



**Boulder County
Land Use Department
Publications**

Building Permits for Residential Construction

Land Use Department
Courthouse Annex Building
2045 13th Street
PO Box 471
Boulder, CO 80302

**Building Safety &
Inspection Services:**
t: 303-441-3925
f: 303-441-4856

e: building_official@bouldercounty.org
w: www.bouldercounty.org/lu

Office Hours:
Monday – Friday 8 a.m. to 4:30 p.m.
Closed Tuesdays 8 to 10 a.m.

Building Permits can be applied for
and issued until 4 p.m.

Building Permits for Residential Construction

Boulder County Building Safety & Inspection Services does not have jurisdiction over cities within Boulder County with the exception of Jamestown. If your project is within any other city, you need to contact that city's Building Inspection office instead of Boulder County.

When do I Need a Building Permit?

A permit is required for any new construction including any work that adds floor area, changes the configuration of the rooms or changes the use of the space. Typical examples of projects that require building permits are:

New Building:

Commercial buildings, dwellings, garages, detached storage sheds (over 120 square feet), carports, pole barns, manufactured housing, mobile homes, etc.

Additions:

Additions to structures, swimming pools, all decks, retaining walls over 48-inches, and fences over 6-feet in height.

Alterations:

Re-configuration of rooms, conversion of a garage to a new use, re-roofing, drywalling, insulating, finishing a basement, re-siding, structural repairs, etc.

Installations:

Equipment or appliances, such as wood burning stoves, hot tubs, solar collectors, etc.

If you are uncertain whether a permit is needed, call the Building Safety & Inspection Services office at 303-441-3925.

The Building Safety & Inspection Services office hours are 8 a.m. to 4:30 p.m., Monday through Friday (closed 8 to 10 a.m. on Tuesdays).

Building permits can be applied for and issued until 4 p.m.

Phone inquiries may be made to the following offices:

| Boulder County Offices | Phone # |
|---------------------------------------|--------------|
| Building Code Questions | 720-564-2640 |
| Driveway and Access Inquiries | 303-441-3900 |
| Planning and Zoning Inquiries | 303-441-3930 |
| Septic System Public Health Inquiries | 303-441-1190 |

What Needs to be Submitted for Issuance of a Building Permit?

Although circumstances may vary depending upon the work involved, the following are general submittal requirements:

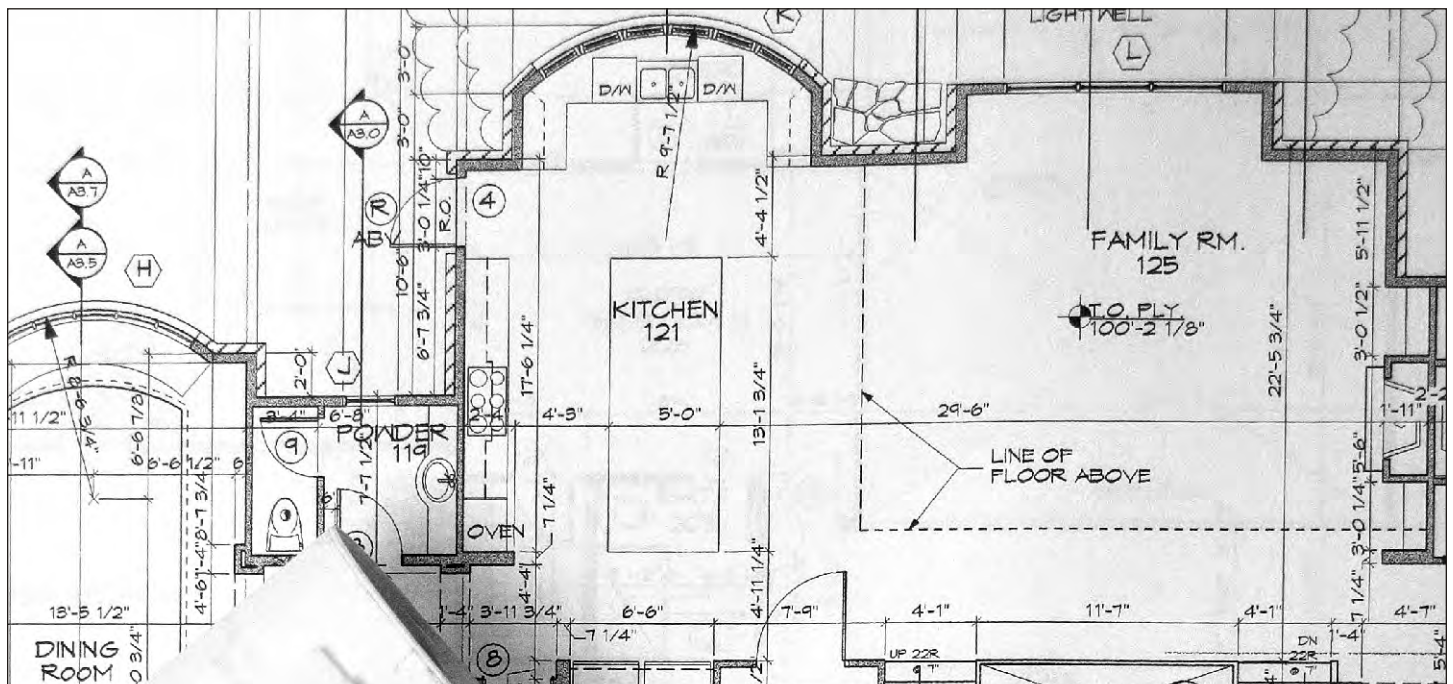
- An application form - available from Building Safety & Inspection Services or online at www.bouldercounty.org. Complete all of the information requested as thoroughly as possible.
- Provide a Use Statement for any accessory structures.
- Evidence of water supply such as a water tap or letter of commitment from Water Department, or a copy of your approved well permit from the State of Colorado Engineer's Office in Denver 303-866-3587.
- Evidence of sanitation such as a sewer tap or letter of commitment from the Sanitation agency or a copy of your septic approval from Boulder County Public Health, 303-441-1190, located at Broadway and Iris in Boulder. Whenever a project increases the total number of bedrooms or involves sanitation facilities, Health Department approval will be required.
- If your property does not front on a County Road shown on the official Boulder County Road Map it may be necessary to submit additional information such as recorded easements or other proof of legal access. So the inspectors will be able to find your property, a location map should also be submitted unless you are in an easy-to-find location.
- A Soils Report is required for new residences and commercial buildings in the plain areas of the county.

What Plans are Necessary?

Your project must be prepared in a graphic form. **These construction drawings or plans must be drawn to 1/4" scale**, and show all proposed work and details. If you lack experience in preparing plans, professional assistance is recommended and in the long run could save you money. The first submittal requires two complete sets of plans and a CD of the electronic PDF files to be submitted to Building Safety & Inspection Services for plan review (three complete sets of plans and a CD of the electronic PDF files are required for permits within Jamestown). The plans and specifications must clearly indicate the nature and extent of the proposed work stamped by a licensed architect, if applicable.

A Complete Set of Legible Plans Must Include:

- Site Plan.
- An engineer-stamped foundation plan from a Colorado Licensed Engineer.
- Floor plan of each story showing existing conditions.
- Floor plan of each story showing purposed construction.
- Elevations drawings for each side of the building.
- Wall cross-section.
- Floor, wall, ceiling and roof framing details.
- Recycling and Deconstruction Checklist.



Please provide the following basic information on your Building Plans:

Site Plan

- Indicate property lines.
- Show dimensions between all structures and property lines and between the main structure and all other structures on lot.
- Provide a north arrow.
- Show the Utility Routing Plan.
- Show erosion control including catch fence, silt fence/barrier, and/or construction fencing.
- Show wildlife safe fencing or any fencing over 6 feet high.

Foundation Plan

- Dimensioned spread footing layout (or caisson layout).
- Dimensioned foundation wall layout - floor framing above may also be on this page.
- Dimensioned interior footing pad layout, size, and reinforcement.
- Dimensioned deck pier layout, and size.
- An engineer-stamped foundation plan from a Colorado Licensed Engineer.

Radon mitigation

- A complete radon mitigation system design per IRC Appendix F (for new residential only).
- Riser locations indicated on the floor plans.
- Location of the power source in the attic.

Floor Plans

Provide a dimensioned floor plan for each floor that includes:

- Room sizes.
- Use of the rooms.
- Window and door openings (including height and width dimensions).
- Plumbing fixture locations.
- Furnace and water heater locations.

Floor Framing Plans

Provide a floor framing plan for each floor that includes:

- Column sizes and locations.
- Joist size and spacing.
- Beam and interior headers (types and sizes).
- Framing members around shafts and stairway openings.
- Header sizes over exterior openings, and hangers placement.

Deck Framing Details to Include:

- Column height, size, and location.
- Beam size above the columns.
- Joist size and spacing.
- Connection to building (hangers, ledger, bolting, etc.).

Boulder County BuildSmart

- Jobsite Construction/Recycling Checklist
- Manual J and Manual D (new residential only).
- Conformance with Boulder County Building Code Amendments Section N1101

Roof Framing Plan

- Rafter size and spacing.
- Ceiling joist size and spacing.
- Ridge beam size.
- Supporting beams.
- Hangers.
- Engineered truss layout with all supporting members and hanger type and placement.

Wall Section

- Section view of the footing and foundation wall with reinforcement size and placement.
- Frost depth to bottom of footing.
- Anchor bolt size and spacing.
- Wall stud size and spacing.
- Crawlspace, wall, and attic insulation.
- Exterior sheathing.
- Exterior wall.
- Interior wall and ceiling finish materials.
- Roof cover materials.
- Ceiling Heights.
- Hold downs.

Elevations

Provide elevation views from each of the 4 sides of the structure labeled as follows:

- North, south, east, and west view.

Include the following on each elevation drawing:

- Existing grade (natural grade).
- Finished grade.
- First story floor level.
- Exterior light fixture locations must be indicated on each elevation.

Note: Exterior light fixtures must comply with Article 7-1600 of the Land Use Code for down-lit, shielded fixtures.

Planning Review Information:

If your project went through a Site Plan Review or other planning review process, please provide the following if applicable.

- Revegetation/Weed Control Plan - formulate a plan consistent with the Land Use publication packet titled *Revegetation* and the requirements of your land use approval.
- Tree Preservation Plan/tree protection devices.
- Screening/landscaping plan.

Zoning Setback Requirements

The Zoning Resolution requires new construction to meet the required setbacks. A **setback** is a fixed minimum distance from your property line, or the centerline of a road or highway. Setbacks vary, based on the Zoning District in which you are located.

Please ask the Zoning Division at 303-441-3930 for the specific setbacks for your project location.

Verification of Setbacks

If your application shows that you are placing your construction at the minimum setback, or is within 20% of the required setback, you will be required to provide a survey to verify that your building is correctly placed at this minimum setback. Only the property lines in question need to be surveyed, not necessarily the entire boundary. It is the property owner's responsibility to locate the proposed structure in the proper location.

Site Plan Review

Does My Project Need Site Plan Review or a Site Plan Review Waiver?

For residential development, Site Plan Review shall be required for the more restrictive of either any cumulative increase in residential floor area of more than 1,000 square feet on a parcel over that legally existing as of September 8, 1998 or any cumulative increase in residential floor area which results in a total residential floor area of a size greater than 125% of the median residential floor area for the defined neighborhood in which the subject parcel is located.

Building Plan Review

How Long Does it Take to get Approval?

Every application is different. Once Building Safety & Inspection Services logs in your application, it is sent to the Zoning Division for review compliance with setbacks, use and other requirements regulated by that office. Your plans may then go to the Planning Division for review of site or Special Use issues. The transportation department may be the next stop for review of access and driveway requirements. It is returned to Building Safety & Inspection Services for a plan review prior to final "sign-off." You will be notified if your application has any deficiencies; therefore, it is important that we have the name, address, and phone number of the person responsible for the application. Otherwise, the staff will phone when the permit is approved and ready to be issued.

What are the Fees?

The fees are based either on the valuation of work shown on the application, or calculated using the county's building valuation data schedule. An application deposit will be collected at the time of submittal of the building permit application.

Please see the publication titled Boulder County Building Permit Fees for the most current fees.

Note: Building materials purchased in Boulder County are exempt from county taxes when you present your building permit to the materials vendor at time of purchase.

Do You Have to be a Licensed Contractor?

As of July 1, 2008, general contractors, HVAC contractors, and roofing contractors require licensing through Boulder County. Electricians and plumbers must be state-licensed. For information go to:

www.bouldercounty.org/property/build/pages/contractorlicensing.aspx

When do I Need Inspections?

With most projects there are several required inspections. The type and number of inspections needed depend on the individual project. When your building permit is issued, a list of the required inspections will be given to you, or you may ask for one.

All requests for inspections must be made by 3:30 p.m. the business day prior to the inspection.

The time of the inspection cannot be pre-arranged or guaranteed. It is advisable to not schedule concrete the same day as the inspection. When requesting an inspection, please give the following information: Building permit number, project address, owners name, your phone number, type of inspection requested, and the date of the inspection.

May I Change My Mind?

If you need to change your application form, just ask for assistance. If you want to make minor changes to your plans, submit three (3) sets of revisions with a written description of the change to Building Inspection Services. The revised plans will be reviewed and one of the approved copies will be returned to you. For major plan revisions after the building permit has been issued, an entirely new permit may be required. If the issued permit needs to be withdrawn and replaced with a new permit, you may be eligible for up to an 80% credit of the original building permit fee. Major plan revisions will also require the payment of an additional plan review fee.

How Long is the Permit Active?

Every permit is valid for 180 days after issuance. The permit will expire if the work authorized under the permit is not commenced within 180 days, or work is stopped at any time after the work is commenced for a period of 180 days. Before such work can begin again, a new permit must be obtained.