



# Town of Bayfield

1199 Bayfield Parkway  
P.O. Box 80  
Bayfield, CO 81122  
970-884-9544

## Building Permit Process

Single Family Residential, Duplex, Accessory Dwelling Unit  
New Construction, Remodel, Addition and Out Buildings

### Plan Submittal

Applicants must submit the following items when applying for a building permit:

1. Two sets of building plans including a site plan and drainage plan. (three sets will be needed for multi-family homes)

*Town Hall will keep one set of plans in house until 90 days after occupancy has been granted. The second set of plans will be returned to the applicant when the building permit is issued. This set of plans will need to remain on the project site at all times.*

2. A signed & dated copy of the drainage letter

*The drainage letter documents how drainage needs to flow. Signing of the letter acknowledges that the applicant understands these standards of drainage flow. The drainage must flow away from the property but cannot flow onto any other private property. The signing of this letter is an implied contract that the builder will make sure that the drainage works and does not affect any other properties.*

3. The building permit application
  - a. Application form
  - b. IECC certificate
  - c. Plumber registration
  - d. Permit process acknowledgement
  - e. Sewer tap application
  - f. Water tap application

*All building permit application forms must to be completely filled out and signed. The building permit process document outlines requirements and inspections for the Town. Builders, plumbers, and contractors doing work in Town limits must have a current Town of Bayfield business license.*

4. The building permit deposit

<i>Single Family Residences—new construction</i>	<i>\$300.00</i>
<i>Duplex—new construction</i>	<i>\$300.00</i>
<i>Accessory Dwelling Units (ADU)</i>	<i>\$150.00</i>
<i>Garages, Accessory Buildings, &amp; Remodels</i>	<i>\$150.00</i>

*This fee is non-refundable. This deposit covers the plan review of the building permit plans by the building inspector. The deposit amount will be deducted from the total building permit fee at time of issuance.*

## Review Process

Once the plans are submitted, they will be reviewed by the following:

1. The Land Use Administrator will review the Site Plan for set-back dimensions, drainage, parking, and compliance with zoning requirements.

Please make sure plans include the following items to be reviewed by the Land Use Administrator.

- Size and shape of the lot
- Property lines with dimensions
- All buildings and structures
- Distances between the buildings/structures and the property lines
- Streets and alleys—document traffic flow
- Indicate the North direction
- Drainage plan indicating site drainage
- Scale

2. The Building Inspector will review the plans to ensure compliance with 2015 International Building Code (IBC) requirements.

Plans must include the following:

- Floor plans (specify windows, including type, sizes, and manufacturer)
- Building elevations
- Cross sections (the more construction details shown will speed up the review process)
- Foundation plan (please scale & dimension)
- Foundation ventilation
- Foundation details (sections of stem walls, piers, interior footings, & other foundation design components)
- Floor framing plan(s) (show or call out floor joints, beams, columns and their connection. or show the connections in detail.)
- Roof framing and ventilation plan (include details as above)
- Wall sections (show and call out all wall components)

The Building Inspector may require additional information to the plan drawings in a code review list. The more complete the submitted set of plans, the quicker and less expensive the process will be. Plans must detail exactly what is to be constructed. Please avoid using white-out or red-lining the plans. Please redraw any corrections and submit a new site plan.

All installation of building components and materials must be installed according to 2015 Building Code Requirements and the manufacturers installation procedures.

3. The Fire Inspector will review the plans to make sure that the plans meet IFC 2015 requirements (*this applies only to multi-family dwellings*)
4. The Town Engineer will review the grading and drainage plan and the utility plan (*this applies only to multi-family dwellings*).

Plans may be returned for corrections if deficiencies are found at any stage of review.

The plan review process generally takes 10–14 days if no corrections to the plans are required. The applicant will be notified when the building permit is ready to be picked up at Town Hall.

### **Before Issuance of the Building Permit**

All new residential homes are required to pay a School Impact Fee to Bayfield School District Administration at 24 Clover Drive, Bayfield. Bayfield School District only accepts cash or money orders, no personal or business checks or credit cards.

### **THE TOWN MUST HAVE A COPY OF THE SCHOOL DISTRICT RECEIPT TO ISSUE ANY NEW RESIDENTIAL BUILDING PERMITS**

Prior to the issuance of the building permit, the following fees must be paid in full:

1. Building Permit Fees

Single Family and Duplex	\$1.16 per square foot
Garages (attached or detached), Utility Room, Out Structures	\$0.50 per square foot
Accessory Dwelling Unit	\$0.65 per square foot

2. Water Plant Investment Fee. Each single-family dwelling unit requires a water tap fee.

3. Sewer Plant Investment Fee and installation review fee. Each single-family dwelling unit requires a sewer tap.

4. Park Impact Fee. Each single-family dwelling unit is subject to the park impact fee.

5. School Impact Fee receipt from Bayfield School District.

*Please remember, the Town **will not** issue a building permit without the receipt from Bayfield School District documenting payment of the School Impact Fee.*

**One set of building plans will be returned to the applicant. The inspector requires these approved plans and a copy of the building permit be on-site at all times.**

### **Cancellation of a Building Permit**

If an applicant wishes to cancel a building permit once it has been issued, the process is as follows:

- The applicant is entitled to a refund for the building permit amount less the Building Inspector's plan review costs incurred and 10% of the permit fee for administration costs incurred. Refunds shall not be more than 80% of the Permit Fee. The refund may be credited toward another building permit or the applicant may request a refund check.
- Water Tap, Sewer Tap, and Park Impact Fees are non-refundable and non-transferable.

**Site Plan Improvement Location Certificate Requirements**

Per Town of Bayfield Ordinance #406: Building Permit Applicants must provide a Site Plan Improvement Location Certificate (ILC) to the Building Inspector **prior** to pouring footers for the building foundation.

*106.2.5 Site Plan Improvement Location Certificate. The Building Official shall be provided with and shall review an Improvement Location Certificate prepared by a licensed Colorado surveyor for the property upon which any improvements are to be made following the inspection of the footing and foundation excavation and forms as described in section 109.3.1. No installation of any concrete for the structure shall be completed by any person until the Building Official has reviewed the Improvement Location Certificate to determine that the location of the structures in compliance with the Town's Land Use Code and Building Codes. The Improvement Location Certificate to be submitted shall show the exterior boundaries of the lot, the location of the footers and foundation prior to the installation of the concrete and any other encroachments that would impact the proposed improvements.*

*109.3.1.5 The Building Official shall inspect and approve the Improvement Location Certificate required by section 106.2.5 prior to the installation of any concrete footer or foundation or any other permanent improvements on the property.*

**Monthly, Miscellaneous, and Reimbursable Fees**

**Monthly Fees**

After tap fees have been paid and the building permit has been issued, the applicant will begin receiving a monthly water and sewer bill. Water and sewer user fees may be billed at half rate until services are connected. This bill will have to be current before the Certificate of Occupancy will be released for the property.

**Reimbursable Fees**

If the Town of Bayfield should incur any engineering, surveying, legal or other professional fees associated with the building permit project, these fees must be reimbursed to the Town by the applicant.

**Miscellaneous Inspection Fees**

Re-inspection fee (this fee must be paid in advance of re-inspection)	\$140.00/hour (min 1 hr)
Additional plan review for changes to approved plans	\$140.00/hour (min 1 hr)
Building code or land use code violation investigation	\$140.00/hour (min 1 hr)
Pre-Building Permit Inspection/Consultation Services	\$140.00/hour (min 1 hr)

## **Construction Requirements**

### **Materials Located In Right-Of-Way**

All dirt, sand, or any type of construction material must be located in such a way as to comply with the following requirements:

1. If a sidewalk has been constructed on the property, all construction material must be located at least 4 ft from back of curb to allow for pedestrian passage through the property.
2. If a sidewalk does exist, construction material must be placed behind the sidewalk. No construction material will be allowed on the sidewalk.
3. If a sidewalk is damaged during construction, the builder/owner will be responsible for the replacement of the damaged section.

### **Address Sign**

The Town of Bayfield requires each contractor or post the address at all construction sites.

*Temporary address sign:* All construction sites shall post a temporary address sign in a conspicuous place on the premises. The temporary sign shall remain in place until the permanent sign is installed.

### **Construction Refuse**

The Town of Bayfield requires each contractor to provide a container for the collection of construction debris and trash. Such container shall be adequate size to contain any debris generated in the construction process. The contractor shall regularly retrieve any and all debris and trash generated at the construction site which has blown, dropped, floated, dumped or carried onto any adjacent property or Town right-of-way. The contractor shall be responsible for the removal of any dirt or mud, which has been introduced onto a Town street caused by such construction. These containers need to be located on the construction site and should not be located in the public right-of-way or on Town streets.

### **Construction Equipment**

All construction equipment (i.e., job site trailers, vehicles, heavy equipment) shall be off the Town streets from 10 p.m. to 7 a.m. for street maintenance such as snow plowing and street sweeping.

***Failure to comply with these construction requirements could result in fines being imposed or deposits being required for subsequent building permits issued to the applicant.***

### **Building Inspections Required**

The following items require building inspections:

- Footings/piers
- Stem walls
- Monolithic pours
- Footings in slabs
- Under slab plumbing
- Rough-in plumbing
- Plumbing tests
- Rough-in mechanical
- Rough-in framing
- Shear wall nailing
- Gas line with test
- Final inspections by building inspector, state electrical inspector, plumbing inspector, and Public Works for certificate of occupancy

For all building inspections please contact the Town of Bayfield's Building Inspector Dan Naiman 970-903-4002. Advanced notice of 24–48 hrs is appreciated.

Please note that all plumbers must be licensed and registered with the State of Colorado. A journeyman must be present and in charge of all plumbing work.

### **Electrical Inspections**

Electrical permits and inspections are handled by the State of Colorado Electrical Board, 970-249-1300. Please note that all electricians must be licensed and registered with the State of Colorado.

### **Water & Sewer Inspections**

Water and sewer inspections are performed by the Town of Bayfield Public Works Department.

Prior to uncovering any pipes, building applicants must call Town Hall to set up water and sewer inspections. Once an inspection date has been confirmed, the trenches can be dug for the water and sewer lines. This ensures that lines are not exposed to the elements in the event that Public Works is unavailable to inspect.

The Town of Bayfield Public Works Department installs **ALL** water meters for building applicants. **Please refer to the meter setting instructions enclosed in the packet for detailed information on this process.** Inspections and meter installations require 48-hour notice to schedule installation. Please call Town Hall by noon (12:00 pm) two (2) business days prior to desired date of installation.

**Once the water meter has been installed, the building permit applicant will receive an invoice for the water meter installation and supplies. *This invoice is in addition to the water tap fees.* Actual costs depend on parts, service, and labor required to installing the water meter. This invoice must be paid before the Certificate of Occupancy will be released or water services turned on for the property.**

### **Certificate of Occupancy**

When all work is completed, builders shall schedule final inspections with Town building inspector, plumbing inspector, Public Works department, and with the State electrical inspector. Once final inspections are submitted to Town Hall and all outstanding fees and billings are paid, Town will issue a Certificate of Occupancy.

For any questions regarding the building permit process please contact Town Hall, 970-884-9544.

## **Building Permit Process Acknowledgement**

**Please sign and date the acknowledgement of understanding below and return it to Town Hall with submittal of the building permit packet.**

### **Acknowledgement of Understanding**

I, \_\_\_\_\_, hereby acknowledge that I have read the building process and all the information in the building permit packet (including fees associated with obtaining a building permit). I also understand that all engineering, survey, legal or other professional fees incurred by the Town of Bayfield regarding the above referenced project will be invoiced to me for reimbursement. I hereby agree to pay these fees in a timely manner. I also understand that if these fees are not paid, I could be subject to appropriate actions taken by the Town to collect these fees.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Building Permit Number