

**Residential Building Packet**  
**Archuleta County Building Department**  
**1122 HWY 84 P. O. Box 1507**  
**Pagosa Springs, Colorado 81147**  
**970-264-1390 Fax 970-264-3338**  
**www.archuletacounty.org**

\*\*\*\*\*

The Building Department has designed this packet to assist you through the building process of your proposed Residential Building in Archuleta County. The County has adopted the 2015 International Codes; plans submitted after September 1, 2019 will need to meet the 2015 IRC.

Minimum square footage for a residence is 400 sq. ft.in size not including covered porches, patios, or decks and it must meet the IRC chapter 3 requirements for a residence.

**\*\*As of 7/1/09, new construction requires Carbon Monoxide Detectors see Note\*\***

The provisions of the 2015 International Residential Code for One and Two Family Dwellings shall apply to the construction, alteration, movement, enlargement, repair, equipment, use, and occupancy. Also applies location removal and demolition of detached one and two family dwellings and multiple single family dwellings (townhouses) not more than 3 stories in height with a separate means of egress and their accessory structures. Excluding Section 313 and Chapter 11.

**SCOPE:** Jurisdiction of the Archuleta County Building Department includes all unincorporated areas of the County, and all subdivisions within the County. Verify that your project does not lie within the limits of the Town of Pagosa Springs.

**CODES:** The following Building Codes are currently in effect within the County: the 2015 Edition of the International Residential Code, for One- and Two- Family Dwellings excluding Section 313 and Chapter 11. The 2015 International Building Code except for appendices; the 2015 International Energy Conservation Code; the 2009 International Fire Code except for the appendices, 2015 International Plumbing Code; and 2017 National Electric Code; Appendix Q of the 2018 International Residential Code latest edition and amendments to the Electrical and Plumbing Codes as adopted by the State of Colorado.

The following is a list of work that is **exempt** from residential permit process. A building permit shall **not** be required for the following:

1. One story detached accessory buildings used as **tool and storage sheds**, playhouses and similar uses, provided the floor area does **not** exceed **200 square feet detached**.
2. Fences **not** over 7 ft. high, a *Fence over 7 ft. needs a permit. Engineering and a permit required for fences over 8 ft.*
3. Retaining walls, which are not over 4 feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly upon grade if the capacity does **not** exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways not more than 30 inches above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches deep.
8. Swings and other playground equipment accessory to a one or two family dwelling.
9. Window awnings supported by an exterior wall.
10. Uncovered decks, not exceeding 200 Sq. Ft. in area, no more than 30" above grade at any point, is not attached to a dwelling.

Exemption from the permit requirements of this code **shall not** be deemed to grant authorization for any work done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. **A FINE WILL BE ASSESSED IF CONSTRUCTION BEGINS OR IS COMPLETED WITHOUT THE REQUIRED BUILDING PERMIT FOR \$100.00 per DAY.**

**PERMITS ARE REQUIRED FOR ALL CONSTRUCTION AND FOR ALL MANUFACTURED HOMES**  
**SPECIAL NOTE: UNDER THE INTERNATIONAL BUILDING CODE SOME BUILDING MAY FALL UNDER THE IBC 2015 INSTEAD OF THE IRC 2015**

**Agricultural Buildings** do require an agricultural exemption application. The definition of an agricultural building is a structure designed and constructed for the sole purpose of housing agricultural implements, farm products, hay, grain, poultry, livestock, or other horticulture products. This structure shall not be a place of human habitation or a place of employment where agricultural products are produced, treated, or packaged; nor shall it be a place used for

storage of cars, trucks, boats, or recreational vehicles or any other non-agricultural vehicles. The public shall not use the structure. See the AG building information packet for further details. Cost of application is \$125.00

**INSTRUCTIONS TO PROSPECTIVE BUILDERS IN ARCHULETA COUNTY**

Obtaining a building permit for construction within Archuleta County can be a relatively simple procedure. You will need the following information to submit the application. Allow **fifteen** working days **minimum** under **normal** circumstances from the time you submit your application until your permit is issued, following these basic guidelines. **PLEASE NOTE** if plans do not contain the information requested plan review **will cease**, and the owner or agent will be notified.

Please note that we **WILL NOT ACCEPT FAXED or EMAILED PLANS**. In order for submittal we will require a completed **application, Improvement Location Certificate, flood plain determination, access approval & right of way permits, proof of sanitation, proof of ownership of property, airport influence area determination, (2) two sets of complete plans that meet all the codes adopted the Archuleta County**, and all permit fees paid.

**Application:** are on our website [www.archuletacounty.org](http://www.archuletacounty.org), Departments, Development Services, Building, Documents, or available at our office located at 1122 HWY 84 in the Road and Bridge facility. When filling out the application please print and complete all portions of the application. Under **building information**, complete the following.

- ❖ **USE:** the type of permit, Single Family Res. (SFR), Addition, Remodel etc.
- ❖ **Basement:** outside wall to outside wall square footage, if not a crawl space.
- ❖ **First / Second Floor:** outside wall to outside wall square footage.
- ❖ **Garage:** if attached to the home outside wall to outside wall square footage. (If detached the garage requires a separate permit.)
- ❖ **Other:** This includes Covered Patios, Covered Porches, and Covered Decks, anything under the roofline more than 24" out from the wall.
- ❖ **Total:** is all the above added together. THE FEE IS BASED ON THIS SQUARE FOOTAGE\*
- ❖ **Valuation:** This is a calculation. Is now for Table 1 of the 2006 IBC Construction Cost per sq. ft. Below
- ❖ **Permit Fee:** Building permit fees are calculated in accordance with the following fee table 1-A. Table 1 Per Square Foot Construction Cost for each Group that rate times total square footage under roof line\* (this is used to figure valuation)

Group	A	B	E	F	H	I	M	R-3	R-1,2,4	S	U	Covered decks & carports
Cost per Sq. ft.	103.85	87.85	95.53	46.71	65.04	96.12	62.65	78.35	92.83	41.15	31.46	18.25

\*Sample to figure valuation: R-3 type cost per sq. ft. \$78.35 x 1500 sq. ft. = 117,525.00 is your Valuation and the round up to the nearest thousand (118,000.00) then use table 1-A to figure permit fee. Permit fee is \$1,094.55. The cost for SFR, R-3, home in Archuleta County will be figured at \$78.35 cost per sq. ft.

The determination of permit fees for projects will be based on valuation computed from the figures averaged in each category of table 1 established by IBC 2006 code and Table 1-A All fee schedules may be changed by resolution of the County Commissioners from time to time as may be necessary to defray the cost of administering these regulations. Checks made payable to Archuleta County. **Update of fees adopted January 6, 2015**

Building Permit Fees Building Standards Magazine Table 1-A

<u>TOTAL VALUATION</u>	<u>FEE</u>
\$1.00 to \$2000.00	\$75.00
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00 or fraction thereof

## Other Inspections and Fees:

1. Inspections outside of normal business hours, minimum charge two hours.....	\$50.00 per hour (1)
2. Re-inspection Fees .....	\$50.00 per hour (1)
3. Inspections for which no fee is specifically indicated, minimum charge, One-half hour .....	\$50.00 per hour (1)
4. Additional plan review required by changes, additions or revisions to plans.....	\$50.00 per hour (1)
5. For use of outside consultants for plan review and inspections or both.....	\$Actual Costs (2)
6. Agricultural Building.....	\$125.00
7. Fence (over 7 feet in height).....	30% of linear feet
9. Permit Extension Fee .....	\$200.00
10. Demo Permit.....	\$50.00
11. Occupancy without Certificate .....	\$1,500.00
12. Building without a Permit .....	100% of Permit Fee
13. Address Sign .....	\$25.00
14. Copies .....	\$.25 a page
15. Modular / Mobile Permits .....	\$250.00 single wide / \$350.00 double wide

**Proposed Improvement Location Certificate (PILC): Are required for individual builds and additions.** Site Plan (PILC), must be an appropriate scale on 8.5" x 14" or 11" X 17" size paper and must be done by a Colorado Licensed Surveyor. The PILC must show the following:

- Owner name and location address shall be printed on each survey
- Legal Description
- The location of all existing structures and proposed construction
- Distances to property lines and existing structures
- Access Driveways and their grades, sidewalks, parking, paving, and curb cut locations.
- Septic and well locations and distance (if applicable)
- Easements/Setbacks in the Land Use Regulations under zoning section 3.1.4 (see below)
- Contour lines as they relate the proposed construction area. (See Steep Slope Below)
- Ditches/canals
- Power lines
- Elevations, Grades and Slope > 15% show direction indicators
- Site Orientation (North Arrow)
- Surveyor's seal and signature

**Larger parcel** – PILC only needs to show up to 300' radius to building site, however, all area encumbered by improvements shall be given in sq. ft. for entire project

**Area encumbered by improvements** – this is a calculation, shown in acreage, of area of ground to be disturbed by construction, including but not limited to driveway, septic field, construction footprint, etc. This item has been included to assist the County in meeting State of Colorado Storm Water Discharge Permitting Requirements.

**Steep Slopes** -Show contour lines of slopes  $\geq 20\%$  as they relate the proposed building envelope area up to 300' radius and all the proposed disturbances (Including septic system). Areas with slopes  $\geq 20\%$  intended to be used for roads; driveways or structures shall be approved and designed for such use by a Colorado Licensed Architect, Colorado Licensed Engineer or Colorado Licensed Surveyor.

Contact the Archuleta County Planning Department for parcel zoning or see the map on the home page at [www.archuletacounty.org](http://www.archuletacounty.org)

**FLOODPLAIN DEVELOPMENT PERMIT** from the Planning Department **IS REQUIRED** if you are by a waterway. Download the application form from the County website, complete the first page and submit it separately with an elevation certificate. A completed Floodplain Development permit will be required and the application fee for that is \$100.00.

**TABLE 4: ZONE DISTRICT STANDARDS in Section 3 of the land use regulations**

DIMENSION	AF	AR	AE	RR	R	MH	C	I
Minimum Lot Size	160 acres	35 acres	5 acres	3 acres	8,000 ft <sup>2</sup>	2,500ft <sup>2</sup>	10,000 ft <sup>2</sup>	10,000 ft <sup>2</sup>
Minimum Lot Width	500 feet	200 feet	100 feet	80 feet	60 feet	40 feet	100 feet	100 feet
Minimum Front Setback	100 feet	50 feet	25 feet	20 feet	10 feet	10 feet	25 feet	25 feet
Min Garage door setback	n/a	n/a	n/a	20 feet	20 feet	20 feet	20 feet	n/a
Minimum Side Setback	100 feet	25 feet	25 feet	20 feet	10 feet	10 feet	10 feet	25 feet
Minimum Corner Setback (street side )	150 feet	50 feet	25 feet	20 feet	10 feet	10 feet	25 feet	25 feet
Minimum Rear Setback	100 feet	25 feet	25 feet	20 feet	10 feet	10 feet	10 feet	25 feet
Maximum Height	40 feet	40 feet	35 feet	35 feet	35 feet	16 feet	40 feet	40 feet
Accessory Height	40 feet	40 feet	30 feet	30 feet	30 feet	16 feet	40 feet	40 feet

**Water Body Setbacks:** All roads and driveways and all structures and improvements which require a land use permit shall be located a minimum of twenty-five (25) feet from the ordinary high-water line of all water bodies. Check also the Land Use Regulations for other requirements for flood hazard areas.

If you have a non-conforming lot in your zoning area and cannot meet the setbacks contact the Archuleta County Planning Department.

**PLEASE BE ADVISED** that any parcel of land or subdivision lot located along any water way will require review by a Colorado licenced surveyor / engineer prior to submitting for a building permit. You will be required to bring in a letter stating you are not in a flood-plain or flood-way. If you are determined to be in a flood-plain you will need an elevation certificate and engineered plans. **If you are in a flood way you will not be allowed to build. This may also slow down your review process.**

**US Army Core of Engineers If there is any disruption of wetlands or waterways.**

Kara Hellige Chief, Durango Regulatory Office Sacramento District  
 1970 E 3rd Ave, #109 Durango, Colorado 81301  
 970-259-1604 (office) 970-317-5152 (cell)  
 Customer Service Hours: 9:00am to 3:00 pm

**TESTS AND SURVEYS:** As noted in the amendments to the codes, soils tests of property (suitable alternatives) **shall** required for grades greater than 20% percent. Topographical maps at 2' intervals showing all grade cuts **shall** be required. A certified survey or acceptable substitute (property or subdivision plat) showing property lines, easements, access and internal road systems and unusual site characteristics **may also** be required. Discretion is left to the Building Department.

**RESEARCHING PARCELS OF LAND:** Any building permit application that is submitted for un-platted property less than 35 acres in size, will require a chain of title dating back to 1972, verifying the date the parcel of land was subdivided.

**PROCEDURE FOR RESEARCHING PARCELS OF LAND**

If you are planning to build on a parcel of land, that is less than 35 acres and not in a platted, recorded subdivision, it is your responsibility to provide complete documentation of the legally divided parcel with the application for building permit.

**Definition of legal parcel of land:**

A tract or plot of land outside of a recorded subdivision that was deeded separately and has continuously had a separate deed, with the same legal description, prior to the effective date of Senate Bill 35; also, a lot or tract delineated as part of a recorded subdivision plat.

You will need to do research in the Archuleta County Planning office, the Clerk and Recorder's office. An attorney or title company should be qualified to do this research for you. In either case, complete documentation must be provided to the Building Department so that the County Attorney may review it prior to the issuance of building permit. In the event that there is a legal question concerning the property, you may need to retain your own legal counsel. The Building and Planning Department will not give legal advice as to whether a parcel has been legally or illegally subdivided.

Through this research, you will determine when the legal description for your property came about. The legal description should include a metes and bounds description and may include the number of acres. When reviewing the documentation, compare the legal descriptions to see if they are the same. If they differ, note the date of the document. If the current legal description remains exactly the same for your parcel from prior to 1972 to now, then your parcel is legal. If not, then the parcel was illegally subdivided unless one of the following conditions was met.

- (a) Developed through the Subdivision Regulations.
- (b) An exemption to the Subdivision Regulations was granted by the County Commissioners after a hearing by the Upper San Juan Regional Planning Commission.
- (c) Through a Court Order

**Researching the County Records:**

1. Archuleta County Planning Department  
Check to see if an exemption was granted. If not, go the Assessor's Office.
2. Archuleta County Assessor's Office  
Have the legal description including quarter section, section, township and range, and current owner's name. Pull up the paper file to find the ownership and recording dates. Get the recording information (book/page) for each ownership given.
3. Archuleta County Clerk and Recorder's Office  
Begin by working backwards from the most recent recording. Look up the book and page for the ownerships you obtained from the Assessors Office. Once you have gone through the recordings from the Assessor's Office, you may have to go through the Grantee and Grantor books to determine additional transfers of this property.
4. Once you have determined that you have a legal parcel of land, photo copy the deeds and legal descriptions for your records.
5. If you are not able to determine when your parcel was divided through the Clerk and Recorder's records, then it may be necessary to have the Court Records researched.
6. If you do not wish to research the records yourself, you may hire a title company to do this work for you.

**Researching the Court Records:**

The Court Records are not open to the public. If you think that your parcel was created due to a court order, we would suggest that you seek legal counsel to assist you.

**Access approval & right of way permits:** Contact the Archuleta County Road and Bridge Department for information regarding the need for a permit from the County.

**Tim Hatch** ..... **970-264-8403**  
Archuleta County Road & Bridge  
1122 Hwy 84 PO Box 1507; Pagosa Springs CO 81147

**SANITATION:** Proof of sanitation will be required before issuance of a building permit. Proof consists of an application for an On-site Wastewater Treatment System, signed off by San Juan Basin Health.

**See the Metro District / POA List at the end of this document for contact information for the sanitation or water requirements your POA might have.**

**San Juan Basin Health (tri-county public health agency) [www.sjbhd.org](http://www.sjbhd.org)**  
**SJBH Durango** ..... **970-335-2052**    **Pagosa Springs** .... **970-264-2409 Ext 206**

**If you are a Pagosa Area Water and Sanitation District customer, contact them for fees and procedures regarding new construction, additions or change of use. 970-731-2691**

**PROOF OF OWNERSHIP:** The only forms accepted are a copy of the recorded warranty deed, or Tax Receipt show taxes are current.

**Letter of approval from the architectural control committee (PLPOA and others).** Some subdivisions impose **Restrictive Covenants**, which require approval from an Architectural Control Committee on plans for construction. **See the partial Metro District / POA List we have at the end of this document. Be sure to get the information you need for your project from all the right sources.**

**PLEASE BE ADVISED** that an **Avigation Easement shall** be granted by the owner of any site within the Airport Influence Area as a condition for the issuance of a permit for any building or structure on such site. The Airport Influence Area is an area bounded by imaginary lines parallel to and one (1) mile from each side of every existing or planned runway centerline and perpendicular to and one (1) mile from every existing or planned runway end; as shown on the official map on file in the Building Department.

## **ARCHULETA COUNTY USES THE 2015 INTERNATIONAL RESIDENTIAL CODE Excluding Section 313 and Chapter 11 FOR RESIDENTIAL BUILDING**

Submit two copies of the plans with the building permit application along with the following requirement.

**The Archuleta County Building Department will require building plans to meet the provisions:**

- **2015 International Residential Codes (IRC)**
- **2015 International Energy Conservation Code (IECC)**

**Engineered Truss Sheets are required at Plan review and Engineered stamped set at Framing Inspection.**

**Allow 15 business days for review.**

**Buildings are not to be occupied until all inspections have been completed and Building Inspector has approved occupancy.**

### **Building Specifications**

**Building Requirements:** IRC and IBC 2015 Code; Roof snow load 65 / 45 in southwest corner of the county; Frost Depth 42" / 32" in southwest corner of the county; Wind speed 115 exposure C; Seismic B. To verify if you are in an area with a reduced snow load and frost depth contact the office with your 12 digit parcel / tax schedule number from the assessor's office.

#### **FOUNDATIONS**

Foundation depth should be 42" from the bottom of the footer to the top of the finish fill. Certain sections of the southern most part of the county the foundation depth drops to 32" from the bottom of the footer to the top of the finish fill. Some subdivisions require engineered foundations. County typical details for stem wall are available on the County website.

**Footings:** 8" H x 16" W with 2 # 5 or 3 # 4 rebar is usually sufficient.

**Stem-wall:** May be 6" thick for single story structure; 8" for anything higher or log, rebar vertically and horizontally. **If the wall is over 8' high it needs to be engineered.**

**Treated Wood Foundations:** acceptable.

**Sill Anchors:** Should have 7" embedment, one on each end and spaced 6 ft. on center minimum.

Decay resistant wood should be used for sill plate and all areas where wood meets concrete.

**Foundation Vents:** Required in crawl spaces if not conditioned.

**Please Be Advised: Metal buildings of any kind must have an engineered plans and foundation.**

#### **FRAMING**

**Floor Joists:** Require 40 lbs. per square foot live load.

**Rafters/Trusses:** Require a minimum of 65 lbs. per square foot live snow load.

Certain sections of the most southern part of the county require a minimum of 45 lbs. per square foot live snow load.

**Engineered Truss Sheets are required at Plan review and stamped set at framing inspection.**

**Attic Access:** 22" x 30" minimum.

**Crawl Space Opening:** 18" x 24" minimum.

**ENERGY: Archuleta County is in Zone 6 for the IECC the following is requirements are found in the 2015 IECC for zone 6 Tables 402.1.3, 402.1.4 Please see required documentation.**

Fenestration U-Factor	Skylight U-Factor	Glazed Fenestration SHGC	Ceiling R-Value	Wood Frame R-Value	Mass Wall R-Value	Floor R-Value	Basement Wall R-Value	Slab R-Value Depth Heated	Crawl Space Wall R-Value
.32	MIN .55	MIN .32	R-49	R-19	R-19	R-30	R-7.5	R-15	R-7.5
Fenestration U-Factor	Skylight U-Factor	Ceiling U-Factor	Wood Frame U-Factor	Mass Wall U-Factor	Floor U-Factor	Basement Wall U-Factor	Crawl Space Wall U-Factor		
.32	.55	R-49	R-19	R-19	R-30	R-19	R-7.5		

f. Or insulation sufficient to fill the framing cavity, R-19 minimum

g. "13 + 5" means R-13 cavity insulation and R-5 insulated sheathing. If structural sheathing covers 25 percent or less of the exterior, insulating sheathing is not required where structural sheathing is used. If structural sheathing covers more than 25 percent of exterior, structural sheathing shall be supplemented with insulation sheathing of at least R-2.

**Note:** Ceilings with and without attic space have different requirements see sections 402.2.1 and 402.2.2

**Steel Frame ceilings, walls, and floors have different requirements See table 402.2.2.4 in the IECC**

**MECHANICAL: This requirement is reinstated has of Jan. 1, 2009. Check with Rescheck <http://www.energycodes.gov/rescheck/>**

**Size of Appliances:** Furnace, Fireplace, Hot-water heaters, Boilers, Stove/oven, refrigerator, washer/dyer, and **All Gas appliances must have the BTU Rating**

**Exhaust Fans**

**Unvented Room Heaters are prohibited**

**Fireplace and Room heaters: Show hearth requirements as per code**

**Installer Letter from heating system:** The Letter must certify the duct system meets the Code and the Heat Loss Calculations. Provide to the building department before Rough in inspections.

#### **WINDOWS:**

Every **habitable room** is required to have window area equal to 8% of floor area.

**Ventilation** should be 4% of floor area.

Every **sleeping area** requires one (1) opening with a minimum net opening of 5.7 sq. ft., minimum height opening of 24" and minimum width opening of 20".

#### **STAIRS-RESIDENTIAL:**

Must be minimum of 36" wide with a maximum rise of 7-3/4" and minimum run of 10".

**Headroom** clearance must be 6'8".

**Guardrails** must be 36" high and designed so that a 4" sphere cannot pass through the pattern.

**Handrails:** Minimum height 34", Maximum height 38"

#### **VENTING:**

Attic spaces must be vented, usually by venting at eaves, louvered vents at gable ends and at the ridge cap.

#### **SMOKE DETECTORS:**

Install smoke detectors in each sleeping area and other areas as designated per the 2015 International Residential Code, Section R317.

#### **Carbon Monoxide Detectors:**

Install Carbon Monoxide detectors outside of each separate sleeping area in the immediate vicinity of the bedrooms. Combination Smoke Detector and Carbon Monoxide Alarms are permitted. See note on page 11



## **RESIDENTIAL (1 & 2 FAMILY DWELLINGS) PLAN SUBMISSION REQUIREMENTS:**

**SITE PLAN (PILC)** must be scale 1" = 20'. 0", Purposed Improvements Location Certificate from a Colorado Licensed Surveyor, signed original no bigger than 8½" x 14" in size. (2) Complete set of plans to include all **elevations – properties with steep slopes (≥ 20%) shall show grade to match site plan contours, drainage plan, floor plan, foundation details, structural details, radon mitigation details, mechanical details, energy code details and calculations, and exterior lighting** needs to meet our "Outdoor Lighting Regulations".

**PLANS:** **Two (2) paper** copies of the project plan (drawings) and specifications are required. Required drawings shall be presented on substantial **paper NO SMALLER** than 11" x 17" that is suitable for reproduction and in sufficient detail to clearly indicate the scope of the project and at a minimum ¼" = 1' scale. In the lower righthand corner of each page shall appear the legal description of the property and the name and address of the person preparing the drawings and the Owners name. Plans and Specifications may be required to be prepared by a qualified Architect or Engineer licensed by the State of Colorado. **One (1) set** retained for the files of the Building Department, **one (1) set will be returned to the applicant, keep with the Building Permit in a weatherproof packet on the job site in a place that is easily available for the Building Inspector. This set must remain on the job site until the project is completed.**

### **ANY ALTERNATIVE METHODS OF CONSTRUCTION OR METAL BUILDINGS MUST BE ENGINEERED AND WET STAMPED**

Required drawings on substantial paper that is suitable for reproduction and in sufficient detail to clearly indicate the scope of the project. In the lower right corner of each page shall appear the legal description of the property and the name and address of the person preparing the drawings. Contact the office about electronic format of plans.

**SPECS:** Two (2) sets of written specifications of the work to be performed, methods of construction to be used and materials planned for use in the project shall be provided. (Exception: If specifications in sufficient detail are written in the drawings, they need not be submitted separately. The decision will be left up to the Building Department) engineering details, stress diagrams, computations and the like to show correctness of the plans and designs therein **may** be required at the discretion of the Building Department. Special attention to snow load designs must be made. Adopted snow loads for Archuleta County range from 45 lbs. psf minimum to 65 lbs. psf minimum depending on the location. However, we recommended that you base your snow load on the elevation of your building site. Check with the Building Department for the specific location.

**AMENDED CONSTRUCTION DOCUMENTS:** If, during the progress of the construction of the project, changes in the construction methods, materials and/or designs are made or requested to be made, written approval of said change must be obtained from the Building Department **BEFORE IT TAKES PLACE**. Failure to comply with this regulation could result in cease of the work until the change has been approved and inspected by this Department.

**PLEASE NOTE:** the owner or builder will be required to make an appointment with the building inspector and bring the original approved plans marked in blue or black ink clouded where changes have been made or plans with changes and the original set of approved plans. You may also drop off the above-mentioned documentation for review.

### **PERMIT EXPIRATION:**

Every permit issued by the Building Department under the provisions of this code shall expire by limitation and become null and void if there is not an Archuleta County Building inspection of record commenced within the first **180 days (6 months) (this does not include dirt work)** of the issue date. Owner and/or contractor is responsible for keeping the permit current. Once there is an inspection of record, the permit is good for one (1) year from the issued date. If the permit expires the owner and/or contractor understands that they will need to resubmit plans and /or any required documents to meet the current codes Archuleta County has adopted at the time of the new submittal.



The Building Department may extend the permit for an additional year, with an additional fee of **\$200.00**, if the permit has not expired, for a period not exceeding 360 days per the Building Official's discretion provided the permit has not expired.

Permits that have expired and/or a cloud of title letter has been recorded will need to submit for a new permit and meet the current codes Archuleta County has adopted at the time of the new submittal per the Building Official's discretion.

## **INSPECTION REQUESTS: (970)-264-1390**

**FIELD INSPECTIONS:** The owner is responsible for obtaining all required inspections. The Codes require that the following minimum inspections of the work in progress be made:

**Radon: Will be inspected at the foundation, framing, and final.**

**\*\*\*In-floor Heating System Pressure Testing Required\*\*\***

- (1) **Footing**, forms in place with tied steel in place prior to the pouring of concrete
- (2) **Foundation**, if block foundation is used, block must be in place with Dur-a-wall in place and voids slushed and steel in voids. If wood foundation, all walls standing and waterproofed; if the inspection is scheduled and the project is not ready a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**
- (3) **Rough mechanical and framing**, roofs and walls; both the rough electric and plumbing **must be inspected by the state electrical and plumbing inspectors prior to** requesting the rough framing inspection from the building department; if the inspection is scheduled and the project is not ready a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**
- (4) **Insulation inspection** before covering with drywall and window stickers inspected to see if the energy code requirement is met according to the plans. If the inspection is scheduled and the project is not ready, a re-inspection fee may be assessed at **\$50.00 per hour paid in advance before rescheduling.**
- (5) **Final inspections**, structure complete, site cleaning and grading; the final electric, plumbing, **must be inspected by the state electrical, plumbing and individual sewage the state sewage inspectors**, access approval and right of way permits **must be inspected by the County Road & Bridge Department** prior to requesting the final inspection from the building department.

**INSPECTION REQUESTS REQUIRE 24 HOURS NOTICE Or More FOR FOOTING AND STEM WALL INSPECTIONS and will be done as quickly as possible. No one is allowed to pour concrete without an inspection for any reason. YOU ARE REQUIRED TO BE 90% READY FOR THE INSPECTION AT THE TIME THE INSPECTION IS REQUESTED.**

**MECHANICAL, FRAMING, INSULATION, AND FINAL INSPECTION ARE SCHEDULED as quickly as possible depending on inspector workload. No work beyond required inspection will be allowed until the inspection has been passed.**

**THE ISSUED HARD CARD IS TO BE POSTED WITH THE SET OF APPROVED PLANS IN A WATERPROOF CONTAINER AT THE CONSTRUCTION SITE WHEN INSPECTIONS ARE REQUESTED. THE ADDRESS SIGN IS TO BE POSTED AT THE DRIVEWAY ENTRANCE BACK FAR ENOUGH SO PLOWS DO NOT HIT THE POST.**

**CERTIFICATE OF OCCUPANCY/USE:** A certificate of occupancy will be issued to the owner of the project only after a final inspection of the work in the company of the Contractor or Owner (or authorized agents thereof) and when the construction site has been cleaned of debris and/or waste, construction materials and equipment to the satisfaction of this Department. **Certificate of Occupancy** will be issued for R-3 (Single Family Dwellings.) No **Certificates of Occupancy** will be issued for Garages, Storage Units, Fences, etc.

**OCCUPANCY OF THE STRUCTURE SHALL NOT TAKE PLACE UNTIL A CERTIFICATE OF OCCUPANCY or USE HAS BEEN ISSUED. A FINE OF \$100.00 per DAY WILL BE ASSESSED IF OCCUPANCY OCCURS BEFORE A FINAL INSPECTION FOR HAS BEEN APPROVED.** The Department may, at its discretion, issue a **Temporary Certificate of Occupancy For a fee of \$ 200.00**, good only under the conditions stated thereon, and for the time period specified

**For State electric and plumbing permits, you can go on line to:**

Colorado Department of Regulatory Agencies/Electrical Board

[www.dora.state.co.us/electrical](http://www.dora.state.co.us/electrical)

Colorado Department of Regulatory Agencies/Plumbing Board

[www.dora.state.co.us/plumbing](http://www.dora.state.co.us/plumbing)

**The State phone number for more information is 303-894-2985**

**The local inspectors contact information is as follows:**

Electrical Inspector — Kelly Stockwell..... 303-869-3463

Plumbing & Gas Inspector – Timothy McAvoy ..... 303-869-3468

**WATER WELL PERMIT information, water rights, and other water issues contact.**

Colorado Division of Water Resources ..... 970-731-2931

46 Eaton Dr, PO Box 3604 Pagosa Springs, CO 81147

Durango Office ..... 970-247-1845

Website for more information [www.water.state.co.us](http://www.water.state.co.us)

**Easements for Irrigation Ditches**

For properties with irrigation ditch easements written permission must be obtained from the applicable ditch owner and provided to the Building Department at permit submittal. In addition, the ditch easement should show on the **PILC** for the project, *if staff finds an existing easement that is not shown on the PILC, the PILC might be rejected.*

**IF YOU ARE PLANNING TO BUILD A POND**

**Pursuant to Colorado Revised Statute 37-87-125 (1984)**

10 days prior to the construction of a non-jurisdictional dam (1), a notice of intent to construct must be filed with the Division Engineer, Colorado Division of Water Resources. For assistance please contact: Water Commissioner Division of Water Resources (1) Vertical height is 10 feet or less at the longitudinal centerline of dam from lowest point of ground surface to crest of spillway, or 20 surface acres or less at high water line, or dam impounds 100 acre feet or less of water.

**\*\*Note\*\***

As of 7/1/09 **All** new construction mobile homes, modular homes, remodels, sold homes and rental properties that have a change in tenant now will require a carbon monoxide detectors within 15 feet of all bedrooms or rooms used lawfully for sleeping purposes if the home has:

- 1) A fuel-burning heater or appliance
- 2) A fireplace and /or
- 3) An attached garage

According to Colorado law 1091, Carbon Monoxide alarms must be installed in one of the following ways:

- Wired directly into the home’s electrical system
- Directly plugged into an electrical outlet ( that is not on a switch other than a circuit breaker)
- Any battery powered alarm can be attached to the wall or ceiling of the home.

Alarms installed in this manner must comply with the National Fire Protection Association standard 720, or any successor standard for the operation and installation of carbon monoxide alarms.

**Remember all of the items listed below are required to submit for a building permit Complete Application**

**2 Sets of Complete Plans** to include a radon mitigation plan for living space.

**Proposed Improvement Location Survey (PILC)**

Floodplain determination and analysis / Surveyor letter / Elevation Certificate and Approved Floodplain Permit is needed with the ILC near rivers, creeks, and waterways. Irrigation Ditches and written permission from ditch owner must be submitted as well.

**Letter of approval from the architectural control committee**  
**Access & Right of Way Approval from County Road & Bridge Department**  
**Copy of San Juan Basin Health for On-site Wastewater Treatment System**  
**Proof of ownership of Property (copy of Tax Receipt)**  
**Airport Influence Area / AVIGATION Easement**  
**Permit fees paid in full.**

**FOR YOUR PROTECTION BE SURE YOUR PROJECT IS ADEQUATELY INSURED WITH WORKERS' COMPENSATION AND LIABILITY INSURANCE!**

**CALL BEFORE YOU DIG! UTILITY LINE LOCATES!**  
**1-800-922-1987 or 811**  
 (You can also contact each utility for line locates)

- |   |                       |
|---|-----------------------|
| <b>LA PLATA ELECTRIC</b><br>603 South 8th Street<br>Pagosa Springs, CO 81147  | <b>970-247-5786</b>   |
| <b>BLACK HILLS</b> (Natural Gas)  | <b>1-800-563-0012</b> |
| <b>CENTURY LINK</b><br>Division Office<br>LaJunta, CO.  | <b>1-800-261-7649</b> |
| <b>PAGOSA AREA WATER &amp; SANITATION DISTRICT</b><br>(Water and Wastewater)<br>100 Lyn Avenue (off Lake Forest Circle)<br>Pagosa Springs, CO 81147 | <b>970-731-2691</b>   |
| <b>PAGOSA SPRINGS SANITATION DISTRICT</b><br>(Wastewater)<br>Town Hall, Pagosa Springs  | <b>970-264-4151</b>   |
| <b>Zito Media</b><br>56 Talisman Dr. # 2<br>Pagosa Springs, CO. 81147   | <b>970-731-2211</b>   |

Email: [building@archuletacounty.org](mailto:building@archuletacounty.org)

**Contact Information:**

**Archuleta County Building Department**  
**1122 HWY 84**  
**P.O. Box 1507**  
**Pagosa Springs, CO. 81147**  
**Phone: (970) 264-1390**  
**Fax: (970) 264-3338**

**Links:**

**San Juan Basin Health**  
[www.susie@sjbhd.org](http://www.susie@sjbhd.org)

**Colorado Division of Water Resources**  
[www.water.state.co.us](http://www.water.state.co.us)

Metro District / POA	Contact	Address	Phone
Alpha Rock Ridge Metro District Driveways / Roads	c/o Gary Landsdale, Chairman	1 Alpha Drive Pagosa Springs, CO 81147	505-486-1437
* ALPHA POA Architecture Committee	C/O Dave Minkel <a href="mailto:Aca.of.alpha@gmail.com">Aca.of.alpha@gmail.com</a>	PO Box 2634 Pagosa Springs, CO 81147	623-882-6834
* Alpine Lakes ALRPOA	Additions not approval needed	PO Box 3792 Pagosa Springs, CO 81147	

Aspen Springs Metro District Driveways / Roads	Carey Brown	PO Box 488 Pagosa Springs, CO	970-731-5656
*Blue Lake Estates	Berry Wheelless	141 W Blue Lake Dr. Pagosa Springs, CO 81147	970-264-0644
* Colo. Timber Ridge POA	Website: CTRHOA.org. under "Rules and Governance"	P O Box 5436, Pagosa Springs, CO 81147	
*Continental Divide Ranch POA	AREM Property Management INC arem@arempm.com	1201 Main Ave. Suite 103 Durango, CO 81301	970-247-8299
* Crowley Ranch Reserve POA		PO Box 267 Chromo, CO 81128	
*Eaton Pagosa Estates	Desi Dundics, President ddundics@equipment-links.com	PO Box 2272 Pagosa Springs, CO 81147	702-526-6576
* Echo Canyon Ranch	Board or Directors, ECR ECRA President	PO Box 2031 Pagosa Springs, CO 81147	ecrapres@gmail.com
* Elk Park	Unknown		
* Holiday Acres POA holidayacres.org	Lawrence (Larry) Dick holidayacres@centurytel.net	PO Box 2705 Pagosa Springs, CO 81147	970-264-6919
* Hidden Valley LP Design Review Committee	JR Ford	PO Box 4490 Pagosa Springs, CO 81147	
Loma Linda Metro District	Roads, Parks, Rec.	P O Box 3932, Pagosa Springs, CO 81147	
* Loma Linda Property Owners Association	Bill Trimarco	PO Box 1139, Pagosa Springs, CO 81147	970-264-0430
*Oak Hill Ranches HOA	Marilynn Bunch Janet Miller Susanne Bryant	<a href="mailto:MarilynnBunch@gmail.com">MarilynnBunch@gmail.com</a> <a href="mailto:rjsHigherGround@yahoo.com">rjsHigherGround@yahoo.com</a> <a href="mailto:SusanneFBryant@yahoo.com">SusanneFBryant@yahoo.com</a>	970-731-0951 970-731-2092 970-731-0286
*Pagosa Hills Property Owners Association	Mark Thompson, President mthompson@pagosa.k12.co.us	PO Box 1172, Pagosa Springs, Co 81147	970-264-6318
* Pagosa Lakes Property Owners Association <b>PLPOA</b>		230 Port Ave., Pagosa Springs, CO 81147	970-731-5635
*Park Meadows HOA	Andy Lawson, President	<a href="mailto:604lawson@gmail.com">604lawson@gmail.com</a>	806-559-9689
Piedra Park Metro Improvement District		PO Box 1609, Arboles, CO 81121-1609	
Powder Horn HOA	Mark Jungemann 317-285-8157	PO Box 2851 Pagosa Springs, CO 81147	Jack Abels 970-946-9114
*Reserve at Pagosa Peak	Jeff Papple 188 S 7 <sup>th</sup> Street	PO Box 4792 Pagosa Springs, CO 81147	970-264-7008 Fax 970-264-7009
Rio Blanco Valley POA		PO Box 763, Pagosa Springs, CO 81147	
San Juan River Resort (Village) Metro District		PO Box 5551 Pagosa Springs, CO 81147	970-264-1719
* San Juan River Resort (Village) HOA	Jeff Hester	304 Harman Ave Pagosa Springs, CO 81147	970-264-0002
* Spring Valley Ranch HOA	Marvin L. Johnson	PO Box 130 Chromo CO 81128	970-264-0486
*Teyuakan P-2 POA	Gerry Kmack	913 Roush Dr. Pagosa Springs, CO81147	
*Teyuakan P-1 POA	Bruce Wilke	<a href="mailto:b-wilke@swbell.net">b-wilke@swbell.net</a>	214-361-7789 970-731-6160

\* These Associations have Design or Architectural control committee that need letter for submittal \*