

Building Permit Application Packet



Town of Winter Park

P.O. Box 3327
50 Vasquez Road
Winter Park, Colorado 80482
970-726-8081

BUILDING PERMIT AND INSPECTION PROCESS OVERVIEW

Property owners in the Town of Winter Park should be aware that most construction activities require a building permit. Activities that do not require permits include fences under six feet in height, sheds and other accessory structures under 120 square feet in size (an electrical permit is required, if applicable), and finish work such as painting, carpet, etc. This packet summarizes the building permit and inspection process. Applicants should confirm the applicability of other permitting processes such as sign permits, special use permits, zoning requirements, water district requirements, and other permits.

The Winter Park/Fraser Building Department (based at the Winter Park Town Hall) serves as the building authority for the Town of Winter Park. The Town of Winter Park also functions as the zoning authority. This division of duties is important to understand in order to ensure a smooth and efficient permitting and construction process.

The Town of Winter Park Planning Department, which performs planning and zoning functions, can be reached at the Winter Park Town Hall, 970-726-8081. General information, codes, and applications are available at www.winterparkgov.com.

The Winter Park/Fraser Building Department can be reached at the Winter Park Town Hall, 970-726-8081. The mailing address is P.O. Box 3327, Winter Park, Colorado 80482. Additional important information, including application materials, can be obtained at their office (50 Vasquez Road) or at www.winterparkgov.com/building/winterpark/forms.

The following codes are currently in effect in the Winter Park/Fraser Building Department jurisdiction:

- International Residential Code, 2006 Edition
- International Building Code, 2006 Edition
- International Mechanical Code, 2006 Edition
- International Plumbing Code, 2006 Edition
- International Fuel Gas Code, 2006 Edition
- International Fire Code, 2006 Edition
- International Energy Conservation Code, 2006 Edition
- Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition
- Local Amendments as promulgated and adopted by Winter Park and Fraser

The National Electric Code is adopted by the State of Colorado and electrical permits are issued by the state. Electrical inspection services are performed by Bob Shirley, State Electrical Inspector, who can be reached at 970.725.9115.

The Town of Winter Park operates within two special water and sanitation districts. The Grand County Water and Sanitation District #1 boundary includes downtown Winter Park and the Winter Park Water and Sanitation District boundary includes "Old Town", Lakota, and Winter Park Resort. Each of these districts have adopted design and construction standards regarding water and sewer infrastructure. These standards are available at www.winterparkgov.com. Please review the appropriate standards prior to construction.

Applicants should review any private covenants and restrictions that may apply to their property. The Winter Park/Fraser Building Department or any town department will not review proposals for compliance with private covenants and restrictions. Permit approval by the Winter Park/Fraser Building Department or the Town of Winter Park does not in any way ensure compliance with private covenants and restrictions.



The Permit Application and Construction Inspection Process

Applicants for a building permit should first review this application packet for important information. Please note that all new construction in the Town of Winter Park must be reviewed and approved by staff and Planning Commission prior to any site disturbance or construction.

Applicants must submit permit application and associated construction documents to the Winter Park/Fraser Building Department. Upon approval, plan review and permit fees as well as other fees will be due prior to issuance of a building permit. Building permit fees are as established by ordinance as adopted by the towns of Winter Park and Fraser, based upon the square footage of the structure and a total valuation of the project.

The first step in the permit review process is to submit a complete building permit application and other required documents to the Winter Park/Fraser Building Department at the Winter Park Town Hall. The Town of Winter Park will review the submitted documents for building code, zoning and engineering compliance. All appropriate fees (see attached fee schedule) will be collected by the Town of Winter Park at permit issuance.

Prior to Town of Winter Park approval, applicants must receive approval of the appropriate water and sanitation district and pay the required fees. The Grand County Water and Sanitation District #1 can be reached at 970.726.5583 and Winter Park Water and Sanitation District may be contacted at 970.726.5041 for the current design and construction standards, fee schedule, and associated requirements.

Construction shall not commence until after issuance of a building permit. In certain cases, it may be desirable to commence site work prior to issuance of a building permit. In order to accommodate these cases and monitor the work for code compliance, the Town of Winter Park has established provisions for a Deposit Agreement or Subdivision Improvements Agreement that specifically addresses site work. Please note that these agreements only apply to site work prior to issuance of a building permit. The Town of Winter Park also offers a grading permit that may apply to site work; town staff will guide builders through the appropriate process. Issuance of a building permit will also address site work.

Contact the Utility Notification Center, 1-800-922-1987 or via <http://www.uncc2.org/web> 48 hours before you dig, grade, or build for Qwest, Xcel Energy, Comcast, Mountain Park Electric, and Grand County Water and Sanitation District #1 or Winter Park Water and Sanitation District. Contact the Town of Winter Park Public Works directly for locates of their facilities, 970.726.8011.

After issuance of a permit and commencement of work, it is important to understand the inspection process. The owner/applicant is responsible for scheduling all appropriate inspections. Included in this packet is an information sheet on the required inspections for the Town of Winter Park. The Building Official will indicate the required inspections on the Building Permit Inspection Record (hard card). This card must be kept on site throughout construction. Inspections may be requested by contacting the Winter Park/Fraser Building Department at 970.726.8081 ext. 620 (the inspection request voice mail box). Inspection requests received by 10:00 AM will occur that day. Inspection requests received after that time will occur the next business day.

All inspections on the card must be completed prior to approval of the final inspection (approval required prior to issuance of a certificate of occupancy).

Note that a Road/Street Cut Permit is required prior to any excavation activities within public rights of way. Contact the Town of Winter Park for application requirements. Applicants should be aware that these activities are limited by weather (April 15 - October 15).

An Improvement Location Certificate (ILC) shall be required for all new foundations built within the Town of Winter Park. If a variance has been granted for the property that allows for construction of a foundation within the established setbacks or if a foundation is located with five feet (5') of the property line, an Improvement Survey Plat (ISP) shall be required. The ILC/ISP shall be submitted to the Town of Winter Park for review and approval prior to a rough framing inspection by the Town.



Permit Application Submittal Checklist

- Fully completed Building Permit Application utilizing the most current form.
- New Requirement - As of July 1, 2008 - All plans submitted for new construction, additions, alternations, renovations or repairs to an existing building shall include details or documentation must be provided confirming compliance with the 2006 International Energy Conservation Code.**
- New Requirement - All plans need to be submitted in a .PDF or .TIFF format along with all of the paper copies listed below.** Submit three (3) sets of site plan, drainage/grading plan, and building plans (stamped by a licensed Colorado structural engineer, if required) to the Winter Park/Fraser Building Department. Upon Town of Winter Park approval, each set will be stamped with the appropriate required approvals (Grand County Water and Sanitation District #1 or Winter Park Water and Sanitation District) and returned to the Winter Park/Fraser Building Department. The Winter Park/Fraser Building Department will not issue permits for properties in the Town of Winter Park without all required approvals.

The site plan must indicate proposed building setbacks, water and sewer service locations, parking provisions, and snow storage areas, as required by the Planning Department.

The drainage/grading plan must include existing and proposed improvements, existing and proposed contours, snow storage areas, any drainage facilities or structure, and spot elevations and flow direction arrows to clearly indicate the proposed drainage plan. The drainage/grading plan shall be reviewed for best management practices and compliance with town drainage and grading standards and criteria. The plan must also indicate proposed erosion control measures (both temporary and permanent). Discuss these requirements with Town of Winter Park staff to clarify applicable requirements and design standards. Should the site plan and drainage/grading plan be combined, all elements must be provided in one drawing.

The building plans must include a breakdown of square footage by type of construction (Type V wood frame, unfinished basement, decks, garage, etc.), see Item 11 on the Building Permit Application.

- Fully completed Road/Street Cut Permit Application for any excavation activities within public rights of way and/or new driveway construction on publicly maintained streets along with an approved site plan.
- Soils investigation report.

Documents Required for Building Permit Issuance

- Proof of a current Winter Park business license must be provided (account number or certificate). If a contractor does not have a current Winter Park business license, one must be purchased prior to issuance of a building permit.
- A signed Winter Park Sales Tax Notification must be provided before issuance.
- A completed, signed, and Notarized Winter Park Affordable Housing Fee Agreement to Pay must be provided before issuance. If other arrangements were approved by the Winter Park Town Council, a copy of said agreement shall be provided.
- A completed, signed, and Notarized Winter Park/Fraser Property Owner Affidavit of Contractor Insurance must be provided before issuance.



Town of Winter Park Building Inspections

An official inspection record/hard card must be maintained on site with the building permit packet that is accessible. Inspections cards are issued with the building permit. If lost, a replacement card may be issued by the Winter Park/Fraser Building Department, however, the applicant shall be responsible for all re-inspections and re-inspection fees assessed.

Requests for inspections made prior to 10:00 AM will receive the inspection by the end of the same business day. Requests made after 10:00 AM will receive the inspection by the end of the next business day. Any early morning concrete inspection requests must be made at least 24 hours in advance. Inspections are made between the hours of 10:00 AM and 5:00 PM Monday through Friday (national holidays excluded).

Road/Street Cut Permit - A road cut permit is required for any excavation within public rights of way.

Water Main Tap and Service Line Inspection - District staff must be present for tap and backfill. Call appropriate district for inspection - see inspection hard card for contact information.

Sewer Main Tap and Service Line Inspection - District staff must be present for tap and backfill. Call appropriate district for inspection - see inspection hard card for contact information.

Water Meter Inspection - Appropriate district staff review of meter installation, wiring and verification of transmitter and register numbers. Water service will be turned on after approval. Call appropriate district for inspection - see inspection hard card for contact information.

Fire Suppression System - Contact East Grand Fire Protection District #4 at 970.726.5824.

As-Built Submittals - Owner/Applicant provides as-built information regarding water curb stop(s), shut off valve(s), sewer clean out(s) and service line locations for subdivision or multiple family projects.

Re-Inspection - A \$47.00 fee will be charged for re-inspections and must be paid prior to final inspection approval.

All above approvals required prior to certificate of occupancy.

Summary Fee Schedule

*Note that this summary is provided for the convenience of the applicant and that fees may change occasionally. The applicant will be responsible for current fees in place at the time of application as established by town ordinances and resolutions.

Building Permit Fees: (Payable to the Town of Winter Park)
See Construction Value Table and Fee Schedule included.

Business License: \$60.00 (All contractors working in Winter Park must have a business license.) Business licenses are valid 12 months. Contact Patti Garcia, Town Clerk, at 970.726.8081 for more information.

Emergency Services Impact Fee: (effective date 6/13/05)
Residential \$454.00 per unit
Commercial \$454.00 per 1,800 gross square feet
To be paid at time of permit issuance at Winter Park Town Hall. Payment must be made by a separate check; made out to East Grand Fire.

Road/Street Cut Permit: \$50.00 - \$4,000.00 plus deposit in form of cash escrow or letter of credit or a minimum \$1,000.00 insurance bond (see permit application for calculations)

Grand County Water & Sanitation District #1

Tap Fee/Use Fee: Water \$9,000.00 per 3/4 inch meter (Single Family Equivalent (SFE))
Sewer \$9,000.00 per SFE
*Please refer to complete Tap Fee/Use Fee Schedule for additional fees. Contact the district office for information pertaining to water meter purchase.

Winter Park Water & Sanitation District

Plant Investment (Tap) Fee: Water \$11,000.00 per Equivalent Single Family Unit (ESFU)
Sewer \$11,000.00 per ESFU
*Please refer to complete Fee Schedule for additional fees. Contact the district office for information pertaining to water meter purchase.

Note that properties will begin receiving regular water and sewer service rate billing upon payment of plant investment fees.

Fees due prior to issuance of Certificate of Occupancy:

Affordable Housing Fees: Per the agreement signed by the property owner prior to issuance of a building permit, the property owner is responsible to pay \$3.00 per square gross foot of the structure with the exception of garage and deck space. For more information see Ordinance No. 333, Series of 2003 or see Section 6-5 Affordable Housing Fees on Winter Park's website at www.winterparkgov.com/town_code. This fee must be paid prior to final building inspection.

Local Sales Tax: Per the Notification of Sales Tax Liability signed by the property owner prior to issuance of the building permit, the property owner is responsible to pay for the local 5% sales tax on carpet, window coverings, furniture, appliances, and any other appurtenant item associated with the construction project. For more information see Ordinance No. 225, Series of 1994 or visit the town code on Winter Park's website at www.winterparkgov.com/town_code or the Building Department.

