

2/23

**STICK BUILT RESIDENTIAL  
BUILDING PERMIT APPLICATION**

231 North 7<sup>th</sup> Street - P.O. Box 70  
Silt, CO 81652  
Phone (970) 876-2353 Ext. 110 Fax (970) 876-2937

PERMIT NO. \_\_\_\_\_

ZONE DISTRICT \_\_\_\_\_

Existing Use \_\_\_\_\_

Job address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot No. \_\_\_\_\_ Block \_\_\_\_\_ Filing \_\_\_\_\_ Subdivision \_\_\_\_\_

Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Town of Silt License: \_\_\_\_\_ Phone No. \_\_\_\_\_

Engineer: \_\_\_\_\_ State License Number: \_\_\_\_\_ Phone No. \_\_\_\_\_

Electrician: \_\_\_\_\_ Town of Silt License: \_\_\_\_\_ Phone No. \_\_\_\_\_

Plumber: \_\_\_\_\_ Town of Silt License: \_\_\_\_\_ Phone No. \_\_\_\_\_

Describe Work: \_\_\_\_\_ New \_\_\_\_\_ Repair \_\_\_\_\_

Sq ft of Lot (s): \_\_\_\_\_ Lot Coverage (Include Overhangs) \_\_\_\_\_

Total Sq ft or Linear ft of project \_\_\_\_\_ Number of Stories \_\_\_\_\_

Number of Dwelling Units \_\_\_\_\_ Total Project Valuation: \$ \_\_\_\_\_

**NOTICE – READ BEFORE SIGNING**

This permit requires progress inspections or other inspections within 180 days and becomes null and void after 12 months from date of issuance. If more time is needed to complete project you must file for an extension at least 30 days prior to expiration of this permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**\*\* REMINDER \*\***

**You must call for utility locates at 811 or 1-800-922-1987 at least 3 business days prior to digging for your project to prevent possible fines. The law has changed regarding rules for excavation. For more information, call the number above or go to the Colorado Utility Notification website:**

[www.colorado811.org](http://www.colorado811.org)

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

**For office use only:**

**Building Plan Submittal Checklist:**

- **First submittal for review must include 1 set of each of the following and an electronic submittal either emailed or brought on a flash drive**
- **Final submittal will need to include 2 sets of final, wet stamped and approved plans, as well as a digital copy emailed to the Community Development Department**

- \_\_\_\_\_ **Construction Plans**
- \_\_\_\_\_ **Drainage Plan**
- \_\_\_\_\_ **Location of water meter in pit at curb stop**
- \_\_\_\_\_ **Original wet stamped soils reports**
- \_\_\_\_\_ **Original wet stamped engineered foundation design**
- \_\_\_\_\_ **Site plans indicating distances from structure to property lines**
- \_\_\_\_\_ **Letter of approval from home owner's association (if applicable)**
- \_\_\_\_\_ **Completed application**
- \_\_\_\_\_ **Deposit check**

\*\*\*\*\*

**Bldg Dept Approval:** \_\_\_\_\_

**Flood Plain: Yes ( ) No ( )**  
**(If yes, see attached comments)**

**Approved By:** \_\_\_\_\_

**Planning Dept Approval:** \_\_\_\_\_

**Fees are calculated on separate Permit Fee Worksheet.**

- EXCAVATION APPLICATION
- STREET CUT APPLICATION

231 North 7<sup>th</sup> Street - P.O. Box 70  
 Silt, CO 81652  
 Phone (970) 876-2353 Ext. 110 Fax (970) 876-2937

PERMIT NO. \_\_\_\_\_

ZONE DISTRICT \_\_\_\_\_

Property Use \_\_\_\_\_

Job Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Lot No. \_\_\_\_\_ Block \_\_\_\_\_ Filing \_\_\_\_\_ Subdivision: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Town of Silt License: \_\_\_\_\_ Phone No. \_\_\_\_\_

Describe Work: \_\_\_\_\_ New \_\_\_\_\_ Repair \_\_\_\_\_

Sq ft of Lot (s): \_\_\_\_\_ Lot Coverage (Include Overhangs): \_\_\_\_\_

Total Sq ft. or linear ft. of project: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Total Material Cost: \_\_\_\_\_

Number of Dwelling Units: \_\_\_\_\_

\*\*\*\*\*

**Notice – READ BEFORE SIGNING – Ordinance 12.12.010 & 12.12.030**

No excavation shall occur within the boundaries of any street, alley, or other public way or of any easement or right-of-way dedicated to the use of the public or designated for public use, or within any park or public ground, area or place within the town limits of the town, or within the boundaries of any sidewalk along any such designated area, without a written permit from the town first having been obtained. Excavation shall **NOT** be allowed on weekends, holidays, or before 7:00 am and after 5:00 pm Monday thru Friday without written permission from the Town of Silt. This permit shall be valid and effective for as short a period of time as is possible, and in no event for more than seven calendar days in order to permit the applicant to accomplish the purposes for such excavation or cutting. If more time is needed to complete project you must file for an extension prior to expiration of this permit. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

**\*\*REMINDER\*\***

**You must call for utility locates at 811 or 1-800-922-1987 at least 3 business days prior to digging for your project to prevent possible fines. The law has changed regarding rules for excavation. For more information, call the number above or go to the Colorado Utility Notification website: [www.colorado811.org](http://www.colorado811.org)**

\_\_\_\_\_  
Signature of Owner / Date

\_\_\_\_\_  
Signature of Contractor / Date

\*\*\*\*\*

Excavation Fee - \$50.00

Street Cut Fee - \$100.00

Street Cut Bond -\$4,500.00

Total Due: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Building Dept Approval: \_\_\_\_\_

Planning Dept Approval: \_\_\_\_\_



# Building Permit Checklist

All applicants for building permits are responsible for investigating and understanding the Town of Silt Municipal Code regulations, including zoning requirements that are applicable to placement of a structure on a lot in the Town of Silt. Failure to comply with setback, height, lot coverage or other requirements can result in serious problems that may be expensive to remedy. It is your responsibility to know and conform to these regulations.

This checklist is provided only for your assistance in complying with the zoning code. The checklist may not cover all situations for all permits. If you need assistance, you should ask for help.

Most of the site plan information you will need is included in Title 17 "Zoning" in the Silt Municipal Code. Other requirements are detailed in other sections of the code. Make sure you find the appropriate code sections to obtain the information you need. Do not guess at the requirement, **PLEASE ASK FOR HELP IF YOU NEED IT!**

## *Building Site Plan Checklist*

1. Zoning – Identify the zone district or plan unit development (PUD) in which your property is located. Name of Zone District \_\_\_\_\_
2. Identify your proposed use \_\_\_\_\_
3. Is your proposed use/structure allowed on the zone district? Yes \_\_\_\_ No \_\_\_\_
4. List the specific use identified in your zone district from the municipal code \_\_\_\_\_
5. What is your lot size? \_\_\_\_\_ (**THESE DIMENSIONS SHOULD BE DRAWN ON THE SITE PLAN**)
6. Is this lot located in a designated flood zone? Yes \_\_\_\_ No \_\_\_\_ (If so, the foundation must be engineered per specific flood plan requirements and a licensed surveyor or engineer will need to certify that the elevation of the top of the foundation is at least one foot above the designated flood pool level.)
7. List the minimum zone district lot size \_\_\_\_\_
8. Identify the maximum building height in the zone district \_\_\_\_\_
9. What is your proposed building height? \_\_\_\_\_
10. What are your zone district setbacks? (**THESE DIMENSIONS SHOULD BE DRAWN ON THE SITE PLAN**)  
Front Yard \_\_\_\_\_ Rear Yard \_\_\_\_\_ Side Yard \_\_\_\_\_
11. Are your property corners properly pinned and identified? Yes \_\_\_\_ No \_\_\_\_  
(If not, a survey may be required, as it is your responsibility to verify property corners prior to the footing/ 1<sup>st</sup> inspection)
12. Did you need to verify property corner locations by hiring a registered surveyor? Yes \_\_\_\_ No \_\_\_\_ (The Town recommends a registered surveyor be hired to verify proper property boundary locations even on newly created lots. If the Town deems it necessary, a site survey of this type may be required in order to complete the plan review)
13. Identify the anticipated parking requirements for the property. (See Title 17.52 of the Silt Municipal Code). Based upon the calculations in the Silt Municipal Code, I need \_\_\_\_ 9'X19' parking spaces, \_\_\_\_ handicap spaces and \_\_\_\_ loading and unloading spaces.
14. All required parking spaces must be hard surfaced with asphalt or concrete. Is compliance with this requirement identified in your plans? Yes \_\_\_\_ No \_\_\_\_ (Please refer to §17.52 and § 17.56 of the Silt Municipal Code)

15. Is the proposed use an expansion or modification of a “non-conforming use”?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (See chapter 17.76 of the Silt Municipal Code)
16. Does your proposed use require a special use permit? Yes \_\_\_\_\_ No \_\_\_\_\_
17. Is your property or proposed use governed by subdivision covenants or PUD guidelines? Yes \_\_\_\_\_ No \_\_\_\_\_
18. Do you require approval from a subdivision or PUD architectural control authority? Yes \_\_\_\_\_ No \_\_\_\_\_
19. Are there any easements on your property? Yes \_\_\_\_\_ No \_\_\_\_\_  
**\*BE SURE THESE EASEMENTS ARE PROPERLY LABELED ON THE SITE PLAN\***
20. Are all improvements located outside any easements? Yes \_\_\_\_\_ No \_\_\_\_\_  
**ANY IMPROVEMENTS WITHIN EASEMENTS OR OFF THE PROPERTY MAY REQUIRE REMOVAL.**
21. Are you proposing to build a fence? Yes \_\_\_\_\_ No \_\_\_\_\_ (Construction of a fence requires a building permit and conformance with fence regulations in the Silt Municipal Code)
22. Are you providing a dumpster or other trash receptacle for construction waste? Yes \_\_\_\_\_ No \_\_\_\_\_

### ***Building Plan Checklist***

1. Did you submit a site plan and Three (3) complete sets of construction plans (drawn to scale on substantial paper at least 8 1/2” x 11”) with the application? YES \_\_\_\_\_ No \_\_\_\_\_
2. Are the plans accompanied by a \$500.00 permit fee deposit for new construction or \$250.00 permit fee deposit for a small project? Yes \_\_\_\_\_ No \_\_\_\_\_ (No plans will be reviewed until this fee is paid, and this fee will be credited to the final permit fees)
3. Do the plans include the **ORIGINAL** copy of the soils report, wet stamped, by a Colorado State licensed engineer for this specific lot? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Do the plans include the **ORIGINAL** copy of the engineered foundation drawings, wet stamped, by a Colorado State licensed engineer? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Do your engineered plans reference the soils report, and indicate the size, location and spacing of all reinforcing steel? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Do the plans indicate that the bottom of the foundation is below the frost line? (This depth is 36 inches in the Town of Silt) Yes \_\_\_\_\_ No \_\_\_\_\_
7. Does the site plan show the location of the water meter that is to be located at the curb stop, within the front yard utility easement? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Do the plans include design loads as required by the International Building Code for roof snow loads and wind loads? (A minimum 40-pound snow load and 90 mph wind load are required in the Town of Silt) Yes \_\_\_\_\_ No \_\_\_\_\_
9. Does the plan include a building section drawing indicating foundation, insulation, wall, floor and roof construction? (Insulation requirements include R-20 in the walls, R-38 in the ceilings and R-10/13 in the basement and crawl space walls. Yes \_\_\_\_\_ No \_\_\_\_\_
10. Do the plans indicate the location and size of the ventilation openings for the under floor and roof structure spaces as required by the 2015 International Building Code? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Does the building section drawing include the size and spacing of floor joists, wall studs, ceiling joists, roof rafters or joists or trusses? Yes \_\_\_\_\_ No \_\_\_\_\_
12. Does the building section drawing or other detail include the method of positive connection of all columns and beams? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Does the plan indicate the height of the building or addition from the highest point of the building or addition measured at mid span between the ridge and the eave down to the existing grade contours? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Does the plan include any stove or zero clearance fireplace planned for installation including make and model and Colorado Phase II certification? Yes \_\_\_\_\_ No stove or fireplace included \_\_\_\_\_
15. Does the plan include a masonry fireplace with a section drawing indicating the design to comply with the current 2015 International Building Code? Yes \_\_\_\_\_ No fireplace included \_\_\_\_\_
16. Does the plan include a window schedule or other verification that light and ventilation requirements per the IBC are met for all occupiable spaces?? Yes \_\_\_\_\_ Not Applicable \_\_\_\_\_
18. Do the plans indicate the location of glazing subject to human impact such as glass doors, glazing immediately adjacent to such doors, glazing adjacent to any surface normally used as a walking surface, sliding glass doors, fixed glass panels, shower doors and tub enclosures and specify safety glazing for these areas? Yes \_\_\_\_\_ Not Applicable \_\_\_\_\_
19. If there is a basement, will it be finished or remain unfinished during the construction scheduled for this permit? (If unfinished during this construction, another building permit will need to be applied for at the time the basement is to be finished) Finished \_\_\_\_\_ Unfinished \_\_\_\_\_ No Basement \_\_\_\_\_
20. Is the location of all gas furnaces, boilers and water heaters indicated on the plan? Yes \_\_\_\_\_ Not Applicable \_\_\_\_\_
21. Is any portion of your structure factory built? Yes \_\_\_\_\_ (Trusses & Wall Sections exempted) No \_\_\_\_\_
22. Will an irrigation system be installed in association with this project? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, the Town must be notified and certain requirements will need to be fulfilled including but not limited to the installation of back flow prevention devices.
23. Does the gas appliance have outside combustion air provided to it per the requirements of the IBC and IMC? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Please Initial the Following Acknowledgments\***

24. Do you understand that the signing of this permit application indicates that you will be responsible for the payment of a "Plan Review" fee, "Permit Fee", "Use Fee", "Impact Fee" and all applicable tap fees and water meter fees at the time the permit is issued? **Yes, I understand** \_\_\_\_\_
25. I understand that a plan review fee will be charged if this project is not able to be completed for any reason? **Yes, I understand** \_\_\_\_\_
26. Are you aware that construction may not begin on this project before the building permit is issued? **Yes, I understand** \_\_\_\_\_
27. Are you aware that forty-eight (48) hour notice (during the normal work week, holidays excluded) is required for all inspections? Failure to give forty-eight (48) hour notice for inspections will delay your inspection, until the next regularly scheduled inspection day. *Inspections are to be called in, to the Town of Silt, not our contracted inspectors.* **Yes, I understand** \_\_\_\_\_
28. Are you aware that you are required to call for all inspections required under the 2015 International Building Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code, Electrical Code (by State of Colorado inspector) and the Town's Municipal Code, including approval on a final inspection **prior** to receiving a Certificate of Occupancy and occupancy of the building? **Yes, I understand** \_\_\_\_\_
29. Are you aware that the person signing the Permit Application, whether the "Owner", "Agent of the Owner", "General Contractor", "Contractor" or otherwise, is the party responsible for the project complying with the International Codes? **Yes, I understand** \_\_\_\_\_
30. Are you aware that the Town of Silt requires that all construction conform to the 2015 International Building Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code and the 2009 Energy Conservation Code? **Yes, I understand** \_\_\_\_\_
31. Do you understand that all electrical and plumbing work must be completed by a state licensed electrician and plumber? **Yes, I understand** \_\_\_\_\_

32. Are you aware that a backwater valve will be required in all drainage pipes serving fixtures that have flood level rims located below the elevation of the next upstream manhole? **Yes, I understand** \_\_\_\_\_
33. Are you aware that most future changes to the building including but not limited to irrigation systems and remodel work will require additional permits? **Yes, I understand** \_\_\_\_\_
34. Are you aware that you must maintain a Town of Silt licensed general contractor at all times during the building process? **Yes, I understand** \_\_\_\_\_
35. Are you aware that this permit becomes null and void after 12 months from the date of issuance and that you must file for an extension at least 30 days prior to expiration? **Yes, I understand** \_\_\_\_\_
36. Are you aware that the Town of Silt Building Official rarely issues Temporary Certificates of Occupancy because they are only valid for thirty days? **Yes, I understand** \_\_\_\_\_
37. Are you aware that you are responsible for calling 811 for utility locates, at least 3 day prior to digging? **Yes, I understand** \_\_\_\_\_
38. Are you aware that your Sales Tax Exemption Certificate must be returned to the Town of Silt upon final inspection, otherwise a fee of \$250 will need to be collected, prior to the issuance of a C.O.? **Yes, I understand** \_\_\_\_\_
39. Are you aware that your permit card **MUST** be posted in a highly visible location in order to get an inspection and that it must be returned to the Town of Silt upon final inspection? **Yes, I understand** \_\_\_\_\_
40. Are you aware that lot identification (address) must be posted before construction starts on all lots and must be visible from the street for emergency purposes? **Yes, I understand** \_\_\_\_\_
41. Are you aware that your permit may fall under Ordinance 18, Series 2001 Design Review Criteria for Commercial and Multi-family Structures? **Yes, I understand** \_\_\_\_\_ (Would require application approval from Planning & Zoning and the Board of Trustees before construction can start)

***Plan Submittal Format- All drawings shall be scaled 1/8" = 1' minimum***

SITE PLAN – Sheet One (1) shall be the site plan and shall describe, readily identify and definitely locate the structure or work. The required information will include the following:

- 1) North arrow & scale identified – scale shall be a minimum of 1/8" = 1'
- 2) Legal description of property and address if known
- 3) Use or occupancy for which proposed work is intended
- 4) Proposed location and size of structure
- 5) Lot dimension lines
- 6) Set backs from property lines on both sides, front and rear
- 7) Public walks and drives
- 8) All easements of record, including those filed by separate instrument
- 9) Site drainage plan
- 10) Proposed location of all utilities – water, sewer, electricity, gas, cable phone
- 11) Location of water meter
- 12) Location of upstream man hole
- 13) All required parking spaces with dimensions and backing distances indicated
- 14) Landscaping plan, including species of shrubs/trees, types of decorative rock and grasses

EXTERIOR ELEVATION PLAN – Sheet Two (2) shall be the exterior elevation that would show all four (4) outside walls of the structure. Measurements are mandatory on all items. The required information will include the following:

- 1) Door and window locations and sizes
- 2) Porches or Decks
- 3) Roof slope and overhang
- 4) Type of roofing
- 5) Roof vents
- 6) Brick veneer or siding

- 7) Height to mid-span and peak of roof

FOUNDATION AND FOOTING PLAN – Sheet Three (3) shall be the details of the foundation and footing requirements. The required information will include the following:

- 1) Plans shall reference a site-specific soils report
- 2) Size of footing
- 3) Size of foundation wall
- 4) Anchor bolts, size and spacing
- 5) Reinforcing when utilized
- 6) Beam pockets – minimum bearing
- 7) Depth of foundation (frost line compliance) 36” below grade

NOTE: LOWER LEVEL (BASEMENT) FLOOR PLAN MAY BE COMBINED WITH THE FOUNDATION AND FOOTING PLAN.

LOWER LEVEL & MAIN LEVEL FLOOR PLAN – Sheets Four (4) and Five (5) shall be the details of the floor plan. The required information will include the following:

- 1) Indicate the use of rooms
- 2) Bathroom, kitchen, laundry and mechanical room layouts indicating fixtures and dimensions
- 3) Room sizes, door sizes, smoke detectors, exhaust fans, crawl space access and attic access
- 4) Window locations, size of window headers, size of windows and window type
- 5) Door sizes, floor levels and landings outside of doors, swing direction fire rating (where applicable) and header size
- 6) Floor joist size and spacing, floor sheathing, species of lumber and grade
- 7) Size of wood or steel support columns
- 8) Beam size and lumber species, steel beam designation
- 9) Roof framing plan – location of all rafters and trusses, lumber size & species, bearing location, columns and beams

NOTE: IF PREFABRICATED FLOOR OR ROOF TRUSSES OR WALL PANELS ARE USED, PLEASE SUBMIT A COPY OF THE FACTORY ENGINEERED DRAWINGS PRIOR TO INSTALLATION.

WALL SECTION – Sheet Six (6) shall be a detail of the wall sections. The required information will include the following:

- 1) Footing / foundation detail
- 2) Anchor bolts and spacing
- 3) Sill plate and floor joist (size and spacing, species and lumber grade)
- 4) Truss (floor) detail where used
- 5) Type and thickness of insulation (R-value)
- 6) Size of studs, wall sheathing, plates, ceiling joist, rafters and spacing (species and lumber grades)
- 7) Stair detail, (rise, run, headroom, and handrail, guardrail)

By signing below, I acknowledge that I have included all the requirements listed above, and confirm that each item is on my submitted plans. I understand that additional items may be requested, and agree to submit required documents, in a timely manner.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# *Plan Review and Permit Processing Time*

The typical Plan Review takes an average of eight (8) weeks to complete. The amount of time quoted for the plan review process is an average that may vary depending upon workloads in various departments or on the complexity of your project. Also, please note that delays resulting from incorrect design and/or due to the failure to submit proper information will add time to the normal processing system.

Please make sure to send corrections in a timely manner, to prevent further delay in the processing of the re-review.

**If it is determined by the Building Official that additional information is necessary to review the application and plans to determine minimum compliance with the adopted codes, the application may be placed behind more recent applications for building permits in the review process and not reviewed until required information has been provided possibly causing delays in proceeding with construction.**

These checklists are intended as guides for complying with building permit requirements. While they may not cover all situations, it is your responsibility to obtain and understand all applicable adopted regulations of the Town of Silt. If you have any questions, please be sure to ask for assistance.

I \_\_\_\_\_ the undersigned do hereby acknowledge that I have read the aforementioned information and have provided accurate information in my responses to the best of my ability, based upon an investigation of the adopted regulations of the Town of Silt, Colorado.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

Notes \_\_\_\_\_

THESE ARE THE MINIMUM APPLICATION REQUIREMENTS FOR CONSTRUCTION IN THE TOWN OF SILT. IF ADDITIONAL ASSISTANCE IS NEEDED, PLEASE CONTACT COMMUNITY DEVELOPMENT AT 876-2353 ext. 110



## Billable Party Agreement

**Property Owner(s):** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Authorized Rep.:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Billable Party:** Owner \_\_\_\_\_ Representative \_\_\_\_\_

The Billable Party, by signing below, hereby agrees to reimburse the Town the actual costs to the Town plus 15% administrative fees for all billable staff time and contract services, including, but not limited to, planning, reviewing, inspecting, engineering, surveying and legal services rendered in connection with the applicant's request. A deposit will be required if deemed necessary by Town Staff. The Billable Party shall also reimburse the Town for the cost of making any corrections or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. The Billable Party agrees that interest shall be imposed at a rate of 5% per month on all balances not paid within thirty (30) days of the date of the statement. In addition to any and all remedies available to the Town and in the event the Town is forced to pursue collection of any amounts due and unpaid, the Town shall be entitled to collect attorney's fees and costs incurred in said collection efforts in addition to the amount due and unpaid.

Name (printed): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Signature

Type of Identification \_\_\_\_\_

County of \_\_\_\_\_ )

§

State of \_\_\_\_\_ )

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
(Day) (Month) (Year)

By \_\_\_\_\_ Witness my hand and official seal \_\_\_\_\_  
(Notary Name) (Notary Signature)

(seal)

Notary Public  
My Commission Expires \_\_\_\_\_

## RESIDENTIAL PLAN CORRECTION LIST (Rev. 1/21)

Based on the 2015 Edition of the International Residential Code  
Jurisdiction of the Town of Silt

Owner: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Valuation: \_\_\_\_\_

Job Address: \_\_\_\_\_

Occupancy: Single Family \_\_\_\_\_ Duplex w/ property line @ party wall \_\_\_\_\_ Town Home \_\_\_\_\_ Garage \_\_\_\_\_

Type of Construction: \_\_\_\_\_ Foundation: Concrete \_\_\_ CMU \_\_\_ Wood \_\_\_ Walls: Wood \_\_\_ Metal \_\_\_ Conc. \_\_\_ CMU \_\_\_

Floor Area: \_\_\_\_\_ Sq Ft COMMENTS OR ASSUMPTIONS: \_\_\_\_\_

Corrections checked below are to be made on plans before permit is issued. The approval of plans and specifications does not permit the violation of any section of the Building Code or other City ordinance or State law.

**GENERAL**

	1.	Valuation should be \$ _____
	2.	Show job address on plans.
	3.	Give name of person responsible for plans.
	4.	Submit fully dimensional plot plan.
	5.	Show all utility and utility meter locations.

**LIGHT, VENTILATION AND ROOM DIMENSIONS**

	6.	Provide exterior glazed openings for natural light (openable exterior openings for natural ventilation) in the following rooms as specified in Section R303.
	7.	Where mechanical ventilation is used in rooms containing a shower or tub, and in laundry rooms, provide five air changes per hour directly to the outside, as recirculating fan are allowed only for rooms with a lavatory or water closet. Sec. R303.3.
	8.	Prove a 7'0" (see exceptions) minimum ceiling height in the following habitable rooms. Section R305. _____
	9.	Minimum room sizes: 70 sq ft with 7-foot minimum width; one 120 sq ft room required. Section R304.
	10.	Provide stairway illumination with switches at the top and bottom of the stairs per Sec. R303.6.
	11.	Provide dwelling unit separations per Sec. R302 and the Silt Municipal Code. Location on property and eave projections shall comply with Sec. R302 for single family dwellings, Sec. R302.2 and the Silt Municipal Code for Duplexes and Townhomes.

**FOUNDATIONS**

	12.	Specify concrete strength on plans. Sec., R402.2.
	13.	Provide footings with a minimum depth below finish/natural grade of 36 inches. Section R403.1.4.1. Sec. R403.3 for frost protected shallow foundations.
	14.	Provide stepped footings per Sec. R403.1.5.
	15.	Specify foundation grade redwood, foundation grade cedar or approved pressure-treated foundation plates and sills. Section R317.

	16.	Bolt Foundation plates and sills to the foundation with 1/2" bolts spaced not more than 6' apart. Embed bolts at least 7" in concrete or masonry. Section R403.1.6.
	17.	Specify garage foundations to meet requirements as for a one-story building. Provide cross section on plans. Section R401, R403.1.1, Table R403.1.
	18.	Provide under-floor ventilation equal to 1 sq ft of net opening for each 150 sq ft of under-floor area. One ventilation opening shall be located within 3 feet of each corner of the building. Section R408.
	19.	Specify at least 3 1/2" thickness for concrete floor slabs on grade. A 4" base course and vapor retarder shall be provided under the slab. Section R506.2.3.
	20.	Specify pier sizes and provide foundation sections. Sec. R401, 403, R404.1.5, R606.6
	21.	Provide 18"x24" under-floor access opening. Sec. R408.4, M1305.1.4
	22.	Provide under-floor clearance as specified in Sec. R317

**FRAMING**

	23.	Specify wood species and lumber grade for horizontal and vertical framing lumber. Section 106.3.1, R502.1, R602.1, R802.1.
	24.	Specify panel span rating for plywood subfloor and roof sheathing. Plywood roof sheathing shall be bonded by intermediate or exterior glue unless the sheathing is exposed on the underside, in which case it shall be bonded with exterior glue. Section R503, R803
	25.	Specify the grade and thickness of particleboard and/or OSB roof and subfloor sheathing. Sec. R503, R803
	26.	Provide braced wall lines in accordance with Sec. R602.10
	27.	Provide approved fire blocking in walls as specified in Section R302.11, 602.8, R1001.16 R 1003.13.
	28.	Provide approved draft stops in the concealed space between the ceiling and floor above as specified in Sec. R302.12.
	29.	Show double top plates at top of stud walls. Sec. R602.3.2.
	30.	Specify size of headers for openings over 40" wide. Table R502.5(1) & R502.5(2)

31.	Provide 22"x30" (30"x30") minimum access to attic. Sec. R807.1, For mechanical equipment in attic see Sec. M1305.
32.	Specify floor joist spans to conform with Sec. R502.3, Tables R502.3(1), R502.3.1(2) & for cantilevers Sec R502.3.3 & Table R502.3.3(1).
33.	Specify ceiling joist spans to comply with Table R802.4(1), R802.4(2), Sec. R802.4
34.	Specify roof rafter spans to comply with the applicable table. Tables R802.5.1(1) thru R802.5.1(8). Section R802.5.
35.	Floor joists shall be supported laterally at the ends and at each support by solid blocking. Sec. R502.7. Bridging shall be provided per Sec. R502.7.1.
36.	Roof trusses shall be connected to wall plates by the use of approved connectors per Sec. R802.10.5, R802.11 and where required uplift forces shall be provided with a continuous load path to transfer uplift forces from the rafters or truss ties to the foundation
37.	Purlins and struts shall be supported by bearing walls. Sec. R802.5.1, Fig. R802.5.1
38.	Show the thermal envelope for the structure. section N1101.5.1
39.	Provide double joists under parallel bearing partitions. Sec. R502.4.
40.	Provide a structural section which shows typical framing conditions for this project. Sec. R106.1,

**GARAGE**

41.	
42.	Garages shall be separated from residences per Sec. 302.6. Duct penetrations shall comply with Sec. R302.5.2.
43.	Specify self-closing, tight-fitting 1-3/8" solid wood or 1 3/8" solid or honeycomb steel door, or 20-minute-rated door for opening between garage and residence. Sec. R302.5.1
44.	Show garage framing. Section R106.1.
45.	Show size of header over garage door opening. Sec.106.1, Table R502.5(1) & R502.5(2), Fig. R602.3(2)
46.	Openings are not allowed from garages into rooms used for sleeping purposes. Section R302.5.1.

**EXITS AND SMOKE DETECTORS**

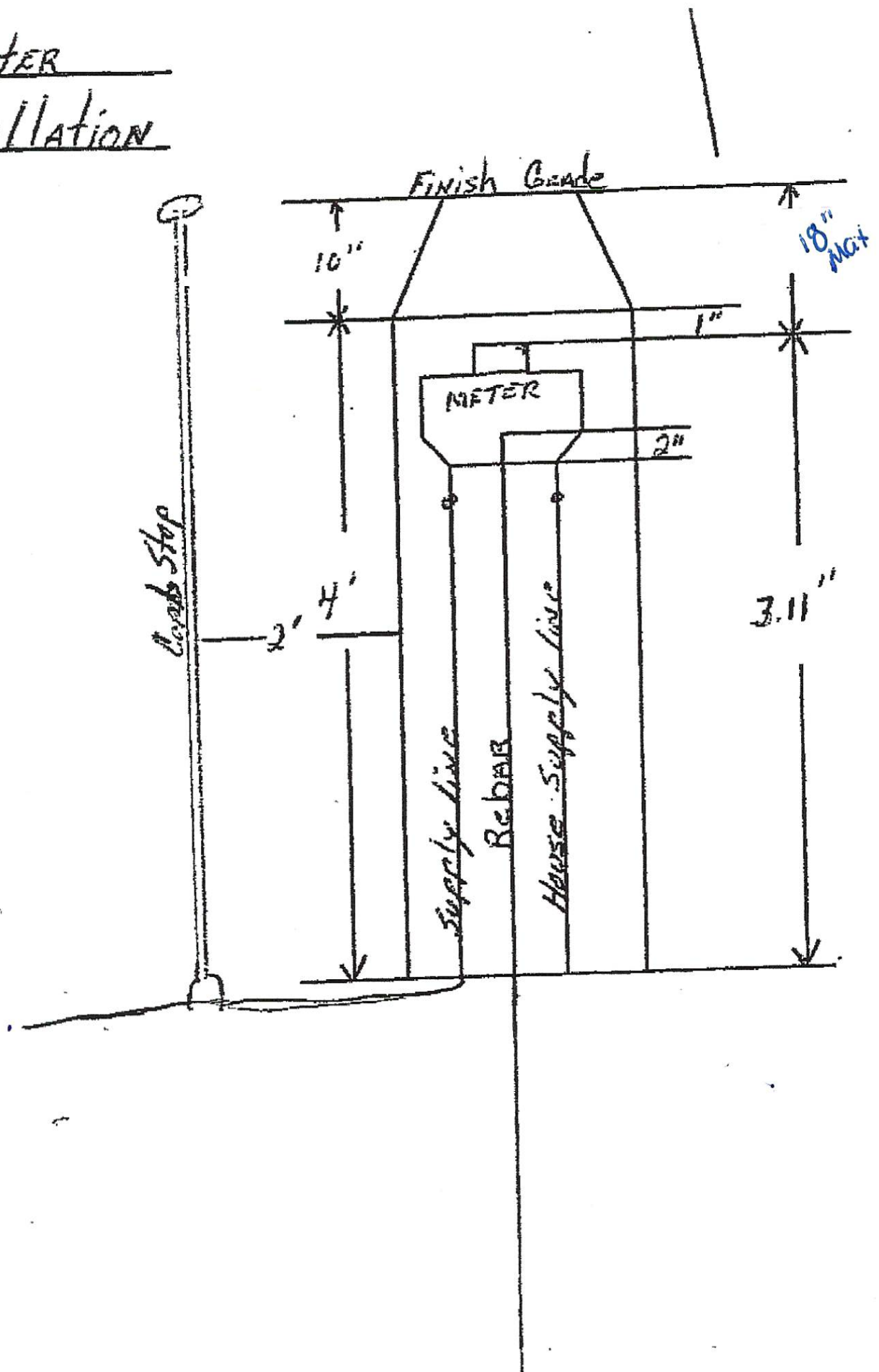
47.	Doors: Exterior doors must have landings not more than 7 3/4" lower than floor level and the door may not swing over landing. Sec. R311.3.1
48.	Stairways: Maximum rise 7 3/4", minimum run 10", minimum headroom 6'8", minimum width 36". Sec. R311.5. tread profile shall comply w/ Sec. R311.7.4.1
49.	Provide a graspable handrail for stairways on at least one side. Return ends of handrails or terminate in a newel post. Handrails shall not be less than 34", nor more than 38" above the nosing of treads. Sec. R311.7.7.
50.	Provide at least one operable window or exterior door approved for emergency escape or rescue from basements and from every room used for sleeping purposes. Sec. R310.1
51.	Show location for smoke detectors. Every dwelling shall be provided with approved smoke detectors equipped with a

		battery backup located in accordance with Section R314.
	52.	Install a smoke detector in the basement. Section R314.3.
	53.	Provide 36" guardrails on balconies, porches and landings more than 30" above grade, with railing such that a 4" sphere cannot pass through. Section R312.1 See sec. R312.2 for openings at stair treads on open stairs. Section R312.3.

**WEATHER PROTECTION**

	54.	Provide an approved weather-protective barrier under wood siding. Sec. R703.2.
	55.	Specify an approved flashing for exterior openings, masonry construction, and other penetrations in the wall envelope. Sec. R703.7.5, R703.8.
	56.	Moisture vapor retarders shall be installed on the warm-in-winter side of the insulation. Sec. R601.3.
	57.	Dampproof foundation walls enclosing a basement below finished grade by an approved method. Sec. R406.
	58.	Roof covering shall be classified per Sec. R902 and materials shall comply with Sec. R904.
	59.	Specify method of anchorage for roof tile. Concrete or clay tile should comply with Sec. R905.3
	60.	Shingle and tile fasteners shall be corrosion resistant and of the size and spacing as found in Sec. R905.2.5, R905.2.6 for asphalt shingles, Sec. R905.3.6, R905.3.7, Table R905.3.7. for concrete and clay tile. Sec. 905.7.5 for wood shingles per Sec. R905.10.4 for metal roofs.
	61.	Specify a minimum roof slope of ___" in 12". Sec. R106.1
	62.	Install masonry veneer to comply with Sec. R703.7.
	63.	Specify fuel sources for fireplaces. Provide complete details for construction of fireplace and chimney. Sec. R1001.
	64.	Post approved numbers or address on the dwelling. Address shall be plainly visible and legible from the street or road fronting the dwelling. Section R319.
	65.	Provide every dwelling with approved heating facilities. Sec. R303.8. Provide insulation per Sec. N1101, N1102, and the Silt Municipal Code.
	66.	Show water heater and furnace/boiler location. Water heaters shall be provided with approved drainage pans where required. Sec. P2801, Sec. M1305
	67.	Show how water heater and furnace/boiler will be provided with combustion air. Plans should specify 18" raised platforms for garage installations. Sec. P2801, Sec. M1307.3, Sec. M1701, Sec. M2001
	68.	The glazing in the following locations must be safety glazing in accordance with Section R308.4 _____
	69.	Water-resistant gyp board shall not be used as a backing board for tile or wall panels in the following locations: a) over a vapor retarder, b) in areas with high humidity or c) on ceilings. Sec. R702.3.8.
	70.	Show the Building Thermal Envelope

METER  
INSTALLATION



## 15.02.100 - Application for permit.

A. To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the community development department for that purpose. Such application shall:

1. Identify and describe the work to be covered by the permit for which application is made;
2. Describe the land on which the proposed work is to be done by legal description, street address or similar description that will readily identify the proposed area of construction;
3. Indicate the use and occupancy for which the proposed work is intended;
4. State the valuation of the proposed work;
5. Be signed by the applicant, and the property owner, if not the applicant; and
6. Give such other data and information as required by the building official.

B. A survey of the building lot may be required by the building official or his designee to verify that the structure is located in accordance with the approved site plan(s);

1. A site development plan shall be submitted with any building permit application which involves the construction of a new building or the expansion of any existing building.
2. The site development plan shall be submitted in duplicate, shall be drawn to scale, and shall show the actual dimensions of the lot to be built upon, the size of the building to be erected, the location of the building on the lot with reference to legally established property lines, and such other information as may be necessary to provide for the enforcement of the municipal code.
3. Prior to issuance of a building permit, the building official may require monumentation of property boundaries and corners in accordance with the standards set forth in C.R.S. 38-51-101 et seq., as amended, in order to fulfill the purposes of this section. A record of all site development plans and other survey information shall be kept in the office of the community development department for a period of at least three (3) years.

4. Applicant shall, within seven (7) days of the footing inspection, shall complete and deliver to the town an improvement location certificate (ILC) or foundation location certificate (FLC) that indicates that the applicant is in conformance with setback regulations.

C. A building permit shall also be required for installing individual manufactured homes in a mobile home park or subdivision, for tying down of a previously installed manufactured home and for the repair, alteration, or construction of accessory structures.

D. The building official or his designee shall in no case grant any permit for the construction, enlargement, alteration, moving, removal, demolition, occupancy, equipment, use, height, area, maintenance, reconstruction, repair, remodeling or other construction activity within the town which is in violation of any provision of the Silt Municipal Code.

(Ord. 4-06 § 1 (part))

# STATE OF COLORADO

STATE ELECTRICAL BOARD  
Gary Fugate, Program Director

1580 Logan Street, Suite 550  
Denver, Colorado 80203-1941  
Phone (303) 894-2300  
Fax (303) 894-2310  
TTY: Dial 711 for Relay Colorado  
[www.dora.state.co.us/electrical](http://www.dora.state.co.us/electrical)

Department of Regulatory Agencies  
Tambor Williams  
Executive Director

Division of Registrations  
Rosemary McCool  
Director



Bill Owens  
Governor

## Attention Builders: We need your help

For all projects permitted on or after July 1, 2005, Article 250.50 of the 2005 National Electrical Code will require that a concrete encased grounding electrode be a part of the grounding electrode system of a building supplied with electrical service. Grounding electrodes that we currently use and you are probably familiar with include the metal water pipe and ground rods. With this requirement, ground rods will no longer be needed.

As defined in Art. 250.52A3, a concrete encased electrode is at least 20 feet of steel reinforcing bars (1/2 in. diameter min.), consisting of one or more bars tied together using the normal steel wires, or not less than 20 feet of bare copper conductor not smaller than #4 AWG, encased in at least 2 inches of concrete located within and near the bottom of a concrete footing or foundation that is in direct contact with the earth. Tests have shown that this consistently provides a low resistance ground path.

Typically when the foundation is poured there are no electricians around to install a connection to the steel in the foundation. If you the builder, were to see that a piece of rebar connected to the rebar at the bottom of the footer was stubbed out at an accessible above grade location near where the electrical service to the building will be installed, this would provide the electrician with a point to connect to the steel. An alternate method would require the electrician to install 20 feet or more of #4 min. bare copper in the footing before it is poured.

This will be required on new construction ONLY. If an accessible point to connect to the concrete encased electrode is not provided on new construction, it will likely require damaging the concrete to provide a point of attachment for the grounding electrode conductor. Therefore, we request that you to help us by working with your electrical contractor to see that this connection point is provided.

## EXTERIOR LIGHTING REQUIREMENTS

17.61.050 General provisions.

- A. All lighting fixtures shall be full cut-off and designed to direct lighting below a ninety-degree (90°) horizontal plan extending from the lowest point of the light source.
- B. All lighting fixtures shall be designed and aimed so that they do not cast or reflect light on adjoining properties.
- C. All lighting fixtures shall be designed and constructed to minimize or eliminate the direct visibility of the light source from adjoining properties.
- D. No lighting shall be aimed upward without a ceiling or overhanging structure that eliminates lighting of the sky.
- E. The following shall be used, in order of preference, to operate exterior lighting fixtures: a functioning motion detector switch, a timer/photocell combination switch, a photocell, a timer, or a switch (only in residential districts). Note: motion sensors are not advisable for HID sources.
- F. To achieve uniform lighting levels, variation between the minimum and maximum measured footcandle lighting levels identified in the allowed standards table shall not exceed a ratio of 15:1.
- G. Continuous uninterrupted use of exterior lighting is prohibited.



## Chapter 17.43 - ARCHITECTURAL AND SITE PLANNING STANDARDS

### Sections:

#### 17.43.010 - Purposes.

The town shall evaluate the design and location of structures and other development features within residential zone districts according to the provisions of this chapter, in order to create neighborhoods that are well-planned and add to the overall appearance and functionality of the town. Unless otherwise specified in this chapter, all applications for new single-family structures and new duplex residential units shall comply with this chapter, as well as all applicable building codes and zoning codes as adopted by the town.

(Ord. 14-07 (part))

#### 17.43.020 - Site planning.

- A. Applicant shall submit a grading plan that is based on slope geometry, and complies with the following:
1. Cuts, fills, grading, excavation, vegetation removal and building construction shall be confined to designated building envelopes (on submitted and approved site plans), except under either of the following circumstances:
    - a. Disturbance is directly related to building access, utility installation, roadways, trails, irrigation facilities, fences, trees and similar vegetative material and/or storm water drainage as determined by the town administrator or his designee; and, if in the town administrator's opinion absolutely necessary in order to site unit; and
    - b. Disturbance is approved by the town's engineer following a review of the applicant's soils report that indicates the exact amount of cut and/or fill proposed (such report shall be prepared by a licensed geotechnical engineer for the project).
  2. No placement of any structure upon a thirty percent or steeper grade, natural or man-made, unless a slope stability analysis is performed by a licensed geotechnical engineer and the town approves such work as necessary to the overall functionality of the home;
  3. No excavation prior to utility company notification and subsequent locating of utilities, and issuance of building permit; it is the property owner's responsibility to call for locates at least three business days prior to excavation; and
  4. Within one growing season of completion of unit, lot owner shall restore disturbed areas with vegetation or other substance such as wood and/or stone to minimize erosion; in no event during or after construction event shall the property owner allow the infestation of weeds upon the property.
- B. Driveways. Applicant shall submit a driveway plan that indicates a maximum eight percent grade, unless the town administrator or his designee determines that such a grade would present a practical hardship to the applicant. Such plan shall further indicate the following applicable standards:
1. Adequately sized culverts where driveways and walks cross ditches and drainage trenches; the size, placement and cover of such culverts as recommended by a soils engineer and/or a Colorado licensed and registered engineer specializing in storm water drainage;
  2. Any required or necessary culvert(s) with flare ends and grates or bar racks on each end to keep animals and debris from entering the culverts;

3. Driveways shall be installed perpendicular to the street, unless the size and/or shape of the lot warrant another driveway design, as reviewed and approved by the town administrator or his designee;
  4. Driveways shall be flared at the point where it meets the street in order to allow for appropriate entrance to and exit from parking spaces;
  5. Driveways that have a length in excess of seventy-five feet shall be designed with a minimum width of twelve feet and shall also be designed to afford all reasonably-sized vehicles to enter and exit the driveway in a forward-facing direction, by means of a hammerhead, T-turnaround or circular driveway; and
  6. Driveways shall be maintained for structural integrity during the life of the structure. Cracking, settling and lifting that is determined to be a problem to the structural integrity of the driveway shall be remedied within thirty days notice by the town.
- C. Ridgeline Protection. Applicant shall submit a building plan that indicates that ridgeline protection (as defined by this code) shall occur, complete with a site specific geotechnical study.
- D. Utility Meters. Applicant shall submit a site plan that clearly indicates the location of all utility meters to each proposed unit, and further shall comply with the following:
1. Applicant shall purchase (from the town) and install at his expense a water meter for each unit to be placed in a location approved by the town within the front yard utility easement adjacent to the right-of-way, or another location as determined by the town;
  2. Each duplex unit shall have its own utility meters installed on its own real property, assuming that the unit will be subdivided at a later date, without the need for easements across another unit's property for maintenance and/or replacement;
  3. Exposed plumbing and piping shall be painted to match exterior colors of the primary structure prior to issuance of a certificate of occupancy.
- E. Storm Drainage. Applicant shall submit a storm drainage plan showing compliance with the following criteria:
1. Finished floor elevation certified by a Colorado registered professional engineer or licensed surveyor shall be shown for those properties located within the floodplain;
  2. Storm water is routed away from the structure in a location approved by the town and away from adjoining properties; and
  3. Institution of the following techniques to divert storm water to the appropriate locations, including, but not limited to, the following:
    - a. French drain;
    - b. Re-grading of lot;
    - c. Berm(s);
    - d. Swale.
  4. In no case shall a homeowner grade his lot such that the subdivision's drainage plan is altered.

(Ord. 14-07 (part))

#### 17.43.030 - Exterior elevations.

The town's intent in requiring covered front porches and/or a decoratively railed entryway off the front entrance to a home is to minimize the impact of protruding and front loading garages that could be up to twenty-four (24) feet in front of the home. The town recommends that garages be side-loading or built with access of alleys, if possible.

- A. Garage compatibility
  - 1. Any proposed detached garages shall be compatible in architecture, materials and color with the main residential structure.
- B. Main Entrance Door. Applicant shall submit a site plan that indicates the following provisions:
  - 1. The main entrance door, including porch and/or covered entryway, shall be a primary decorative feature to the home and shall face at least one street or alternately, the face of the door when closed shall not exceed a forty-five degree angle with the street, when the plane of the closed door is extended to the street.
  - 2. Width of the stairway shall equal the height of the stairway up to six feet, unless a landing is provided midway between finished grade and the elevation of the entrance (i.e. a stairway with the highest tread and/or landing of six feet shall be no less than six feet in width.) If a landing is provided midway between the finished grade and the elevation of the main entrance, then the width of the stairway shall be no less than four feet wide.
  - 3. For corner lots, the main entrance of the home shall be no less than twenty feet from the front lot line.
- C. Windows and Doors. Applicant shall submit a window and door schedule that clearly indicates compliance with the following criteria:
  - 1. No door or window may have bare aluminum on any portion; and
  - 2. Windows and doors comply with Chapter 15.24 (energy efficiency standards) of this code.
- D. Roofs. Applicant shall submit roof plans that indicate the following criteria:
  - 1. Roof material is shingled (asphalt or wood shake), tile or treated metal roofs (copper or roofs that are shiny must be treated immediately in order to minimize glare);
  - 2. Roof material does not include galvanized corrugated metal or asphalt rolled exterior roofing materials, but may include metal purposely designed to rust;
  - 3. Roof pitch shall in no case be less than four vertical inches for each twelve horizontal inches (4:12), unless the structure is designed to have a flat roof (such as a southwestern style roof), as determined by the town administrator or his designee; and
  - 4. No fewer than three roof features, upper level accents or architectural features shall be added to the front and/or side of the structure and clearly visible from the street, as determined by the town administrator or his designee. A schedule is provided in this section to lend assistance in calculating the points for these types of roof features or upper level accents. Each home must have twenty-five points in order for the community development department to authorize issuance of a building permit:

Cupola	3 points
Dormer(s)	10 points
Masonry fireplace chimney	8 points
Upper level deck(s)	10 points

Palladian window(s)	8 points
Oriel window(s)	8 points
Clear-story or mezzanine window(s) (2nd level)	8 points
Bay window(s) on the front of the home, which extend from the plane of the home more than twelve inches	8 points
Hip roof	10 points
Mansard roof	10 points
Gable roof with pitch greater than 6:12	8 points
Copper accent(s) (pre-finished patina)	8 points
Treated rusting metal roof accent(s)	8 points
Pillar(s)	8 points
Pilaster(s)	8 points
Fanlight window(s)	8 points
Shutter(s) on second floor windows	8 points
Brick quoin(s) at corner of building	10 points
Wainscot for at least 1/3 of the building height	8 points
Wainscot to eave line as an accent	10 points
Flared eave	8 points
Round turret	10

	points
Intersecting ridgelines (3 or more)	10 points
Artistic accents on front of home	5 points

Any other architectural accent proposed shall be reviewed according to the preceding list of points, and the closest points shall be awarded for like features, in the town administrator's sole discretion.

- E. Exterior Finishes. Applicant shall submit a building plan that indicates the exterior material proposed for the unit that complies with one of the following, or a combination of the following:
1. Wood or a wood product treated to resist weathering and decay;
  2. Brick;
  3. Stucco;
  4. Cultured stone;
  5. Stone;
  6. Vinyl siding no less than .042 inches thick;
  7. Painted fiber cement;
  8. Faux brick product (polyurethane); and
  9. Hard board siding.
- F. Eave Overhangs. Applicant shall submit elevational plans showing eave overhangs that include the following criteria:
1. Eave overhangs shall be a minimum depth of twelve inches, as measured from the edge of the eave to the sidewall structure, exclusive of gutters;
  2. All eave overhangs shall include some type of soffit structure or be finished in a manner that is architecturally pleasing (i.e. no exposed wiring).
- G. Sheds and Outbuildings. Applicant shall submit a site plan for any shed or outbuilding (where allowed by zoning) that clearly indicates the following:
1. Any proposed detached building shall be generally compatible in architectural materials and color with the main residential structure; and
  2. Sheds or outbuildings measuring one hundred and twenty square feet or less shall have a sidewall height equal to or less than eight feet.
- H. Landscaping.
1. Disturbed portions of any lot, following excavation or site preparation, shall require re-vegetation, with the exception for garden and/or landscape preparation;
  2. Lots shall be landscaped within six months of issuance of a certificate of occupancy for the primary residential structure;

3. All plants over thirty inches shall be planted outside of the sight visibility triangle for a corner lot, as determined by this code;
  4. Native species not considered noxious weeds in this code are encouraged, as well as "xeric" scaping (xeriscaping), to reduce water consumption;
  5. Those trees as described in Chapter 12.16 (desirable trees) are encouraged;
  6. All plants shall be kept living and healthy. All landscaping replacements shall be made within one season of plant mortality; and
  7. All residential lot owners are responsible for landscaping or maintaining the right of way between their property line and the street, to include weed management. Since public safety is a must, all trees must be trimmed to avoid sidewalk encroachment by branches.
- I. Curb, Gutter and Sidewalk. Applicant shall submit a site plan indicating curb, gutter, sidewalk, and a drainage swale on all those properties devoid of such items within the town's right-of-way that conform to the following criteria, unless modified further in this section:
1. Sidewalks shall be a minimum of four (4) inches of concrete and four (4) feet in width, over a suitable material as described in the town's public works manual, or as approved by the town administrator or his designee;
  2. Sidewalks shall be installed in a location and at an appropriate elevation as approved by the town administrator or his designee; and
  3. Square or rollover curbs shall be installed adjacent to the street per the town's public works manual; and
  4. For those residential lots located between 1st Street and 16th Street, and between Main Street and Linda Avenue together with Sheryl and Kim Avenues, that have not historically had curb, gutter and sidewalk, applicant shall submit a site plan in conformance to the following:
    - a. Street side swales, also known as barrow ditches, shall have no steeper slope than three (3) feet (vertical) to one (1) foot (horizontal) and be constructed within the town right-of-way;
    - b. Sixty (60) foot rights-of-way shall be designed for two (2) ten-foot driving lanes, a seven (7) foot wide parking lane on each side of the street, and a drainage swale on each side of the street, as depicted in the town's public works manual, or such street profile as determined by the town administrator or his designee;
    - c. Fifty (50) foot rights-of-way shall be designed for two (2) ten-foot driving lanes, a seven (7) foot wide parking lane on the south and east sides of the street, and a drainage swale on each side of the street, as depicted in the town's public works manual, or such street profile as determined by the town administrator or his designee;
    - d. Forty (40) foot rights-of-way shall be designed for two (2) ten-foot driving lanes and a drainage swale on each side of the street, as depicted in the town's public works manual, or such street profile as determined by the town administrator or his designee.
- J. Width and Depth of Home on Lot. Applicant shall submit building plans indicating that the width of a home at the front building line shall be at least two-thirds (  $\frac{2}{3}$  ) the depth of the home, as measured from the front building line to the rear lot line, as determined by the town administrator or his designee.
- K. Roof Projections and Appurtenances. Applicant shall submit "elevational" drawings that indicate that evaporative coolers (swamp coolers) are located on the non-street side of the structure, so as to not be completely visible from the street. Notwithstanding the foregoing, the town

administrator or his designee may grant special consideration to an applicant requesting a structure on a corner lot, whereby placement of an evaporative cooler may be problematic.

- L. Request for Board of Adjustment Review. Upon written application on a form provided by the town, applicant may request a deviation(s) from the preceding architectural guidelines. The board of adjustment shall consider the application in a regularly scheduled meeting no less than thirty days following receipt by the town of a complete application. At a minimum, the applicant shall provide additional drawings, submittal items and any additional materials that support the applicant's request for deviation(s) from code, including but not limited to the following:
1. A scaled site plan indicating all property boundaries, all setbacks to structure, easements of record, utility locations and existing conditions (including topography) that may be a reason for the request:
  2. A scaled elevational drawing indicating the following:
    - a. Each side of the building from a directional perspective (north, south, east, and west);
    - b. Roof pitch of all roof sections, including any appurtenances, if applicable; and
    - c. Architectural features on each side of the building, including all exterior materials and dimensions of all features proposed.
  3. A detailed letter requesting the exact deviations(s) from this section, including reasons for the deviations and impact(s) the deviation may have on adjoining properties.
  4. A fee of two hundred and fifty dollars, plus any engineering, planning, administrative, copying, printing or other costs incurred by the town for review of the application.

(Ord. 14-07 (part))

(Ord. No. 3-2011, § 1, 6-13-2011; Ord. No. 5-2011, § 1, 7-11-2011)

**INSPECTIONS WILL NOT BE MADE UNLESS THIS CARD IS POSTED ON  
THE JOBSITE. 48 HOUR NOTICE IS REQUIRED – (970) 876-2353 Ext 110**

**Only call for an inspection if you are ready!**

**There is a re-inspect fee of \$51.70 per hour, with a minimum of 1 hour.**

***Inspection Sign Off***

Name of Inspection <small>*Follow Order; Not Everything May Be Applicable*</small>	OK	Comments	Signature & Date
Soils (By Soils Engineer, Open Hole Verification, Prior to Wall Rebar Inspection)			
FLC (Within 7 Days of Footing Inspection)			
Water Service Line			
Sewer Service Line			
Underground Fire Service (Fire Marshal)			
Footing Rebar			
Foundation Wall Rebar			
Damp Proofing			
Exterior Foundation Insulation			
Slab Insulation			
Perimeter Drain (By Soils Engineer)			
Under Slab (Mech, Electric/UFER & Plumbing)			
Structural Slab Rebar (If Applicable)			
Exterior Wall & Roof Sheathing/Sheer			
Rough Heating / Fuel Gas/ Mechanical/ Line Set Mini Splits			
Rough Plumbing			
Rough Electrical (State)			
Rough Alarm (Fire Marshal)			
Rough Sprinkler (Fire Marshal)			
Framing (Only After Rough Electric Approval)			
Wall/Ceiling Insulation			
Masonry/Veneer			
Fire Resistive Assembles			
Drywall			
Pre/Mid Roof			
Final Roof			
Final Electrical (State)			
Final Fire Alarm (Fire Marshall)			
Final Fire Sprinkler (Fire Marshal)			
Final Building (Includes Final Plumbing, Mechanical & ILC Verification)			

**\*Please note that additional inspections might be required, per the inspector\***

**I understand that I am responsible for calling Town Hall, 48 hours in advance, to schedule the above inspections. Inspections are required, in order to close a permit!**

**You can schedule inspections by calling 970-876-2353 Ext 110**

**Owner/Contractor: \_\_\_\_\_**

**Date: \_\_\_\_\_**