



**TELLER COUNTY COMMUNITY DEVELOPMENT SERVICES**

**PLANNING, BUILDING, & ENVIRONMENTAL HEALTH DEPARTMENTS**

719 - 687- 3048 Fax 719- 687- 5256 PO Box 1886 Woodland Park, CO 80866

www.co.teller.co.us

**COMMERCIAL BUILDING APPLICATION**  
**(Includes Multi-Family Structures)**  
**PLEASE PRINT AND USE INK ONLY!**

**TYPE OF APPLICATION & PROPERTY INFORMATION:**

CONSTRUCTION DESCRIPTION / PROJECT TYPE: \_\_\_\_\_  
Occupancy Type(s) \_\_\_\_\_  
Type of Construction \_\_\_\_\_  
Maximum Occupant Load \_\_\_\_\_  
Assessor's Parcel I.D. #: \_\_\_\_\_  
Legal Description of Property:  
Subdivision: \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Filing \_\_\_\_\_ Tract \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_

**Please Note: Planning Department's approval is required prior to the submittal of this application to the Building Department.**

**PROPERTY OWNER(S) INFORMATION:**

**ALL PROPERTY OWNERS MUST BE LISTED! IF THERE IS MORE THAN ONE PROPERTY OWNER, PLEASE ATTACH A LIST TO THIS APPLICATION!**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**ARCHITECT / ENGINEER:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Numbers: Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**CONSTRUCTION / PROJECT INFORMATION:**

Total Square Footage: \_\_\_\_\_ 1<sup>st</sup> Floor/Level sq.ft. \_\_\_\_\_ 2<sup>nd</sup> Floor/Level sq.ft. \_\_\_\_\_  
3<sup>rd</sup> Floor/Level sq. ft. \_\_\_\_\_ Other: \_\_\_\_\_  
2009 IECC Compliance Specifications

**ITEMS REQUIRED FOR SUBMITTAL OF BUILDING PERMIT / CONSTRUCTION PLANS:**

- Plans must be organized, attached (stapled) in same sequence, be to scale, and have dimensions to enable area and height calculations. **Plans must be stamped and signed by an appropriate design professional. (Colorado licensed architect/engineer)**
  - Structural drawings must show framing layout, spacing, material specifications, design loads and load points.
  - Additions, remodels, and/or unfinished areas must show detailed plans of the proposed construction calculations of the floor areas, as well as the existing floor plans, and uses of the new and existing rooms.
  - Exterior building elevations - all 4 views / sides. Retaining walls, Decks, Balconies, Stairways and Ramps
  - Window schedule that includes type, size, and glass/glazing calculations. Door schedule that includes type, size, hardware and fire rating when applicable.
  - Full stair and deck detail when applicable. Details to include: Lumber type & size, handrail, guardrail, tread, riser, run, landing, footing, ledger, joist, spans, landing dimensions, etc.
  - Accessibility to include parking, route, entrances,
  - Proposed use for all rooms to include egress - accessibility.
  - Location and type (gas or electric) of all appliances, including HVAC systems, & fireplaces / woodstoves.
  - Plans for Log structures must have:** Engineer's stamp and signature on each page, log attachment & nailing schedule, log rafters, beams, trusses must be engineered, and engineering must include heat loss calculations for less than 6-inch diameter logs.
- ◆ It is understood that the Teller County Building Department will inspect the **footing & foundation** for steel and all other requirements as specified. It is further understood that all engineering requirements specified by the architect / engineer must be complied with.
  - ◆ **Roofing – Ice & Water Protection** must comply with the requirements of the 2015 IBC, underlayment / severe climate.
  - ◆ **Damp-proofing** must comply with the 2015 IBC.
  - ◆ **Sheet rock** must be installed in accordance the 2015 IBC.
  - ◆ **National Electrical Code** – see **Article IX** of the Teller County Building Code.
  - ◆ **International Fire Code** – see **Article X** of the Teller County Building Code.
  - ◆ **International Energy Conservation Code** – see **Article XII** of the Teller County Building Code.
  - ◆ **Safety Code for Elevators and Escalators** – see **Article XIII** of the Teller County Building Code.
  - ◆ **ICC/CABO/ANSI A 117.1-2003** – see **Article XIV** of the Teller County Building Code.
  - ◆ **International Existing Building Code** – see **Article XV** of the Teller County Building Code.

**BUILDING PERMIT REQUIREMENT CHECKLIST:**

The following items need to be obtained prior to, or in conjunction with the submittal of the building permit application:

- 1) \_\_\_\_\_ Copy of the **Driveway / Access permit, or**  
\_\_\_\_\_ **Driveway / Access permit application** (the Planning Dept. may require adequate infrastructure review).
  
- 2) \_\_\_\_\_ Copy of **Septic permit, or**  
\_\_\_\_\_ **Septic permit application, or**  
\_\_\_\_\_ Copy of **Waste Water Utility permit, or Waste Water Utility application, or**  
\_\_\_\_\_ Copy of a **Sewage Tap receipt**
  
- 3) \_\_\_\_\_ Copy of **State Division of Water Resources Well Permit, or**  
\_\_\_\_\_ **Letter of Service** from the Water District Provider
  
- 4) \_\_\_\_\_ A non-refundable **application fee of 100% of the estimated plan review fee** (fee will be credited to the total building permit fee). A separate fee is required for Plan Review by the appropriate Fire District and for inspection(s).
  
- 5) \_\_\_\_\_ **2 complete detailed sets of building plans** with all pages stamped by the engineer / architect including the electrical, mechanical, & plumbing pages.
  
- 6) \_\_\_\_\_ **2 sets of the project manuals and / or scope of work details.**
  
- 7) \_\_\_\_\_ **2 sets of truss engineering and / or rafter details on the plans.**
  
- 8) \_\_\_\_\_ **2 sets of foundation engineering:** 1 set must contain an original signature.
  
- 9) \_\_\_\_\_ **2 sets of the engineered soils report:** 1 set must contain an original signature and dated within the last 12 months.
  
- 10) \_\_\_\_\_ If utilizing manufactured or laminated wood products - **BCI, TJI**, etc., **2 complete sets of the Manufacturer's specifications** that include design loads, series, sizes, plans, spacing, connectors, and are required to be stamped & signed by an architect or engineer.
  
- 11) \_\_\_\_\_ **2 site plans / development plans** approved & stamped by Teller County Planning Department.
  
- 12) \_\_\_\_\_ **A map and/or clear directions** to the property / project from the nearest city.  
Note: A map or directions will remain in the file till the project is complete.
  
- 13) \_\_\_\_\_ If the property / project is behind a **locked gate or door**, provide a **key or combination** for inspections:

**GENERAL CONTRACTOR & SUB-CONTRACTORS:**

**ALL CONTRACTORS MUST BE LICENSED OR REGISTERED WITH TELLER COUNTY !!!**

INSPECTIONS CAN ONLY BE SCHEDULED BY THE CONTRACTORS LISTED BELOW & ANY CHANGE OF CONTRACTORS MUST BE SUBMITTED IN WRITING TO THE BUILDING DEPARTMENT PRIOR TO WORK.

TELLER COUNTY CONTRACTOR LICENSE NUMBER:	CONTRACTOR'S BUSINESS NAME:	PHONE NUMBER:
	<u>GENERAL:</u>	
	<u>ELECTRIC FOR WELL PUMP:</u>	
	<u>EXCAVATOR:</u>	
	<u>FOUNDATION / CONCRETE:</u> <u>STEEL ERECTOR:</u>	
	<u>FRAMER:</u>	
	<u>ROOFER:</u>	
	<u>ELECTRICIAN:</u>	
	<u>PLUMBER:</u>	
	<u>INSIDE / BUILDING GAS LINES:</u>	
	<u>OUTSIDE / YARD GAS LINE:</u>	
	<u>HEATING &amp; VENTILATION:</u>	
	<u>AIR CONDITIONING:</u>	
	<u>FIREPLACE / WOODSTOVE:</u>	
	<u>FIRE SPRINKLER / SUPPRESSION:</u>	
	<u>ELEVATOR:</u>	
	OTHER - _____:	
	OTHER - _____:	

I (we), the undersigned do hereby agree to conform to all requirements of the Teller County Building Codes, the Teller County Land Use Regulations, all other applicable codes and statutes for construction, and all zoning and other ordinances relating to building and construction within this jurisdiction. By signing below, I (we) certify that the information provided in this application and accompanying plans is correct, true, and accurate to the best of my (our) knowledge.

\_\_\_\_\_  
Original Signature(s) of Property Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(All Property Owners Must Sign this application!)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Original Signature of General Contractor

\_\_\_\_\_  
Date