



What Type of Building Permit Do I Need?

Building Permits:

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the 2003 IRC or 2003 IBC, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

A Building Permit is not required for the following:

- One-story detached accessory structures used as tool and storage sheds, playhouses and similar provided the floor area does not exceed 120 square feet, nor 12 feet in height.
- Fences not over 6 feet high.
- Retaining walls that are not over 4 feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
- Oil derricks.
- 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 two to one.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Temporary motion picture, television and theater stage sets and scenery.
- Prefabricated swimming pools accessory to a Group R-3 Occupancy, which are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
- Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
- Swings and other playground equipment accessory to detached one- and two-family dwellings.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3, and Group U occupancies.
- Movable cases, counters and partitions not over 5 feet 9 inches in height. (Commercial only)
- Electrical repairs and maintenance including minor repair work, electrical equipment used for radio and television transmissions, and temporary testing systems.
- Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below. (Residential only)

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.

Miscellaneous Permits:

Unless otherwise exempted, separate plumbing, electrical and mechanical permits will be required for the above-exempted items.

A Miscellaneous Permit is required for anything not requiring plans except the following:

- Stopping of leaks in drains, water, soil, waste or vent pipe provided, however if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and is removed and replaced with new material, such work shall be considered as new work and permits and inspections are required.
- The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.
- Portable ventilating equipment, portable cooling units, portable evaporative coolers, portable heating appliances. Also, any self-contained refrigeration system containing 10 pounds or less of refrigerant and actuated by 1 HP motor or less.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid. Portable clothes drying appliances. (Residential Only)
- Replacement of any part which does not alter its approval or make it unsafe.

Exemption from the permit requirements of this section shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of any other laws or ordinance of this jurisdiction.

Excavation & Grading Permits:

Permits Required: Except as specified below, no person shall do any grading without first having obtained a Grading Permit from the Building Official.

Exempted Work: A Grading Permit is not required for the following:

- When approved by the Building Official, grading in an isolated, self-contained area if there is no danger to private or public property.
- An excavation below finished grade for basements and footings of a building, retaining wall or other structure authorized by a valid building permit. This shall not exempt any fill made with the material from such excavation or exempt any excavation having an unsupported height greater than 5 feet after the completion of such structure.
- Cemetery Graves
- Refuse disposal sites controlled by other regulations.
- Excavations for wells or tunnels or utilities.

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- Mining, quarrying, excavation, processing, stockpiling of rock, sand, gravel, aggregate or clay where established and provided for by law, provided such operations do not affect the lateral support or increase the stresses in or pressure upon any adjacent or contiguous property.
- Exploratory excavations under the direction of soil engineers or engineering geologists.
- An excavation which is less than 2 feet in depth or which does not create a cut slope greater than 5 feet in height and steeper than 1 unit vertical in 12 units horizontal (66.7% slope).
- A fill less than 1 foot in depth and placed on natural terrain with a slope flatter than 1 unit vertical in 5 units horizontal (20% slope), or less than 3 feet in depth, not intended to support structures, which does not exceed 50 cubic yards on any one lot and does not obstruct a drainage course.

Exemption from the permit requirements of this section shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of any other laws or ordinance of this jurisdiction.

Floodplain Development Permits:

A Floodplain Development Permit is required before construction or improvement begins within any area of special flood hazard. If you are constructing in an area in proximity to a river or stream, please contact a Building Official before starting work for requirements (970-577-3728).

Septic Permits:

Septic Permits are applied for at the Larimer County Health Department BEFORE applying for a Building Permit. Contact the Larimer County Health Department at 577-2050.

Electric Permits:

The Town of Estes Park does not issue permits for or inspect electrical construction. A separate permit is required by the STATE OF COLORADO ELECTRICAL BOARD.

If you have ANY QUESTIONS regarding electric requirements, an electric inspector may be contacted in Estes Park at 170 MacGregor Avenue Monday, Wednesday, and Friday at 577-3589 between 8:00 a.m. and 9:00 a.m., Monday through Friday.

For detailed and complete requirements, please refer to the Adopted 2003 International Residential and Building Codes, and the Town of Estes Park's Zoning Ordinance.