

REQUIREMENTS FOR BUILDING PERMITS

City of Creede

(as amended 6/2/15)

PURPOSE

The City of Creede, a Colorado Town, has adopted the 2003 International Building & Residential Code to safeguard life, health, and public welfare through the regulation and control of materials, use occupancy, and location of all structures within this jurisdiction.

PERMITS REQUIRED

Building permits are required for all new construction, additions, remodels and alterations of existing buildings, excavations and the demolition of existing buildings. A project that meets the criteria of a remodel for which a building permit is required is one that involves either the creation of a new room and/or the removal of a wall.

PERMITS NOT REQUIRED

A building permit may not be required for the following:

1. One-story detached accessory buildings used as tool/storage sheds, playhouses, and similar uses, provided the floor area does not exceed one hundred (100) square feet and there will be no utilities to structure.
2. Fences and/or retaining walls not over six (6) feet.
3. Painting, repairing, replacing plumbing fixtures, cabinets and counter tops, windows and doors (same size), adding insulation, changing light fixtures, wallpapering, texturing, cabinetry and similar finish or cosmetic work.

VIOLATIONS

No construction can commence without a Building Permit issued by the Building Inspector or Building Official. Any person who fails to obtain a permit prior to the commencement of any work prior to construction or portion thereof shall be subject to the penalties in Ordinance 335.

CEASE AND DESIST ORDER

Cease and Desist Orders may be issued if the Building Inspector determines there is a violation of any part of the 2003 International Building Code or permit procedure.

CERTIFICATE OF OCCUPANCY

A Certificate of Occupancy will be issued with a successful final inspection. Proof of State Electrical and/or Plumbing inspection is also required before a Certificate of Occupancy will be issued. If required by the Colorado Department of Transportation, proof of a "Highway Access Permit" will also be required.

Building and Utility Permits Procedure

City of Creede

1. Pick up building and utility permit (packet) from Town Hall at 2223 N. Main St., Creede CO. 81130.
 - a. Take note of regulations and requirements pertaining to the project.
 - b. Arrange for review with Land Use Manager and/or Building Official.

2. Prepare Site and Building Plans. Plans must be prepared in a graphic form in 1/8” or 1/4” scale. Construction drawings or plans must show all proposed work and details of compliance to 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 and no permit will be issued. A complete Site Plan must include Plot Plan, Foundation Plan, Floor Plan of level, Elevations (front, rear, and side views), cross sections, boundary sizes, set-backs, and details of Critical Connections (load bearing points). If you cannot draw up the plans or are not familiar with code requirements, please seek competent professional assistance before attempting to apply for a Building Permit. Repeated reviews for sufficiency may result in a fee.

3. Fill out Permit(s) completely.
 - a. Attach Site and building Plans.
 - b. It is the responsibility of the owner/contractor to provide proof of ownership and clearly mark all property boundaries, existing improvements and existing utility lines.
 - c. Complications with boundaries, right-of-ways and encroachments may require surveys or title searches as well as Board approval.
 - d. The Land Use Administrator or Building Official may require other data and information as needed.

4. Submit permits to City Manager at 2223 N. Main St. Creede CO 81130. All permits must include full payment for all applicable permits. No permits will be processed without full payment.
 - a. Commercial building permit applications may be referred to the Planning and Zoning Commission for review if the Building Official/Inspector and City Manager feel the project requires a more thorough review process.
 - b. Once the Site Plan is approved, All Building Permit fees AND Utility and Water Meter fees (if applicable) shall be paid prior to any construction.
 - c. Applications will be reviewed and approved or disapproved within thirty (30) working days from the date of application. No work shall be started until a valid permit is issued.
 - d. Any building permit amendments may require additional fees or an additional review process.

5. The applicant then must take the Building Permit to the Mineral County Administrator for the calculation of the County Use Tax.

6. The completed County Use Tax permit is then returned to the City Manager for final review. Once accepted a Building Permit will be issued. The Building Permit shall be placed at the job site in plain view.
7. Building Permits shall expire within one year. In order to renew action on a permit after expiration, the applicant shall pay for a new permit. Any applicant holding an *unexpired* permit may apply for an extension providing no changes have been made to the original plan.

Please contact Clyde Dooley, City Manager (719-658-2276) or Ramona Weber, Building Inspector (719-588-9541), with any questions about these procedures.