



Hinsdale County Building Department **Building Permit Guidelines**

Construction projects in Hinsdale County and the Town of Lake City require a building permit.

In order to obtain a building permit you must submit a completed building permit application, application fee, and stamped construction plans and specifications to the Building Department at least 30 days prior to the start of your project. Also, you will need to complete a Use Tax Declaration and pay use tax for your building materials.

After plan review and upon approval of your application, the Building Official will issue a permit and you can then begin construction. Several inspections will need to be scheduled throughout your project.

Building Permit Required

A permit is required for any and all construction specified in the 2012 International Building Code (IBC) or the International Residential Code (IRC) and Hinsdale County or Town of Lake City codes and ordinances.

New Building - Commercial buildings, residential structures, accessory structures, dwellings, garages, storage sheds, carports, decks, etc.

Additions - Buildings, decks, fences and retaining walls.

Alterations - That are other than cosmetic.

Repairs - Involving structural members, installation of mechanical equipment or appliances such as wood burning stoves, hot tubs, solar collectors, etc.

Demolition - Destruction of any building. Removal of over 32 sq. ft. of material will require an additional permit from the State of Colorado. Available at: State of Colorado CDPHE www.colorado.gov/pacific/sites/default/files/AP_ASB-RenovationDemolition.pdf

A permit is also required for changing the use or occupancy of a structure such as altering a single family residence to operate a restaurant or shop.

These examples are not meant to cover all possible construction projects. Please check with the Building Official with any questions regarding your construction project.

Permit Requirements

- Application for building permit.
- Building permit fee.
- Stamped construction documents and specifications.
- Use tax declaration.
- Use tax payment.
- Historic Preservation Review, if applicable.
- Floodplain Development Permit, if applicable.
- Evidence that water and sewer taps have been paid, if in a water and sanitation district.
- Evidence of potable water supply and an approved Onsite Wastewater Treatment System (OWTS) Permit, if not in a water and sanitation district.
- Road cut permit, if applicable.

Plan Requirements

Plans must be prepared and stamped by a Colorado licensed architect or engineer and must show all proposed work and details of compliance to all of Hinsdale County laws and ordinances including building codes and zoning regulations. The plans and specifications must be of sufficient clarity to indicate the nature and extent of the proposed work or they will be returned to the applicant without review.

Minimum Requirements for Construction Documents:

- Site Plan
- Foundation Plans
- Framing/Structural Plans
- Floor Plan of Each Level
- Elevations
- Sections, Schedules and Details

Please seek competent professional assistance before attempting to apply for a permit.

Plan Approval

It may take up to thirty days for plan review depending on the scope of the project. Outside consultants may be required.

Some building sites may need to be inspected before issuance of a permit to determine if the site is in a geological hazard area.

Changes to plans or specification are allowed ONLY with written authorization by the Building Official

Fees

Fees are based on the valuation of the structure. Fees for alterations and remodels are based on material costs. If the Building Official determines your materials estimates are imprecise, you will be required to fill out a detailed cost estimate worksheet.

Permits

Permits need to be posted in a visible, accessible location for all inspectors. Permits are valid for two years from the date of issuance. Extensions may be granted with cause.

Inspections

Most projects require several inspections by the Building Official. The type and number of inspections required will depend on the individual project. Typical inspections include: site, foundation, floor framing, roof framing and sheathing, rough mechanical, framing, insulation, drywall, and final.

All requests for inspections should be made at least one working day in advance, please plan accordingly. Please call the Building Official, at 970-944-2225 to schedule inspections. Office hours are 8:00 AM to 5:00 PM Monday through Friday, excluding holidays.

Electrical inspections will be performed by the State Electrical Inspector. You or your contractor must make arrangements for an inspection appointment.

Plumbing inspections will be performed by the State Plumbing Inspector. You or your contractor must make arrangements for an inspection appointment.

Final Inspection - Certificate of Occupancy (CO)

A final inspection will be made at the completion of construction and prior to issuing a Certificate of Occupancy.

All previous inspections must be properly recorded and documented including the electrical and plumbing finals by the respective State Inspectors.

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