

TELLER COUNTY COMMUNITY DEVELOPMENT SERVICES

PLANNING, BUILDING, & ENVIRONMENTAL HEALTH DEPARTMENTS

Planning: (719) 687-5259 Building & Environmental Health: (719) 687-3048

P.O. Box 1886 φ Woodland Park, CO 80866

FAX: (719) 687-5256 www.co.teller.co.us

**NON-RESIDENTIAL / COMMERCIAL
BUILDING & PLANNING APPLICATION
(Includes Multi-Family Structures)**

PLEASE PRINT AND USE INK ONLY!

TYPE OF APPLICATION:	
CONSTRUCTION DESCRIPTION / PROJECT TYPE : _____ _____	
<u>Please Note:</u> All properties/projects located within the City Limits of Woodland Park & Victor must submit a copy of that jurisdiction's project approval with this application. City of Woodland Park: (719) 687-5202, 220 W. South Ave., Woodland Park, CO City of Victor: (719) 689-2284, 500 Victor Ave., Victor, CO	
DATE SUBMITTED: _____	STAFF: _____

PROPERTY OWNER(S) INFORMATION:	
<u>ALL</u> 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: _____

SURVEYOR - IF APPLICABLE:

Name: _____

Mailing Address: _____

Phone Numbers: Office: _____ Cell: _____

Fax: _____ e-mail: _____

PROPERTY INFORMATION / PROJECT LOCATION:

Property Information is available on-line at: www.teller.co.us (from our web-site, go to County Offices, Assessor, then Database for Parcel Search), or you can call the Assessors Office at (719) 689-2941.

Assessors Parcel I.D. #: _____

Legal Description of Property:

Subdivision: _____

Lot _____ Block _____ Filing _____ Tract _____

Section _____ Township _____ Range _____ ***or***

Attach a Metes & Bounds legal description and survey depicting the property boundary.

Street Address: _____

Physical Access to Property: _____

*** For Properties in the Cities of Woodland Park & Victor ⇒ Proceed to the Next Section labeled Architect ***

Current Zoning: _____ Current Land Use: _____

Actual Setbacks For Proposed Structure / Project: Front: _____ Side: _____ Side: _____ Rear: _____

A full boundary survey is required if the structure is placed within 5 feet of the required setbacks.

All property corners and any intermediate points necessary, must be clearly marked prior to the first inspection.

Property corners must be marked with stakes tall enough to be easily viewed above vegetation or accumulated snow. Setback requirements are measured at 90 degree angles from the property line and from the relative position of the property line (driveway indicates front property line, not necessarily from the front of the building / structure). If the property is abutting a road or road right-of-way, this is considered the front and is required to meet the front yard minimum setback requirement. Be advised that improper placement of the structure will not be considered justification for the granting of a variance.

If your structure is placed in the setbacks, you may be required to move the structure.

Source of Water (if in a District, list provider): _____

Source of Waste Disposal (if in a District, list provider): _____

Name of Fire Protection District: _____

Name of Electric Provider: _____

Name of Gas Provider: _____

ARCHITECT / ENGINEER:

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

CONSTRUCTION / PROJECT INFORMATION:

Total Square Footage: _____ 1st Floor/Level sq.ft. _____ 2nd Floor/Level sq.ft. _____
3rd Floor/Level sq. ft. _____ Other: _____
Insulation ('R' Values): Ceiling R- _____ Walls R- _____ Other R - _____

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.
- Structural drawings must show framing layout, spacing, material specifications, and design loads.
- Additions, remodels, and basements / unfinished areas must show detailed plans of the proposed construction (finished and unfinished), 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 - engineering required if over 48" in height.
- Window schedule that includes type, size, and glass/glazing calculations. Door schedule that includes type, size, & 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, etc.
- Proposed use for all rooms.
- Location and type (gas or electric) of all appliances, including HVAC systems, & fireplaces / woodstoves.
- Plans for Log structures must have:** ICBO kit # or 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 1997 UBC, Chapter 15 & Tables 15-B-1 and B-2 – underlayment / severe climate (it is understood that Teller County will not be responsible for inspection of this installation).
- ◆ **Damp-proofing** must comply with Section 1402.4 of the 1997 UBC (it is understood that Teller County will not be responsible for inspection of this installation).
- ◆ **Sheet rock** must be installed in accordance with Sections 2511 & 2512 of the 1997 UBC (it is understood that Teller County will not be responsible for inspection of this installation).
- ◆ **Electrical wiring** – see Article VII of the Teller County Building Code.
- ◆ For **Fire, Elevators, & Handicap** Codes, see pages 26 & 27 of the Teller County Building Code.

For additional information, please see the Teller County Building Code on our web page www.co.teller.co.us , or visit us at 540 Manor Court, Woodland Park, CO 80863 (719) 687-3048.

BUILDING PERMIT REQUIREMENT CHECKLIST:

The following items need to be obtained prior to, or in conjunction with the submittal of the building permit application (Properties in the cities of Woodland Park & Victor can skip numbers 1, 2, 3, & 11):

- 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 (the Planning Dept. may also require a water resource report).
- 4) _____ **\$50.00 non-refundable application fee** (fee will be credited to the total building permit fee). Planning Dept. Major Building Review fee required for unincorporated Teller County. Building Dept. may require a plan-check retainer fee.
- 5) _____ **3 complete detailed sets of building plans** with all pages stamped by the engineer / architect including the electrical, mechanical, & plumbing pages: 1 complete set of the entire building plans must be a stamped & signed original. 1 set of plans will be forwarded to the appropriate Fire Dept. & project approval & inspection(s) are required.
- 6) _____ **3 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 be a stamped & signed original dated within the last 12 months. Note: A 3rd set will be required on the job-site if a temporary (floater) permit is approved and issued.
- 9) _____ **2 sets of the engineered soils report:** 1 set must be a stamped & signed original 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, etc. are required unless these pages are stamped & signed by an architect or engineer: 1 set must be a stamped & signed original.
- 11) _____ **5 site plans / development plans** that meet the drawing requirements of Table 6 of the Teller County Land Use Regulations. Note: 1 site plan will be attached to #'s 1, & 2, & 3 site plans will be attached to # 5. A 6th site plan will be required on the job-site if a temporary (floater) permit is approved and issued.
- 12) _____ **4 maps or 4 copies of clear directions** to the property / project from the nearest city. Note: 1 map will be attached to #'s 1, & 2, & 3 maps will be attached to # 5.
- 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>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 & VENTILATION:</u>	
	<u>AIR CONDITIONING:</u>	
	<u>FIREPLACE / WOODSTOVE:</u>	
	<u>FIRE SPRINKLER / SUPPRESSION:</u>	
	<u>ELEVATOR:</u> (Permit & Inspections thru Cripple Creek Bldg. Dept. 719-689-3588)	
	<u>OTHER - _____:</u>	
	<u>OTHER - _____:</u>	

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

Planning Department Comments: _____

Flood Plain Map Number: _____ Planning Department Approval: _____

T.C. Department of **Transportation** Comments: _____

T.C. Department of Transportation Approval: _____

Environmental Health Department Comments: _____

Environmental Health Department Approval: _____

Building Department Comments: _____
