



**Official Use Only**

Permit No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

## Building Permit Application

Applicant Name	Application Date
Project Physical Address	

- Prior to submitting a building permit application to the Town of Ridgway, **please review this document in its entirety to ensure that all applicable documents are submitted with the application.** Please note that demolitions, additions, and other less complex projects may not require submission of all items below. Please inquire with Planning and Building staff if you are unsure of your project’s requirements.
- Town staff **will only process complete applications.** Incomplete applications will delay review of the application and thus delay the issuance of a building permit.
- All permit applications must be **submitted to the Town Clerk’s Office (front desk)** at 201 North Railroad, Ridgway. Please do NOT submit or drop off any permit applications directly to the Building or Planning Office.

### Step 1: Review the following documents.

<p><b>Ridgway Municipal Code (RMC):</b> The RMC outlines building regulations, adopted building codes (2006 International Codes) and amendments, the Prescriptive Energy Code, Green Building Standards, single-family home design standards, and zoning regulations that are critical to understand when planning and designing your project. Town staff will review your application based on these regulations.</p>	<p>Please refer to <a href="#">Ridgway Municipal Code</a></p> <p>Relevant code sections:</p> <p>6-1: <a href="#">Building Regulations</a>, 6-2: <a href="#">Flood Plain Management Regulations</a>, 6-3: <a href="#">Regulations for Mobile Homes, Travel Homes, and Other Factory Manufactured Structures</a>, 6-4: <a href="#">Fence, Hedge and Wall Regulations</a>, 6-5: <a href="#">Outdoor Lighting Regulations</a>, 6-6: <a href="#">Single-Family Home Design Standards</a>, 7-3: <a href="#">Zoning Regulations</a></p>	
<p><b>Subdivision Plat Map and Notes:</b> Plat maps may include more restrictive regulations than the RMC. Please read all pages of your plat to learn of additional restrictions that may exist on your property.</p> <p><i>*May not be applicable in the Historic Business or Historic Residential Districts*</i></p>	<p>If you do not have a copy of your plat, this information can be accessed from the <a href="#">Ouray County Clerk and Recorder</a>.</p>	
<p><b>Commercial Design Guidelines:</b> This document identifies guidelines for commercial developments that were created in accordance with the 2011 Land Use Plan update.</p>	<p>Read: <a href="#">Ridgway Commercial Design Guidelines</a></p>	



## Step 2: Submit three copies of the following plans.

<b>Plot/Site Plan</b>	Show property boundaries, size and location of proposed structures, existing structures, lot coverage calculation, distance of structures to property boundaries/setbacks, proposed driveways and materials, proposed parking, adjoining roads, easements, and existing and proposed utility hook-ups (phone, electric, natural gas, water, sewer). Include a north arrow, legal description of the property, address, and owner's information.	✓
<b>Engineered Foundations</b>	Include dimensional plan views of foundations with footers, stem walls, interior pads, and exterior pads. Foundation plan must have wet seal by a licensed engineer.	
<b>Floor and Roof Framing</b>	Provide dimensional plan views of all floor and roof framing. Plans to include size, type, and spacing of all structural members. Include truss schedule to verify snow/wind load capacity.	
<b>Complete Floor Plan</b>	Include dimensions and scale for each floor, garage, or basement. All areas drawn should be dimensioned and the square footage for that area shown. Each area or room will be named as to its use (bath, kitchen, closet, etc.). Include the total of the individual square footages for each floor.	
<b>Four Elevations</b>	Provide one for each facing view- North, East, South, and West. Include a scale, exterior building materials, and building height as measured per RMC 7-3-10.	
<b>Cross Sections</b>	Of a typical exterior wall to illustrate wall construction, siding, insulation, plates, connections, sheathing, soffit, fascia, roof framing, underlayment, roofing, gutters, etc. from footers through roof peak. Cross sections at stairs, if applicable. Show total R values.	
<b>Windows and Door Schedules</b>	List all window and door sizes, including egress and hazardous glazing areas.	



**Step 3: Tell us your plans for the following additional items. This information could be included in the plans required in Step 2 or submitted separately.**

What are your plans for lighting outdoors?	The Town of Ridgway is a Dark Skies Community. Please identify fixture types and locations to demonstrate compliance with Town regulations.	Read: <a href="#">RMC 6-5</a> Submit an outdoor lighting plan	✓
Where will your construction materials and equipment be stored during the building process?	Plan must include: <ul style="list-style-type: none"> <li>• location of dumpsters</li> <li>• materials staging</li> <li>• storage of excavated soils</li> <li>• portable sanitation facilities</li> <li>• any use of the public right-of-way, this requires prior approval</li> </ul>	Submit a staging plan	
What is your landscaping plan?	Designate vegetation placement and type to show compliance with Town regulations. Include any proposed fences, hedges, and walls.	Read: <a href="#">RMC 6-1-11</a> and <a href="#">RMC 6-4</a> Submit a landscaping plan	
How will water drain from your property? What is the current topography and how will it change?	Show that your property will drain away from your foundation and neighboring properties to the public street or alley.	Submit a drainage plan	
What are your calculations for Manuals J, D?	These calculations ensure the energy efficiency of your project by demonstrating that the planned heating equipment is appropriate for the size of the project.	Submit these calculations	
Do you know where your property boundaries are?	It is important to know exactly where your property lines are before you build. Properties in Historic Residential and Historic Business should already be surveyed.	Confirm you have identified your property boundaries. Contact a local surveyor if you need help.	
How have you complied with the prescriptive energy code and green building standard?	The provisions of the Prescriptive Energy Code and Green Building Standard are intended to require “green” building practices and increased energy efficiency and savings.	Read: <a href="#">RMC 6-1</a> , specifically 6-1-3(J) Your plans in Step 2 should show compliance with these regulations	
Are you in the Uncompahgre River Overlay District (UROD)?	This overlay district runs along the Uncompahgre River, see the Town’s Zoning Map to see if it applies to this application. If within the UROD, you may need a conditional use permit.	Read: <a href="#">RMC 7-3-9.6</a> Submit development plans in compliance with performance standards and survey map	



## Step 4: Submit all applicable forms and documentation.

Who owns the property?	The Town needs to ensure that the owner of the property either signs this application or authorizes someone else to do so. Acceptable proof: copy of recorded warranty deed, title insurance policy, or assessors tax notice.	Submit proof of ownership	✓
Would you like the Town to work directly with your builder or contractor?	The Town cannot legally work with anyone other than the owner without the owner's permission via an <b>Authorized Agent Form</b> .	<a href="#">Form</a>	
Are you located in a flood plain?	Properties located along Cottonwood Creek and the Uncompahgre River may be located in a flood plain and require a <b>Flood Plain Management Permit</b> .	Read: <a href="#">RMC 6-2</a> , <a href="#">FEMA floodplain map</a> <a href="#">Apply</a>	
Will you have a stove or fireplace?	If yes, the Town requires a separate <b>Stove Permit</b> application that identifies the type of stove or fireplace.	<a href="#">Apply</a>	
Are water and sewer installed to your property? Have they been paid for?	You may have to apply for a <b>Water and Sewer Tap</b> . Ask Town staff if you are unsure of what has been installed or paid for.	Read: <a href="#">RMC 9-1</a> <a href="#">Apply</a>	
Will you impact the Town right-of-way?	Right-of-way is defined as any public street, way, place, alley, sidewalk, utility easement, owned or controlled by the Town. If you will dig or impact any Town right-of-way, you will need an <b>Encroachment Permit</b> . This is likely needed for utility installation and driveway cuts.	Read: <a href="#">RMC 14-5, Encroachment Instructions</a> <a href="#">Apply</a>	
Do you have plumbing and electrical permits from the State?	Separate State of Colorado permits and inspections are required. Licensed contractors usually obtain these permits but homeowner permits are available under certain circumstances.	<a href="#">Read</a>	
Will you be installing or constructing a sign?	There are specific regulations for the size, location, and types of signs permitted. Most signs require a <b>sign permit</b> .	Read: <a href="#">RMC 7-3-12</a> <a href="#">Apply</a>	
Will you be installing a fire suppression system?	Often required for larger commercial or residential properties with three units or more. This requires a separate <b>Fire Suppression Tap Application</b> .	<a href="#">Apply</a>	
Do you have an HOA or Design Review Board?	HOA or Design Review Boards will generally write a letter on the behalf of the applicant approving or supporting their construction. (Approval stamps are accepted.)	<b>Contact your HOA or DRB to receive approval, if applicable</b>	
Do you have a geotechnical report? (optional)	This report will identify the conditions of your land that are very helpful to know when building. The plat map may also include some information regarding soils.	Submit a report, likely completed by a consulting professional	
What will be in your wastewater? (commercial only)	Required for all commercial properties to ensure the town can appropriately treat your wastewater.	<a href="#">Form</a>	



## Step 5: Fill out your project details.

### Owner Information

Owner Name		Application Date	
Mailing Address			
Project Physical Address			
Subdivision	Filing	Lot	Block
Phone	Email		
Project Square Feet	Total Lot Size	Zoning District	

### Contractor Information

Contractor Name	
Business Address	
Phone	Email

\*Please complete an [Authorized Agent form](#) if you would like the Town to work with someone other than the owner on this project\*

### Subcontractors

Architect	Plumbing
Engineer	Electrical
Excavation	Mechanical

### Class of Work

New  Demolition  Addition/Alteration  Remodel  Repair  Move  Other  \_\_\_\_\_

### Use of Building

Single-Family  Duplex  ADU  Townhouse  Multi-Family  Commercial  Mixed-Use  Other  \_\_\_\_\_

### Scope of Work

*(Brief description of work to be done)*

**Total Project Cost** (All costs except cost of land)

I **herby certify** that I have read this application completely and that I have submitted all of the required information and it is correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Owner or Agent (Agents must have written authorization)

Date



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TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | [www.town.ridgway.co.us](http://www.town.ridgway.co.us)

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### Questions?

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Building: [mgill@town.ridgway.co.us](mailto:mgill@town.ridgway.co.us)