

# Building Permit Commercial Routing Sheet

To Be Completed By The Applicant:

**Applicant Name:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Lot #** \_\_\_\_\_

**Address Of Project:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

For Office Use Only:

<b>Submittal</b>	<b>Date Received</b>	<b>Staff Initial</b>	<b>Deposit Amount</b>
Building Permit Application			
Four (4) Sets of Plans			
Signed Checklist			
Permit Application Deposit			

<b>Town Staff</b>	<b>Date</b>	<b>Staff Initial</b>	<b>Amount Due</b>
Site Plan/Drainage			
Meets Setback Requirements			
Meets Code Requirements			
Meets Land Use Designation			
Staff Review Fee			<b>\$25.00</b>

<b>Building Inspector</b>	<b>Date</b>	<b>Staff Initial</b>	<b>Amount Due</b>
Called For Pick-Up			
Plans Picked Up			
Received Comment Letter			
Authorization To Issue Permit			
Building Permit Fee			

<b>Town Engineer</b>	<b>Date</b>	<b>Staff Initial</b>	<b>Amount Due</b>
Building Permit Mailed			
Received Comment Letter			
Authorization To Issue Permit			

<b>Fire Marshal</b>	<b>Date</b>	<b>Staff Initial</b>	<b>Amount Due</b>
Called For Pick-Up			
Plans Picked Up			
Received Comment Letter			
Authorization To Issue Permit			

**Total Amount Paid By Applicant**

**Building Permit Number**

**Date Issued**





# Town of Bayfield

1199 US Highway 160B  
P.O. Box 80  
Bayfield, CO 81122

## Checklist For Commercial Building Plans Basic Submittal Requirements

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

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

- **Submittal Documents Required:**
  - ❖ Completed & Signed Building Permit
  - ❖ 4 sets of bound black or blue line engineered plans
    - 1/8" - 1/4" scale minimum
    - 18" x 24" size minimum
    - Name & Address Of Project On All Pages
  - ❖ 4 copies of the Site/Development Plan
  - ❖ 4 copies of the drainage plan
  - ❖ 4 copies of the grading & utility plan
  - ❖ Building Permit Deposit Fee
- **Site/Development Plan** (Per Town Planner Detailed Review Information)
  - Show setbacks, property lines, parking spaces, out buildings, outdoor lighting, access, etc.
- **Cover Sheet**
  - Plan index, code edition, job title, plan preparer, owner, address of job site
  - Square feet of building according to use & occupant load (base on IBC)
- **Improvement Plans**
  - Landscaping, sewer, water, grading & paving plans
- **Floor Plan**
  - Show all architectural, fire & life safety requirements
- **Elevation View**
  - Show all sides of the building or structure
  - Show existing & proposed grade
- **Section Views**
  - Show view & details of all structural members
  - Labels all framing members & show details of connections
- **Electrical Plan**
  - Plan view showing outlets, lights & circuits
  - Panel schedule with circuits, over current devices & wire sizes
  - Submit load calculations & service size
- **Plumbing Plan**
  - Plan view showing layout of fixture, DWV, water/gas pipe
  - Fixture schedule, gas/water pip sizing calculation
- **Mechanical Plan**
  - Plan & layout of duct work
  - Equipment schedule, BTU rating, fuel source, location
  - Combustion/relief air & exhaust ventilation sizes
- **Framing Plan**

- Plan view of structural components: beams, trusses, headers & connection detail
- Size, spacing, species, & grade of materials

○ **Foundation Plan**

- Plan view of foundation dimensioned layout
- Details of footing size, reinforcement, anchors, hold downs
- Footing & wall schedule, details of reinforcement

○ **Retaining Wall**

- Engineering required if over 4', measured from bottom of footing, or any wall height with applied surcharge loads.
- Engineering calculations required.

○ **Soil Analysis**

- Soil report required for every site
- Report must relate to foundation design
- If report is over 1 year old, provide state that conditions have not changed from engineer.

○ **Fire Sprinklers**

- Are they required by IBC? IFC?
  - If so, provide hydraulic calculations & sprinkler detail.
- Note that backflow prevention is required on fire service lines per the fire code & the plumbing code.

○ **Kitchen Hoods**

- Submit 2 sets of drawing for fire suppression system.
- Must be UL listed and meet requirements of IBC, IMC, & IFC

○ **Outdoor Lighting Plan**

○ **Special Inspection Agreement** (Required For The Following Items)

- Post tensioned slab
- Concrete greater than 2500 psi
- Slender Masonry
- Field Welding
- High-Strength Bolts
- Other as specified by engineer

These must be submitted at plan review stage

○ **Hazardous Materials**

- Submit MSDS list
- HMIS & HMMP as required by the Fire Code

○ **Health Department**

- Submit San Juan Basin Health Approval (if required)

## Acknowledgement Of Understanding

I, \_\_\_\_\_, hereby acknowledge that I have read the commercial building process & all the information included in the building permit packet (this includes all fees associated with obtaining a commercial 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



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## Town Planner Requirements

This checklist contains the standard information required on the commercial site plan for construction projects. For additional information, please contact the Town Planning Department @ 970-884-9544.

### Site Plans requirements are as follows:

(1" = 20' – 0" or 1" = 30' scale recommended)

- Show the size and shape of the lot
- Identify the property lines with dimensions
- Show all buildings and structures
- Provide the distances between the buildings/structures and to the property lines
- Show the streets and alleys - document traffic flow
- Indicate the North direction
- Show the parking space (standard and accessible) and provide parking calculations
- Show all utilities (if applicable)
- Provide accessibility routes including ramps as required
- Landscaping (this can be provided in a separate plat)
- Document the height of the building
- Outdoor Lighting Plan (must meet the Bayfield Land Use Code regulations)

*Bayfield Land Use Code 7.9(7)C.c.*

*Any lights provided to illuminate any public parking area, semi-public area, or car sales area, permitted by this code will be so arranged as to reflect the light away from any premise upon which a dwelling unit is located. All lighting on poles or attached to structures shall be no higher than twenty feet (20) and all light emanating from such shall be cast downwards ( Full Cut-Off). Municipal street lighting is exempt from this requirement.*



# *Town of Bayfield*

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## **Building Inspector Requirements**

This checklist contains the standard information required on plans for submittal for commercial construction projects. For additional information, please contact the Building Inspection Department.

Plan reviews expire after 180 days of inactivity.

### **Commercial Building Application**

The Application must be completely filled out. Incomplete applications will not be accepted. Please make sure that the application is signed & dated. The person who signs the application will be the contact person for the entire project. Please note that only this person will be contacted for review comments and miscellaneous information

### **Description of Work**

Complete description of the scope of work including but not limited to:

- New Building (Restaurant, Admin/Bus Offices, etc.)
- New Shell Building
- Addition
- Interior Remodel
- Tenant Finish-Out
- Exterior Remodel
- Miscellaneous
- Owner's name & number
- General Contractor's name & number

### **Floor Plan**

(1/4" = 1'0" or 1/8" = 1'0" scale recommended)

Sealed by an architect/State of Colorado (if applicable)

- Provide a building information block containing;
- Occupancy
- Type of construction
- Square footage (of each building/tenant space)
- Sprinklers/Yes or No
- Fire alarms/Yes or No
- Emergency lighting/ Yes or No
- Number of exits required
- Exits provided
- Number of floors in the building
- Floor number and suite on which work is being performed
- Show complete floor layout including equipment and process description (key floor plan).

- Identify the use of each room
- Show all doors and windows and state the size of each
- Show the complete exiting system
- Provide a wall schedule to identifying walls to be demolished, new/existing, bearing/nonbearing, and different height walls
  - Provide dimensions of rooms, corridors, doors, etc.
  - State the occupancy classification of the adjoining suites
  - Show accessibility information to include:
    - The location of the accessible restroom facilities
    - The location of elevators (if applicable)
    - For remodels and alterations: if the route is not entirely accessible provide documentation showing cost of providing accessible route is at least 20% of the alteration cost.

### **Plumbing Plan**

(1/4" = 1'0" or 1/8" = 1'0" scale recommended)

Sealed by an engineer/State of Colorado (if applicable)

The following are standard requirements for plumbing plans, additional requirements for Medical facilities, veterinarian clinics, animal shelters, schools, special chemical waste or industrial waste that would be involved with a drainage system, swimming pools are not listed. Please contact a Plumbing Review Specialist for additional requirements.

- Provide complete floor plan showing restrooms, water closets, sinks, lavatories
- Plumbing layout identifying all drain inlets or water outlets
- Provide drain, waste and vent riser diagram
- Provide a water riser diagram
- Provide a gas riser diagram
- State the total developed length of pipe from meter to furthest appliance
- State the total BTU/CFH rating of all appliances on the system
- State the BTU/CFH rating of each appliance
- State the size of pipe for each section of the system
- State the UPC table number used to size the pipe
- State the type of pipe used for the system
- Provide water fixture unit count
- Total water fixture unit count of existing tenant spaces that are supplied from the same water meter
- Water meter size and water service line size
- Utility site plan (new construction)
- Roof storm drainage riser diagram and total square feet of area drained (roof plan and gutter system if applicable) – new construction
- Wastewater tap and water meter receipts
- All construction requiring backflow preventers shall include type, elevation detail and freeze protection if needed.

ADDITIONAL REQUIREMENTS for ALL food oriented and/or drinking establishments (for establishments where food is prepared, processed, packaged, stored, or served):

- Provide San Juan Basin Health Department approval letter.
- Provide a letter detailing the appropriate size and type of grease trap.

### **Medical Gas Plumbing Plan**

(1/4" = 1"-0" scale)

- Architectural Plans

- Site Utility Plan for projects that include medical gas storage in separate buildings or on site.
- Medical gas floor plan
- Include total number of outlets and inlets for proposed project
- Include the total number of systems, i.e. 1 or 2 separate systems on a given system and so forth.
- Medical Gas Riser Diagrams for all medical gas and vacuum systems

### **Electrical Plan**

Sealed by an engineer/State of Colorado (if applicable)

- Provide lighting floor plan (1/4"=1'-0" scale, if applicable)
- Provide power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated – 1/4"=1'-0" scale if applicable)
- Show the location of electric panels (new and existing)
- Show the location of each sub panel and sizes of feeders
- Provide service load calculation for new and upgraded service
- Com-Check 2000 IECC Lighting Compliance Certificate
- Distribution riser diagram for new, upgraded and/or relocated services
- If the existing electric service for the proposed occupancy has been determined to be of sufficient size for the new load, a note may be on plans stating "EXISTING ELECTRIC SERVICE IS OF SUFFICIENT AMPACITY & CAPACITY FOR NEW LOAD TO BE SERVED AND IS TO REMAIN AS ORIGINALLY INSTALLED" with Master Electrician signature and license number or engineer's seal.
- Provide a one-line drawing of the complete electrical system showing:
  - Voltage, ampacity, phases and over current devices
  - Maximum available fault current
  - Conductor sizes
  - Sizes and type of wire of all grounding and bonding conductor, and grounding detail
- Exterior lighting plan including fixture types, wattage, and conductor sizes
- Nameplate rating for all motors, elevators, AC units and equipment
- Provide a panel schedule (for each sub-panel) showing:
  - The identity of the sub-panel (panel number)
  - Size of main breaker (if applicable)
  - AFC (available fault current), fault current calculations and panel A/C rating
  - Total load calculations
- Identify any hazardous or classified area per the NEC.

### **Mechanical Plan**

(1/4" = 1'0" scale recommended)

Sealed by an engineer/State of Colorado (if applicable)

The following are standard requirements for mechanical plans. Additional requirements for "Change in Use" permit are not listed.

Please contact a Mechanical Review Specialist for additional requirements.

- Provide complete floor plan of mechanical layout (ductwork, a/c units, air-handlers, diffusers, (etc)
- Manufacturer's specifications
- HVAC equipment schedules
- HVAC equipment location.
- HVAC clearances for servicing the equipment
- Com-Check 2000 IECC Mechanical Compliance Report
- Energy Efficiency Ratio (EER) for the cooling capacity

- A secondary drain pan may be required for a cooling unit that is being installed in an attic or fur space
- Materials exposed within ducts or plenums shall meet the 25/50 flame and smoke spread
- Provide the parking garage ventilation calculation
- The elevator machinery room with solid-state equipment requires an independent ventilation or air conditioning system
- Verification from the structural engineer for the roof load on new or relocated HVAC equipment exceeding 300 lbs.
- Permanent roof access location for the heating and cooling units installed on the roof
- Duct smoke detector location on air-moving system exceeding 2000 cfm. (duct smoke detectors required on the supply air side)
- Out-side air ventilation calculations as per an approved recognized standard (Uniform Building Code or ASHRAE)
- A/C condensate drain discharge location (shall drain into an approved plumbing fixture or an approved disposal area)
- Duct lay-out showing duct trunk line sizes, grille location, cfm of air and the insulation R-Value
- Fire damper, smoke damper and combination fire and smoke damper locations. (Provide the damper installation details as to reflect the type of construction the damper is being installed)
- Verify rated construction within the building
- Combustion air calculations, size of opening and the location of openings
- Dryer vents
- Dryer vents shall extend directly to the exterior of the building and shall not exceed the required length of vent run required by the Uniform Mechanical Code or the manufacturer's installation recommendations. When the dryers are installed in accordance with the manufacturer's installation recommendations, the dryers shall be installed prior to the final mechanical inspection. When you cannot comply with either one, as an alternate, the engineer can design the system as per an approved recognized standard.
- Environmental Air Duct
- Environmental air duct is ducting used for conveying air at temperatures not exceeding 250 degrees F. to or from occupied areas of any occupancy through other than heating or air conditioning systems, such as ventilation for human usage, domestic kitchen range exhaust, bathroom exhaust ducts and domestic-type clothes dryer exhaust ducts. (Bathrooms, laundry rooms and similar rooms shall have some means of ventilation to the exterior of the building)
- Product Conveying air ducts
- Product conveying air ducts shall be designed in accordance with the Mechanical and the Fire Code. (Such as ducting used for conveying solid particulate, such as refuse, dust, fumes and smoke; liquid particulate matter, such as spray residue, mists and fogs; vapors such as vapors from flammable or corrosive liquids; noxious and toxic gases; and air at temperatures exceeding 250 degrees F.)

**NOTE:**

Exhaust ducts shall extend to the exterior of the building. (Not underneath a roof or within a porch or breezeway and shall maintain the required clearances for the property lines, opening into the buildings and the finish grade.)

Elevator equipment rooms shall have their own independent ventilation or air condition system.

Additional requirements for Restaurants, Cocktail lounges, food storage and food warehouses, and any establishment where food and/or beverages are prepared, processed, packaged, stored and/or served:

- Kitchen equipment schedule
- Kitchen equipment lay-out
- Type of fire extinguishing system
- Ventilation calculations
- Cooking and ventilation equipment manufacturer's specification

- Exhaust outlet discharge shall maintain a minimum of 10 feet from openings into the building, 10 feet from property line, 10 feet from finish grade and 10 feet from fresh air intakes
- Front and side view elevation for commercial hoods
- Hood clearances from combustible and non-combustible materials (Combustibles 18 inches; non-combustible 3 inches)
- Distance from the top of the cooking surface to the bottom of the hood (4 feet minimum)
- Hood over-hang from the open sides of the hood (minimum 6 inches)
- Hood less than 12 inches from the walls or ceilings shall be flashed.
- General hood information:
  - Type 1 Hood for the removal of grease, smoke and heat
  - Type 2 Hood for the removal of steam and heat
- Char-broiler: Charcoal solid fuel char-broiler requires a separate ventilation system  
Compensating hoods are not allowed above char-broilers
- Short-circuit hoods are not allowed unless listed and approved by an approved testing agency
- Listed Type 1 Hood may be approved provided all documentation from the manufacturer is received during review process and installed according with its listing.

NOTE: Convection ovens, pizza ovens, steam kettles, commercial dishwashers and any other equipment which produces heat, vapor, and/or steam require a Type 2 Hood.

- Provide a detailed drawing showing:
  - Materials used for the duct system, duct size and duct gauge
  - Materials used for the duct enclosure and required clearances from the duct to the enclosure (minimum 3 inches and a maximum of 12 inches)

### **Structural Plans**

(1/4" = 1'0" or 1/8" = 1'0" scale recommended)

Sealed by an engineer/State of Colorado (if applicable)

- Foundation plan
- Roof framing plan
- Floor framing plan
- Cross-section views
- Wall framing
- Connection details
- Calculations (sealed)
- Covered walkways
- Canopies

### **Detail Drawings**

(1/2" = 1'0" scale recommended)

- Cross-sectional views
- Wall details (top and bottom connection details with approved listed anchors)
- Material list for floors and walls, etc.
- Door schedule
- Hardware schedule
- Window schedule



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## Fire Marshal Requirements

This is the information required by the Upper Pine Fire Protection District for commercial structures.

### **Site Plan Requirements:**

- Fire Access
- Hydrant Location
  - ❖ Do fire hydrants exist on the property?
  - ❖ Are fire hydrants going to be added?
- Square Footage
- Construction Type
- Occupancy Type & Load
- Parking Plan
- Egress To The Property

### **Architectural Plan (stamped)**

- Electrical Plan
- Mechanical Plan
- Storage Plan
- Means of Egress
- Corridor Construction
- Room Occupant Load
- Doors & Hardware
- Fire Walls & Rating

### **Special Items Requiring Additional Information**

- High Pile Storage
- Fire Alarm
  - ❖ If Fire Alarm System Is Going To Be Used Or Is Required - Please Include Detailed Plans
- Hood Systems
- Sprinkler System
  - ❖ If Sprinkler System Is Going To Be Used Or Is Required - Please Include Detailed Plans
- FDC
- Elevator
- Wall Schedule
- Firewall Details (If Applicable)



# *Town of Bayfield*

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## **Town Engineer Requirements**

### Commercial Development Permitting Requirements

The following is required for all commercial developments.

All plans need to be stamped by a registered engineer or architect, as appropriate.

#### **Site Plan:**

The site plan needs to document the following items:

- Property boundaries
- Existing Structures or Other Site Features
- Proposed Development Improvements (This includes access drives, buildings, parking areas, paved & unpaved surfaces, curb & gutter, landscaping, & other proposed improvements).
- A vicinity map should be shown on the site plan to show the location of the site relative to the surrounding area.
- Easements (Including dedicated uses). Please provide copies of the recorded documents showing all recorded easements for the project.

The Site Plan should be drawn at a standard engineering scale, such as 1" = 30', as appropriate for the site. Details, including pavement section, curb and gutter, etc., should be provided, as necessary.

#### **Grading & Drainage Plan:**

The grading & drainage plan needs to document the following items:

- Existing site topography
  - The existing site topography should be developed from a topographic survey of the site and feature topographic contours at a maximum 2-foot interval, with 1-foot contours for flat sites. The topographic survey should be tied to a benchmark on or near the site that will remain in place during construction.
- Proposed site grading
  - The proposed grading should include sufficient spot elevations, finished grade contours, and drainage direction arrows, as necessary, to indicate the proposed grading design.
- Drainage
  - Storm drain inlets and pipes, drainage swales, detention ponds, detention pond outlet structures, and other drainage improvements, as well as necessary details, should be shown on the plan.

- A drainage report, detailing runoff calculations, including pre-development and post-development peak flows, post-development design flows for storm drain inlets, pipes, swales, and other drainage improvements
- Detention pond calculations, including required storage volume, outlet release rates, are required.

## Utility Plan

The utility plan needs to document the following:

- The locations of the existing utilities that will be connected to for servicing the project
- The proposed location of utility services to the site, including water, sewer, gas, electric, telephone, cable television, etc.
- Extension of the sewer main should be shown in plan and profile.

Note: If utilities are not available at the site and extension of water or sewer mains are necessary, an Off-Site Utility Plan should be included.

## Inspections:

A site inspection will be conducted by the Town Engineer when site construction is completed. This inspection will be to determine general conformance to the plans (primarily grading and drainage). It is assumed that the Town Public Works Director or staff will perform inspection of the utilities during installation and that no inspection by the Town Engineer is necessary for utility work except as may be requested by the Town.

## Fees & Time Frames:

The Town Engineer commits to a complete review of the plans within 14 calendar days of receipt by the Town Engineer.

It is assumed that two plan reviews, preliminary and final, and one site visit, will be necessary for a typical site development projects.

A typical fee, based on 20 hours of review and inspection time and current Souder, Miller & Associates billing rates, will be approximately \$1800. Small projects may not require 20 hours of review and inspection time, only time accrued will be invoiced.

Complicated projects and projects requiring more than two plan reviews or more than one site inspection may require additional time. This time will be billed at the following current SMA billing rates:

- a. Senior Design Manager: \$120/hr
- b. Project Engineer: \$90/hr
- c. Staff EIT: \$66/hr

The bulk of project time is typically billed at the Project Engineer level.

**All of the fees incurred by the Town of Bayfield for engineering fees will be invoiced to the project for reimbursement. All of these fees will have to be paid before the certificate of occupancy will be released.**



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## Public Works Commercial Structures Construction Information

### General Requirements:

1. Building permit & approved set of plans must be on site at all times
2. Address numbers must be posted at all times on the job site & on temporary electrical poles with a minimum of 4" numbers in a location that is visible from the street.
3. Instruct subcontractors to park in such a manner that emergency vehicular traffic will not be obstructed, i.e. fire trucks & ambulances.
4. A trash container is required on the job site prior to the beginning of any work.
5. Toilet facilities are required on the job site

### 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 four feet (4') 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. No construction materials are to be placed on Town streets at ANY time during construction
4. If a sidewalk is damaged during construction, the builder/owner will be responsible for the replacement of the damaged section.
5. There is not to be any mud or debris on the Town streets due to construction.
6. Any material spills onto Town streets must be cleaned up immediately.

### Sanitary Facilities During Construction:

The Town of Bayfield requires that each contractor provide adequate sanitary facilities for the convenience of all construction personnel during any construction of a new building. For the purpose of this requirement, a temporary facility that is portable, enclosed, chemically treated and tank-tight may be used, provided that these facilities shall be kept in a clean and sanitary condition throughout the duration of the construction work.

### Address Sign:

The Town of Bayfield requires each contractor to post the address at all construction sites as follows:

1. *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, etc) needs to be off the Town streets from 10 p.m. to 7 a.m. for street maintenance such as snow plowing and street sweeping.

### **Water & Sewer Inspections:**

Water & 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 & sewer inspections @ 970-884-9544. Once an inspection date has been confirmed, the trenches can be dug for the water & sewer lines. This is to ensure 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 & meter installations are only performed on Tuesday's & Thursday's. To have a meter installed on Tuesday, applicants must call no later than 12:00 p.m. on Friday. To have a meter installed on Thursday, applicants must call no later than 12:00 p.m. on Monday. Should there be an emergency, or too many meters scheduled the applicant may be requested to wait until the next available day.

**Once the water meter has been installed the building permit applicant will receive an invoice for approximately \$800 - \$1,000 for the water meter & supplies. This invoice is over and above the water tap fees. This invoice will need to be paid before the Certificate of Occupancy will be released for the property.**

*Town Code Sec 15-56: The Town shall own & maintain the service line from the main to the meter (including the meter), and the property owner shall own & maintain the service line from the meter to the premises served. Each meter shall be of adequate size determined by the American Water Works Association & the Town Public Works Director.*

### **Certificate of Occupancy:**

Public Works will do a final inspection of the site at the time of certificate of occupancy.

They will inspect the following items:

1. Water Meter is installed properly & is unobstructed for easy reading
2. Water & sewer are at proper grade
3. The sidewalks for any cracks or damages
4. That the site is clear of all trash, debris, etc.

If these items are not completed on the first inspection, a re-inspection & fee will be assessed.



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### **BUILDING INSPECTIONS REQUIRED FOR COMMERCIAL STRUCTURES:**

- ❖ Footings/Piers
- ❖ Stem Walls
- ❖ Steel Framing
- ❖ Monolithic Pours
- ❖ Footings In Slabs
- ❖ Under Slab Plumbing
- ❖ Rough-In Plumbing
- ❖ Plumbing Tests
- ❖ Rough-In Mechanical,
- ❖ Rough-In Framing
- ❖ Shear Wall Nailing
- ❖ Sheetrock Fastening
- ❖ Firewall
- ❖ Fire Sprinklers
- ❖ Gas Line With Test
- ❖ Final Inspection For Certificate Of Occupancy
- ❖ Water & Sewer (Done By The Bayfield Public Works Department)

### **Re-Inspection Fees:**

The Town of Bayfield authorizes the assessment of a re-inspection fee when an inspector is unable to perform or complete a requested inspection due to the fault of the contractor. If a re-inspection fee is assessed, no further inspections will be performed on the construction site until the re-inspection fee has been paid. A re-inspection fee of \$50.00 will be assessed for any of the following reasons:

1. The requested inspection is not ready
2. The building address is not posted.
3. Copies of the approved construction plans & permits are not on the job site.
4. Trash on lot
5. The structure is locked or work to be inspected is not accessible
6. An inspection is disapproved twice for the same item
7. Trash bin not on site
8. Construction materials are located within the right-of-way
9. Water or sewer tap is not connected when the plumbing rough-in is inspected

# Commercial Building Permit Deposit Fees

## Total Valuation

## Fee Schedule

Under \$200,000.00 Value	\$500.00
\$200,001.00 - \$500,000.00 Value	\$1,000.00
\$500,001.00 - \$1,000,000.00 Value	\$1,500.00
\$1,000,001 + Value	\$2,000.00

- The Building Permit Deposit Is Collected At Building Permit Submittal.
- The deposit fee is Non-Refundable.
- The deposit fee covers the plan review of the building plans by the building inspector.
- The deposit amount will be deducted from the total building permit fee at the time of permit pick up.

# Commercial Building Permit Total Fees

## Total Valuation

## Fee Schedule

\$1.00 - \$500.00	\$23.50
\$501.00 - \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2001.00 - \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$391.25 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 - \$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 - \$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 - \$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 \$3.15 for each additional \$1,000.00, or fraction thereof.

**Commercial Building Permits review fees are based on the Total Dollar Value of the Project. Applicant Must Provide A Detailed Cost Breakdown Documenting The Following:**

- **Total Dollar Value Of Project (labor & materials) and the breakdown of that fee between the applicable trades (building, electrical, mechanical, plumbing & medical gas)**

## Water Tap Prices:

3/4"	<b><u>\$ 6,600.00</u></b>	Secondary Irrigation System:	\$ 4,445.00
1"	<b><u>\$11,750.00</u></b>	Secondary Irrigation System:	\$ 7,915.00
1 1/4"	<b><u>\$18,350.00</u></b>	Secondary Irrigation System:	\$12,360.00
1 1/2"	<b><u>\$26,400.00</u></b>	Secondary Irrigation System:	\$17,780.00
2"	<b><u>\$37,900.00</u></b>	Secondary Irrigation System:	\$31,600.00

### Subdivisions With Secondary Irrigations Systems

Clover Meadows  
 Sunrise Estates  
 Cinnamon Heights  
 Dove Ranch Phase 1  
 Fox Farm Village

## Water Monthly Rates:

Minimum:	<b>6,000</b>	<b>6,100-15,000</b>	<b>15,100-30,000</b>	<b>30,100-50,000</b>	<b>50,100+</b>	
Residential	<b><u>\$22.77</u></b>	\$2.83	\$3.03	\$3.31	\$3.50	(Per Thousand Gallons)
Commercial	<b><u>\$25.42</u></b>	\$3.19	\$3.45	\$3.75	\$3.94	(Per Thousand Gallons)

## Sewer Tap Fee:

**\$6,000.00** per ERT (Equivalent Residential Tap)  
 + **50.00** Inspection Fee



**TOWN OF BAYFIELD**  
 11 W. Mill Street, P.O. Box 80  
 Bayfield, CO 81122

**BUILDING PERMIT APPLICATION**

Town Phone (970) 884-9544  
 Town Fax (970) 884-2195  
 Building Inspector phone (970) 259-5800

**Legal Description of Land**

Subdivision Name \_\_\_\_\_  
 Lot # \_\_\_\_\_  
 Address \_\_\_\_\_  
 Square Footage of Lot \_\_\_\_\_

**Type of Permit**

New Building \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_  
 If Residential, Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ #Units \_\_\_\_\_  
 Remodel \_\_\_\_\_ Addition \_\_\_\_\_ Demolition \_\_\_\_\_  
 If Improvement, type \_\_\_\_\_

**Owner of Property**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Business Name (if applicable) \_\_\_\_\_  
 Address (City, State, Zip) \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

**Contractor Information**

Is Owner Contractor? Yes \_\_\_\_\_ No \_\_\_\_\_

Business Name \_\_\_\_\_  
 Business Address (Street) \_\_\_\_\_  
 Business (City, State, Zip) \_\_\_\_\_  
 Office Phone # \_\_\_\_\_ Office Fax # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Bayfield Business License on File Yes \_\_\_\_\_ No \_\_\_\_\_

**Architect Information**

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Business Address (Street) \_\_\_\_\_  
 Business (City, State, Zip) \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Fax # \_\_\_\_\_

**Building Information (Based upon Exterior Dimensions)**

Total Square Footage _____	<i>Method of Construction</i> _____	Conventional _____
First Floor _____		Log _____
Second Floor _____		Steel _____
Third Floor _____		Mobile _____
Basement _____		Modular _____
Garage _____		Other _____
Carpport _____		

No. of Buildings on Prop \_\_\_\_\_ *Total Cost of Improvements* \_\_\_\_\_  
 No. of Stories \_\_\_\_\_  
 No. of Bedrooms \_\_\_\_\_  
 No. of Bathrooms \_\_\_\_\_  
     Full \_\_\_\_\_  
     Partial \_\_\_\_\_

**AGREEMENT**

Permission is hereby granted to \_\_\_\_\_, as Owner or Owner's Legal Representative for the property noted above, to construct the structure as detailed on plans and specifications submitted to and reviewed by the Building/Planning Department of the Town of Bayfield.

In consideration of the issuance of this permit, the undersigned hereby agrees to comply with all building codes and land use regulations adopted by the Town of Bayfield. The undersigned further agrees that if the above said ordinances are not fully complied with in the location, erection, construction and use of the above referenced structure, the permit may then be revoked by notice from the Town of Bayfield thereby rendering it null and void. The Town does not engineer for drainage. Builder must be in compliance with the Town Land Use Code and with other appropriate codes for drainage.

The issuance of a permit based upon plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data or from preventing building operations from being carried on thereunder when in violation of this Code or any other ordinance or regulations of this jurisdiction.

The review of the submitted plans and specifications and the inspections conducted thereafter do not constitute an acceptance of any responsibilities or liabilities by the Town of Bayfield for errors, omissions or discrepancies. The responsibility for these items and implementation during construction rests specifically with the architect, designer, builder and owner and comments are intended to be constructive and in support of the owners interest.

I hereby certify that I have read and examined this application and know the same to be true and correct, that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, and that 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 and that I make this statement under penalty of perjury.

Signature of Owner/Owner's Legal Representative \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_

**Approved by:**

Town of Bayfield Planning Dept \_\_\_\_\_  
 Town of Bayfield Building Inspector \_\_\_\_\_

**Date Permit Issued:** \_\_\_\_\_

**Permit #** \_\_\_\_\_

**Staff Initials** \_\_\_\_\_

**\* Valid Signatures of Approval and Permit number assigned by the Town of Bayfield render this Application as a usable Building Permit.**

White – Building Inspector

Yellow – Applicant

Pink – Town of Bayfield

Gold – County Assessor