses, provided the floor area does **not** exceed 200 square feet.

2. Fences **not** over 6ft. high.
3. Retaining walls, which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does **not** exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment accessory to a one or two family dwelling.
9. Window awnings supported by an exterior wall.

Exemption from the permit requirements of this code **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.

**\*\*\* A FINE WILL BE ASSESSED IF CONSTRUCTION BEGINS OR IS COMPLETED WITHOUT THE REQUIRED BUILDING PERMIT IN THE AMOUNT OF 150% OF THE ORIGINAL PERMIT FEE\*\*\*.**

### **INSTRUCTIONS TO PROSPECTIVE BUILDERS IN RIO GRANDE COUNTY**

Obtaining a building permit for construction within Rio Grande County can be a relatively simple procedure. This information has been compiled and formatted to help you through the entire permitting process, from application submittal to final inspection and issuance of Certificate of Occupancy. Retain this packet and refer to it throughout the construction process. If you need clarification or assistance please call our office.

**JURISDICTION:** Jurisdiction of the Rio Grande County Department of Building Safety includes all unincorporated areas of the County, all subdivisions with in the County, the City of Monte Vista and the Town of Del Norte. Verify that your project does not lie with in the limits of the Town of South Fork or Center. If your project is located within the limits of Monte Vista or Del Norte, you will need to obtain an approved site permit from the city prior to applying for your building permit at Rio Grande County. Some subdivisions impose Restrictive Covenants, which require approval of an Architectural Control Committee on plans for construction.

A complete application packet consists of the following:

Application Form: Fill in all applicable boxes with appropriate and correct information. If you have difficulty finding the information or don't understand what is being asked for, the Building Department will assist you.

Construction Plans: Two (2) sets of the project plan (drawings) and specifications are required. One (1) set will be retained for the files of the Department of Building Safety, one (1) set will be returned to the applicant to be kept with the Building Permit in a weather-proof packet on the job site in a place that is easily available for the Building Inspector. This set must remain on the job site until the project is completed.

**MINIMUM DRAWINGS TO BE SUBMITTED ARE AS FOLLOWS:**

- Foundation Plan, preferred scale 1/4" = 1' . 0"
  - Floor Plan, preferred scale 1/4" = 1' . 0"
  - Roof Plan or specify Manufactured Trusses, preferred scale 1/4"=1' .0"
  - Typical Building Section(s) preferred scale 1/4" = 1' . 0"
  - Building Elevations, minimum two (2), four (4) preferred, preferred scale 1/4" = 1' . 0"
- Required drawings shall be presented on substantial paper (no smaller than 11"x17") that is suitable for reproduction and in sufficient detail to clearly indicate the scope of the project. In the lower right corner of each page shall appear the legal description of the property and the name and address of the person preparing the drawings.

We will not accept faxed plans.

SPECS: Two (2) sets of written specifications of the work to be performed, methods of construction to be used, and materials planned for use in the project shall be provided. (Exception: If specifications in sufficient detail are written in the drawings, they need not be submitted separately. The decision will be left up to the Department of Building Safety) Engineering details, stress diagrams, computations and the like to show correctness of the plans and designs therein may be required at the discretion of the Department of Building Safety.

Special attention to snow load designs must be made. Please call the Building Department for snow load requirements for the property you intend to build on.

Plot Plan/Proposed ILC: A plot plan showing existing and proposed improvements and structures such as driveway, septic and well location, easements, ditches, waterways, slopes, distances from property lines and other structures must accompany the building drawings. It is recommended; however, it is not generally required that a Colorado licensed surveyor complete the plot plan.

Road and Bridge Permits: Driveway and Road cut Permits approved by Road and Bridge are required in some subdivisions. If you request a **new access** from a county road, you will need to obtain an access permit and have it signed off by the Road and Bridge Department. Contact information for Road and Bridge is included in the back of this packet.

Sanitation: If the property you build on requires an individual septic system, you will need a permit from the Building Department in Rio Grande County.

Proof of ownership: This means a copy of the recorded warranty deed.

The names on the building application and owner listed on warranty deed must match. You may already have a copy of this in your property documents, however, you may request a copy from the Clerk and Records Office or the Title company that you closed with.

Flood Plain Determination: Properties within flood hazard areas require an Elevation Certificate or Engineer/Surveyor's determination letter. Flood Studied Areas in Rio Grande County are limited. Check with your Surveyor, Engineer, or this office to determine if your property is within a flood study area. You are required to provide proof that the building site is outside a flood-way or flood-plain.

Fees: Building Permits and Plan check fees for Building permits are calculated in accordance with the following fee table 1-A.

<u>TOTAL VALUATION</u>	<u>Building Permit Fees Table 1-A</u> <u>FEE</u>
\$1.00 to \$500.00	\$23.50
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

Other Inspections and Fees:

1. Reinspection Fees .....\$50.00 per hour
2. Inspections and fees for which no fee is specifically indicated.....\$50.00 per required inspection
3. Additional plan review required by changes, additions or revisions to plans.....\$50.00 per hour
4. For use of outside consultants for plan review and inspections or both.....Actual Costs
5. Agricultural Building.....\$50.00
6. Mobile Home or Modular .....\$200.00

- 7. Single wide mobile home.....\$150.00  
 .....(May also require conditional use permit of \$400.00)
- 8. Deck.....\$50.00
- 9. Occupancy without Certificate .....50% of original fee
- 10. Building without a Permit .....150% of permit fee

The determination of permit fees for projects will be based on building valuation data computed from the figures, established by Building Safety Journal (February 2008). All fees must be paid in order to validate building permits. Checks are acceptable, made payable to Rio Grande County.

The Rio Grande County Board of County Commissioners adopted the attached fee structure on June 10, 2004, effective September 15, 2004. All fee schedules may be changed by resolution of the County Commissioners from time to time as may be necessary to defray the cost of administering these regulations.

You may contact this office for actual fee determination during normal business hours.

-After Submittal-

Allow one to seven working days minimum, under normal circumstances from the time you submit your complete application until your permit is issued, following these basic guidelines. PLEASE NOTE if plans do not contain the information requested, plan review will cease and the owner will be notified to pick up the plans for completion. At the time that the plans are returned for re-review the plans will be placed in the order in which they are received. There is no plan review appointments set with the Department of Building Safety.

Change Orders: If, during the progress of the construction of the project, changes in the construction methods, materials and/or designs are made or requested to be made, written approval of said change must be obtained from the Department of Building Safety **BEFORE IT TAKES PLACE**. Failure to comply with this regulation could result in stoppage of the work until such time as the change has been approved and inspected by this Department. PLEASE NOTE: the owner will be required to pick up the plans for any changes that they wish to make. At the time that the plans are returned for re-review the plans will be placed for review in the order in which they are received with an additional plan review fee of \$50.00 per hour (minimum charge – one-half hour).

THE BASIC FUNCTION OF THE DEPARTMENT OF BUILDING SAFETY IS THE ENFORCEMENT AND INTERPRETATION OF THE CODES. TIME WILL NOT PERMIT LENGTHY CONFERENCE DISCUSSIONS REGARDING DESIGN PROBLEMS AND/OR MATERIAL PROPOSED FOR CONSTRUCTION; SUCH MATTERS SHOULD BE DISCUSSED WITH A QUALIFIED DESIGNER, ARCHITECT OR ENGINEER IN THE PARTICULAR FIELD OF CONCERN. IF A CONFERENCE IS REQUESTED, AT LEAST TWO (2) DAYS NOTICE SHOULD BE GIVEN AND A DEFINITE APPOINTMENT MADE WITH THE DEPARTMENT. THE DEPARTMENT MAY REQUEST CONFERENCES WITH THE APPLICANT

ON DISCREPANCIES FOUND AFTER THE REQUIRED PLAN CHECKS HAVE BEEN PERFORMED.

Inspections: **It shall be the duty of the permit holder or their agent to notify the building official that such work is ready for inspection.** The Code requires that the following minimum inspections of the work in progress be made:

- (1) Footing, forms in place with tied steel in place prior to the placing of concrete;
- (2) Foundation, if block foundation is used, block must be in place with Dur-a-wall in place and voids slushed and steel in voids. If wood foundation, all walls standing and waterproofed; if the inspection is scheduled and the project is not ready a re-inspection fee will be assessed at \$50.00 per hour (1).
- (3) Rough framing, roof, walls, and sheer; both the rough electric and plumbing must be inspected by the state electrical and plumbing inspectors prior to requesting the rough framing inspection from the department; if the inspection is scheduled and the project is not complete and has to be rescheduled, a re-inspection fee will be charged at \$50.00 per hour.
- (4) Insulation, prior to inside wall and ceiling coverings.
- (5) Final inspections, structure complete (turnkey), site cleaning and grading; the final electric and plumbing must be inspected by the state electrical and plumbing inspectors. Individual sewage disposal systems must be inspected by the building inspector. Access approval and right of way permits must be inspected by the County Road & Bridge Department prior to requesting the final inspection from the building department. Building inspections will not take place if the inspector arrives and the required sign off's are not available; in which case a re-inspection will be required and a re-inspection fee will be assessed at \$50.00 per hour (1).

All inspection requests require 24 hours notice. The Permit Card is to be posted at the driveway entrance with the address sign, and the set of approved plans in a waterproof device at the construction site.

**\*\*NOTICE\*\* PORTABLE TOILETS ARE REQUIRED ON JOBSITE DURING CONSTRUCTION!**

Certificate of Occupancy (CO): A certificate of occupancy will be issued to the owner of the project only after a final inspection of the work in the company of the Contractor or Owner (or authorized agents thereof) and when the construction site has been cleaned of debris and/or waste, construction materials, and equipment to the satisfaction of the Building Department. Certificate of Occupancy will be issued for R-3 (Single Family Dwellings.) No certificates of occupancy will be issued for Mobil Homes, Garages, Storage Units, Fences, etc.

**OCCUPANCY OF THE STRUCTURE SHALL NOT TAKE PLACE UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.** Refer to the fee schedule for fines.

**FINAL INSPECTION AND ISSUANCE OF CERTIFICATE OF OCCUPANCY:**

1. Single Family Owner Built. Occupancy will be allowed at such time as all Health and Life Safety requirements are met, and the electrical, plumbing and sewage (if applicable) has been signed off by the State Electrical and Plumbing, and the County Sewage

Inspector (Building inspector) and access permit (if applicable) by the Road and Bridge Dept.

2. Single Family Dwellings, contractor built. Occupancy will be allowed upon completion of the contractor's contract and under the same provisions listed in item 1.
3. Single Family dwelling, contractor built. Homes under full contract and speculatively built homes will be fully completed (turnkey) and occupancy will be allowed per the terms and conditions specified in item 1.
4. Two Family Dwellings. Occupancy will be allowed upon completion (turnkey) of building or buildings provided all parking areas, walkways, exterior clean-up and grading is completed and other construction areas separated from those completed by physical barriers.

Time Limits: Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days (6 months) after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days (6 months) after the time the work is commenced. The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days (6 months) each. The extension shall be requested in writing and justifiable cause demonstrated.

Expired Permits: If such permit has had at least one inspection of record by the Rio Grande County Department of Building Safety within the initial 180 days (6 months) such permit shall automatically extend an additional 180 days (6 months) at no additional charge for a total of 365 days (1 year). If such permit has not had final inspection by the Rio Grande County Department of Building Safety by the end of 18 months (1 ½ years), such permit shall become invalid. Contact the building department if an extension of time is needed (1 year extension fee = 25% of the original fee).

FOR YOUR PROTECTION BE SURE YOUR PROJECT IS ADEQUATLY INSURED WITH WORKERS' COMPENSATION AND LIABILITY INSURANCE!

RIO GRANDE COUNTY USES THE 2006 INTERNATIONAL RESIDENTIAL CODE CRITERIA FOR RESIDENTIAL BUILDING.

Two copies of the plans should be submitted with the building permit application. Buildings are not to be occupied until all inspections have been completed and has been approved for occupancy.

#### FOUNDATIONS

Foundation depth shall be a minimum of 30" from the bottom of the footing to the top of the finished grade. The finished grade shall be a minimum of 6" below the top of the foundation, (4" for masonry). **Detached** garages with monolithic turned down footings, may extend a minimum of 12" below finished grade.

Footings: 8" H x 16" W with a minimum of (2) #4 rebar is usually sufficient.

Stem-wall: May be 6" thick for single story structure; 8" for anything higher or log; minimum #4 rebar vertically and horizontally. 4 foot on center vertically, 18 inches (maximum) on center horizontally.

Sill Anchors: Shall have 7" embedment and spaced a maximum 6 ft. on center. There shall be a minimum of 2 anchors per piece of sill material at a maximum of 12" inches from the ends. ½" Diameter steel bolts (min).

Decay resistant wood shall be used for sill plate and all areas where wood comes in contact with concrete.

Foundation Vents: Are required in crawl spaces, The minimum net area of openings shall not be less than 1 square foot for each 150 square foot of under-floor area. One such opening shall be within 3 feet of each corner of said building.

#### FRAMING

Floor Joists: Require 40 lbs. per square foot live load, 30lbs. for sleeping rooms.

Rafters/Trusses: Check with Building Dept. for snow load design requirements.

Snow load requirements may be reduced on roofs over 5/12 pitch

(Provide calculations to the Department of Building Safety).

Attic Access: 22" x 30" minimum.

Crawl Space Opening: 18" x 24" minimum through floor, 16" x 24" minimum through a perimeter wall.

#### WINDOWS

Every habitable room is required to have window area equal to 8% of floor area.

Ventilation shall be 4% of floor area.

Every sleeping area requires one (1) opening with a minimum net opening of 5.7 square foot, minimum height opening of 24", a minimum width opening of 20", and a maximum sill height of 44" in order to meet egress requirements.

#### STAIRS-RESIDENTIAL

Must be minimum of 36" wide with a maximum rise of 7-3/4" and a minimum run of 10".

Headroom clearance must be 6'8" from the nose of the finished treads.

Guardrails must be 36" high and designed so that a 4" sphere cannot pass through the pattern.

Handrails: Minimum height 34", Maximum height 38"

#### VENTING

Attic spaces must be vented, usually by venting at eaves, louvered vents at gable ends and at the ridge cap. The total net free ventilating area shall not be less than 1 to 150 of the area of the space ventilated.

#### SMOKE DETECTORS

Smoke detectors must be installed in each sleeping area and other areas as designated per the 2006 International Residential Code, Section R313.

#### PLAN CHANGES

Any changes made after plans have been approved must be approved again by the Building Department. This may prevent problems at the time of inspections.

#### CEILING HEIGHTS

Habitable space(s) shall have a minimum ceiling height of 7'.

#### MINIMUM ROOM AREAS

Every dwelling unit shall have at least one habitable room not less than 120 square feet of gross floor space. Other habitable rooms shall have a floor area of not less than 70 square feet with the exception of kitchens, closets, and bathrooms. Habitable rooms shall not be less than 7 feet in any horizontal dimension.



PERMIT IS REQUIRED FOR ALL CONSTRUCTION  
AND FOR ALL MOBILE HOMES  
24 Hours Notice Before all Inspections

**BUILDING PERMIT.....719-657-9472**

Building Inspector.....Randy Kern  
e-mail.....rkern@riograndecounty.org  
Building Permit Technician.....April Kessler-Harris  
e-mail.....akessler-harris@riograndecounty.org

Rio Grande County Courthouse  
925 6<sup>th</sup> Street Room 208  
Del Norte, Co. 81132  
Office Hours: 8:00 am — 4:00 pm Monday through Friday

**ON-SITE WASTE WATER TREATMENT SYSTEM PERMIT.....719-657-9472**

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Land Use Department.....719-657-4003

Dixie Diltz  
Email.....ddiltz@riograndecounty.org  
925 6<sup>th</sup> Street Room 208  
Del Norte, Co. 81132  
Office hours 8:00 am -----4:00pm Monday through Friday

**STATE ELECTRICAL PERMIT.....1-855-454-0070**

**COUNTY PLUMBING PERMIT (UNINCORPORATED AREAS).....719-657-9472**

**STATE PLUMBING & GAS PERMIT (DEL NORTE & SOUTH FORK)  
.. 1-855-454-0067**

PERMIT FOR DRIVEWAY OR ROAD CUTS..... 719-852-4781

Patrick Sullivan—Road Supervisor  
Rio Grande County Road & Bridge Department

**CALL BEFORE YOU DIG!**

Colorado Dig Safely

1-800-922-1987

(You can also contact each utility for line locates)

San Luis Valley Rural Electric Coop.....1-800-332-7634

Xcel Energy Public Service Co of Colorado.....1-800-772-7875