



1199 Bayfield Parkway • PO Box 80 • Bayfield, CO 81122 • 970.884.9544
Community Development Department
www.bayfieldgov.org/building

COMMERCIAL/MULTI-FAMILY PERMIT HANDOUT

REQUIRED SUBMITTAL INFORMATION

- ☐ Completed, Signed Building Permit Application and Deposit per Adopted Fee Schedule (see attached): www.bayfieldgov.org/building
- ☐ Digital PDFs are required for all commercial and multi-family projects.
- ☐ For new construction or additions an Improvement Location Certificate (ILC) or Survey
- ☐ Scaled Building Plans to include:
 - ☐ Cover Sheet (Plan index, code edition, job title, plan preparer, owner, address of job site, square feet of building according to use & occupant load (based on IBC), construction type)
 - ☐ Floor Plans (Show all architectural, storage, fire & life safety requirements)
 - ☐ Building Elevations (Show all sides of the building or structure with existing & proposed grades)
 - ☐ Cross-Sections (Show view & details of all structural members. Label all framing members & show details of connections)
 - ☐ Foundation Plan (Plan view of foundation. Details of footing size, reinforcement, anchors, hold downs. Footing & wall schedule, details of reinforcement)
 - ☐ Framing Plan(s) (Plan view of structural components: beams, trusses, headers & connection detail. Size, spacing, species, & grade of materials)
 - ☐ Wall Schedule (firewall details and ratings, doors and hardware)
 - ☐ 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 pipe sizing calculation)
 - ☐ Mechanical Plan (Plan & layout of duct work. Equipment schedule, BTU rating, fuel source, location. Combustion/relief air & exhaust ventilation sizes)
 - ☐ Retaining Walls (Engineering required if over 4', measured from bottom of footing, or any wall height with applied surcharge loads. Engineering calculations required)
 - ☐ Geotechnical/Soils 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.)
 - ☐ Fire Alarm System (if needed)
 - ☐ Elevator Plans (if needed)
 - ☐ Kitchen Hoods (Must be UL listed and meet requirements of IBC, IMC, & IFC)
 - ☐ Special Inspections 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
- ☐ Hazardous Materials (Submit MSDS list. HMIS & HMMP as required by the Fire Code)
- ☐ Health Department (Submit San Juan Basin Health Approval (if required))
- ☐ Accessibility routes including ramps (if required)
- ☐ The Building or Fire Inspector may require additional information
- ☐ Scaled Site/Development Plans with property lines, easements, setbacks, existing buildings, driveways and streets/alleys including:
 - ☐ Grading & Drainage Plan
 - ☐ Outdoor Lighting Plan
 - ☐ Parking Lot & Paving Plan with Accessible Spaces depicted
 - ☐ Landscape Plan
 - ☐ Utility Plans with Hydrant Locations
 - ☐ Fire Access
- ☐ Signed Building Permit Process Acknowledgement (see attached)
- ☐ Signed Plumbing Registration Form (see attached)

OTHER INFORMATION

1. All contractors need a Town of Bayfield Business License for the current year:
www.bayfieldgov.org/business-licensing
2. For current Adopted Building Code and Climatic & Geographic Design Criteria for the Town of Bayfield, visit this website: www.bayfieldgov.org/building
3. All plumbing and electrical contractors must be licensed and registered with the State of Colorado: <https://dora.colorado.gov/>
4. All properties over 1 acre in size are required to secure a State of Colorado Stormwater Construction Permit: <https://cdphe.colorado.gov/cor400000-stormwater-discharge>
5. After PIF/tap fees have been paid and the building permit has been issued, the property owner will begin receiving a monthly water and sewer bill.
6. If the Town of Bayfield should incur any building inspection, engineering, surveying, legal or other professional fees associated with the building permit project, these fees must be reimbursed to the Town by the applicant.
7. All dirt, sand, or any type of construction material must be located in such a way as to comply with the following requirements:
 - 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.
 - If a sidewalk does exist, construction material must be placed behind the sidewalk. No construction material will be allowed on the sidewalk.
 - If a sidewalk is damaged during construction, the builder/owner will be responsible for the replacement of the damaged section.
 - There is not to be any mud or debris on the Town streets due to construction. Any material spills into Town streets must be cleaned up immediately.
8. The Town of Bayfield requires each contractor to post a temporary address sign (with 4" minimum numbers) in a conspicuous place on the premises. The temporary sign shall remain in place until the permanent sign is installed.

9. 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.
10. 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 these facilities shall be kept clean throughout the duration of the construction work.
11. 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.
12. Construction personnel must park in such a manner that emergency vehicular traffic will not be obstructed, i.e., fire trucks and ambulances.

Building Inspections: www.bayfieldgov.org/inspections

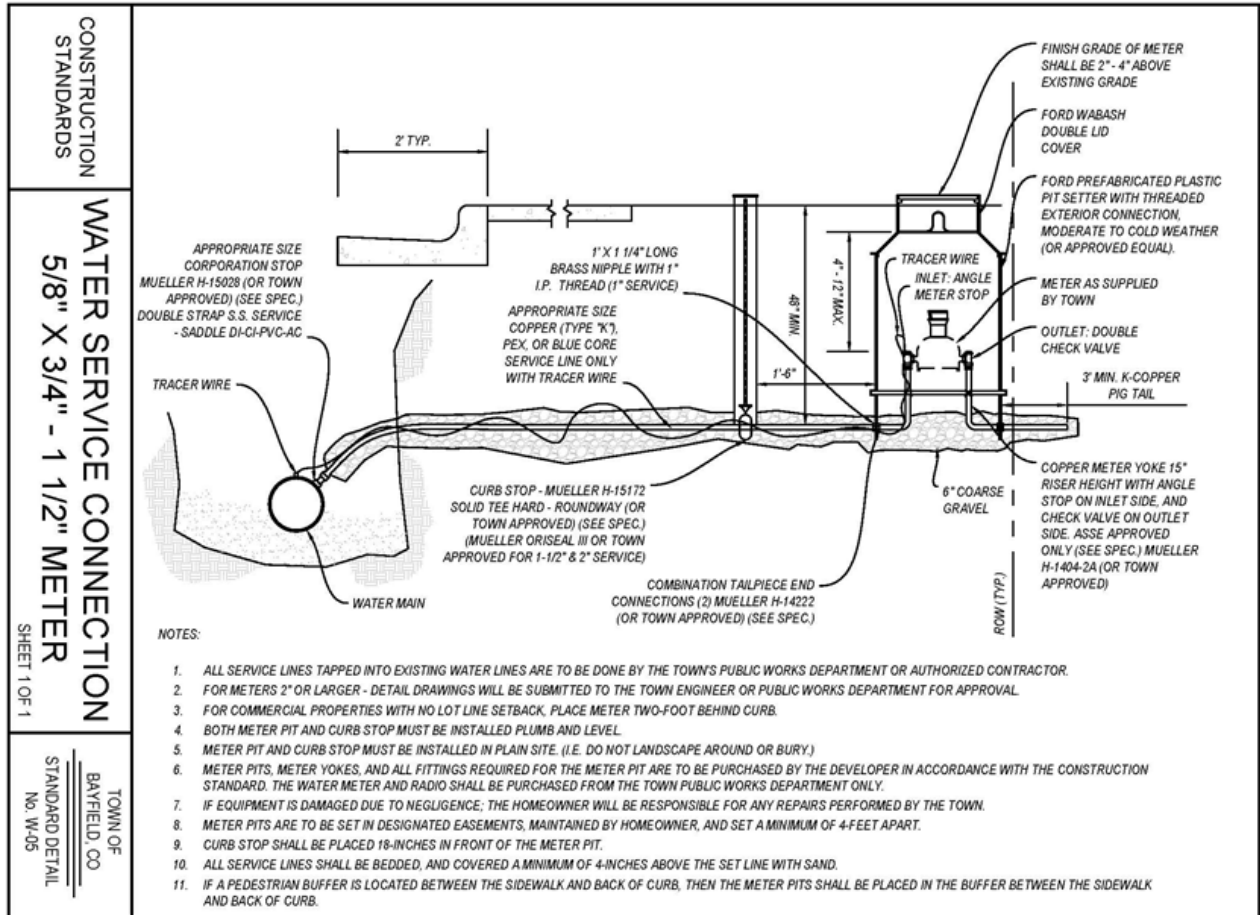
- Required Inspections:

<ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> ○ 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)
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- For all building inspections please contact the Town of Bayfield's Building Inspector Dan Naiman 970-903-4002. **Advanced notice of 48 hours is required.**
- For all plumbing inspections please contact the Town of Bayfield's Plumbing Inspector Will Cathcart 970-749-3274. **Advanced notice of 48 hours is required.**
- Electrical permits and inspections are handled by the State of Colorado Electrical Board, 970-249-1300: <https://dpo.colorado.gov/Electrical>

Water Meter Installation

- See the Town's Infrastructure Design Standards and Construction Specification documents for installation details: <https://www.bayfieldgov.org/plans>.
- Water lines and meter housing are to be installed by the contractor and inspected by Bayfield Public Works Department.
- Taps to the Town water mains shall be made by Bayfield Public Works Department.
- Meters shall be furnished and installed by Bayfield Public Works Department.
- **All requests of Town of Bayfield must be made two business days (48 hrs) in advance of proposed work.**

- All connections to the Town water distribution system shall be metered with an appropriately sized meter in accordance with American Water Works Association (AWWA) recommendations. The minimum residential meter shall be 5/8 in x 3/4 in, and the minimum commercial meter shall be 1 in. Request for installation of meters larger than 2 in shall be submitted in writing with detailed drawings to the Bayfield Public Works Department for approval.
- Service lines shall be copper, bedded, and covered a minimum of 4 in above the set line with sand.
- Curb stops should be placed 18 in from of the meter pit between the pit and the main line.
- Both meter pit and curb stop must be installed plumb and level.
- Meter pits, meter yokes, and all fittings required for the meter pit are to be purchased by the developer in accordance with the Town's Construction Standards. Meter pits shall be for prefabricated plastic pit setter with threaded exterior connection or an approved equal.
 - Where sidewalks are detached from the curb, the meter pit shall be installed two (2) ft behind the curb.
 - Where sidewalks are attached to the curb, the meter pit shall be installed two (2) ft behind the sidewalk.
 - If a pedestrian buffer is located between the sidewalk and the back of curb, the meter pit shall be placed in the buffer between the sidewalk and back of curb.
 - On commercial property where the sidewalk extends to the building or with no lot line setback, the meter pit shall be installed two (2) ft behind the curb.
- Meter pits are to be set in designated easements, maintained by homeowner, and set a minimum of 4 ft apart.
- All meters shall be located in the Town of Bayfield right of way (ROW) in an accessible location for reading and servicing. Meter pit and curb stop must be installed in plain sight. Do not landscape, cover, or bury.
- Water meter and antenna are the property of Town of Bayfield. Town will also maintain the main line and the connection between meter and the main if meter is in the ROW. All lines and connections from the meter to any improvements, including structures and irrigation systems, are the responsibility of the property owner to maintain. If a meter or pit is damaged due to negligence, the owner will be responsible for any repairs performed by the Town.
- **Call for utility locates (811) and apply for a Bayfield ROW permit for any work done in ROW or easements. Cost of repair of any broken infrastructure due to negligence will be the full responsibility of the property owner.**



Public Works and Engineering 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 (970-884-9544) 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.
- Public Works department will do a final inspection prior to issuance of a certificate of occupancy. The following items will be inspected: Water meter is installed properly and is unobstructed for easy reading; Water and sewer are at proper grade; Sidewalks are free of any cracks or damage; Site is clear of all trash, debris, etc.
- 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). No inspection by the Town Engineer is necessary for utility work except as may be requested by the Town.

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.

BUILDING PERMIT AND DEPOSIT FEE SCHEDULE

RESIDENTIAL FEES		RESOLUTION/ORDINANCE
Residential Permit Fee	<i>Based on 2,150 sf Home (Average Size for 2021-2022) & 20 Hours of Staff Time at \$125/hr (Average for 2021 Permit Reviews/Inspections)</i>	
New Residential (Single-Family & Duplex)	\$1.16/sf (+\$300 Deposit*)	
Remodel Residential (Single-Family & Duplex)	\$1.16/sf (+\$150 Deposit*)	
Attached or Detached Garage/Utility Room/Storage Shed/etc.	\$0.50/sf (+\$150 Deposit*)	
Accessory Dwelling Unit (ADU)	\$0.65/sf (+\$150 Deposit*)	
COMMERCIAL & MULTI-FAMILY FEES		RESOLUTION/ORDINANCE
Commercial & Multi-Family Valuation	Permit Fee Based on Valuation	
New Commercial, Lodging & Multi Family (3 or More Units)	Per the Most Current ICC Building Valuation Data (BVD) (+\$1,000 Deposit*)	
Remodel Commercial, Lodging & Multi Family (3 or More Units)	Per the Most Current ICC Building Valuation Data (BVD) (+\$500 Deposit*)	
Commercial & Multi-Family Permit Fee	Based on 2015 International Building Codes	Ordinance 406
\$1 to \$500	\$24	
\$501 to \$2,000	\$24 for the first \$500; + \$3 for each additional \$100 or fraction thereof, up to and including \$2,000	
\$2,001 to \$40,000	\$69 for the first \$2,000; + \$11 for each additional \$1,000 or fraction thereof, up to and including \$40,000	
\$40,001 to \$100,000	\$487 for the first \$40,000; + \$9 for each additional \$1,000 or fraction thereof, up to and including \$100,000	
\$100,001 to \$500,000	\$1,027 for the first \$100,000; + \$7 for each additional \$1,000 or fraction thereof, up to and including \$500,000	
\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; + \$5 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000	
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; + \$3 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000	
\$5,000,001 and over	\$18,327 for the first \$5,000,000; + \$1 for each additional \$1,000 or fraction thereof	
MISCELLANEOUS FEES		RESOLUTION/ORDINANCE
Plumbing & Mechanical Only Permit Fees	\$150 (if NOT Associated with a Building Permit)	
Mobile Home Installation Permit (After State Approval)	\$250	
Tiny Home Permit (If Inspected by a 3 rd Party. Otherwise it would be the same as an ADU)	\$250	
Reinspection Fee	\$140/hr (min 1 hour)	
Additional Plan Review	\$140/hr (min 1 hour)	
Building/Land Use Code Violation Investigation	\$140/hr (min 1 hour)	
Pre-Building Permit Inspection/Consultation Services	\$140/hr (min 1 hour)	

BUILDING PERMIT AND DEPOSIT FEE SCHEDULE

PARK & SCHOOL FEES		RESOLUTION/ORDINANCE
Park Facility Impact Fee		Resolution 518
New Residential (Single-Family, Duplex & ADU)	\$408/unit	
New Multi-Family (3 or More Units)	\$280/unit	
School Fee In Lieu of Land	<i>Paid Directly to the Bayfield School District</i>	Ordinance 482
All New Detached Residential Units	\$1,019	
All New Attached Residential Units	\$963/unit	
PLANT INVESTMENT FEES (PIFS)		RESOLUTION/ORDINANCE
Water		Resolution 552/Ordinance 466
Inside Town Limits: ¾" Tap	\$7,475	
Inside Town Limits: 1" Tap	\$12,725	
Inside Town Limits: 1 ¼" Tap	\$19,825	
Inside Town Limits: 1 ½" Tap	\$28,585	
Inside Town Limits: 2" Tap	\$41,200	
Inside Town Limits: >2" Tap	To Be Determined by Board of Trustees	
Outside Town Limits: ¾" Tap	\$11,225	
Outside Town Limits: 1" Tap	\$19,075	
Outside Town Limits: 1 ¼" Tap	\$29,750	
Outside Town Limits: 1 ½" Tap	\$42,875	
Outside Town Limits: 2" Tap	\$61,800	
Outside Town Limits: >2" Tap	To Be Determined by Board of Trustees	
Sewer		Resolution 552
Inside Town Limits: All Tap Sizes	\$6,800	
Inside Town Limits: Inspection Fee	\$255	
Outside Town Limits: All Tap Sizes	\$10,200	
Outside Town Limits: Inspection Fee	\$255	
CANCELLATION OF BUILDING PERMIT		RESOLUTION/ORDINANCE
Refunds if Requested within 180-days of Permit Issuance	Minus Contractor's Plan Review & Any Inspection Cost Incurred & 10% of Permit Fee for Admin Cost Incurred (Refunds Cannot Be More than 80% of the Permit Fee). Park Impact Fees & PIFs are Non-Refundable.	Ordinance 406
AFFORDABLE/WORKFORCE HOUSING		RESOLUTION/ORDINANCE
Permit Fee Waivers	Deed Restricted or Subsidized Affordable/Workforce Housing Projects May be Eligible to Receive Building Permit & Deposit Fee Waivers based on the Type of Application and Support Materials Provided. Park Impact Fees and PIFs are NOT Eligible to be Waived.	

**Deposit covers the plan review of the building permit plans and is due at the time of application. The deposit will be deducted from the total building permit fee at the time of issuance. Deposits are non-refundable for permit applications reviewed but not issued.*



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BUILDING PERMIT APPLICATION

Property Owner(s)	Mailing Address
Phone	Email
Contractor (if other than owner)	Mailing Address
Phone	Email
Contractor Bayfield Business License #	
Architect (Commercial/Multi-Family Projects)	Mailing Address
Phone	Email

CURRENT INFORMATION

Project Address _____ Zoning _____
Subdivision _____ Parcel Number _____
Parcel Size (sq. ft.) _____ Current Building Size (sq. ft.) _____ Current # Floors _____

PROPOSED INFORMATION

Proposed Total Building Size (sq. ft.) _____ # Units (multi-family) _____ 1st Floor sq. ft. _____
2nd Floor sq. ft. _____ Basement sq. ft. _____ Garage/Carport sq. ft. _____ Water Tap Size _____
Total Cost of Improvements \$ _____ Construction Type _____

USE TYPE (*See Supplemental Forms Needed for Specific Permits)

- | | | |
|---|---|---|
| <input type="checkbox"/> Single-Family Residential* | <input type="checkbox"/> Multi-Family (3+ Units)* | <input type="checkbox"/> Commercial* |
| <input type="checkbox"/> Duplex Residential* | <input type="checkbox"/> Mobile Home* | <input type="checkbox"/> Hotel/Lodging* |
| <input type="checkbox"/> Accessory Dwelling Unit* | <input type="checkbox"/> Tiny Home* | |

PERMIT TYPE (*See Supplemental Forms Needed for Specific Permits)

- | | | |
|--|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Detached Outbuilding/Garage | <input type="checkbox"/> Solar* |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Window Replacement | <input type="checkbox"/> Demolition (Need State Permit)* |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Plumbing/Mechanical | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Attached Outbuilding/Garage | <input type="checkbox"/> Roof Repair/Replacement | <input type="checkbox"/> Other-Please describe below |

Summary of Proposed Work _____

The plan review process takes up to 21 days if no corrections to the plans are required. The applicant will be notified when the building permit is ready.

ACKNOWLEDGEMENT AND AUTHORIZATION:

If other than Owner, permission is hereby granted to _____, as 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 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 regulations 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, this is the individual property owner's responsibility. Property 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 inspector 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.

Owner Signature: _____ Date: _____

Applicant Signature (if other than Owner): _____ Date: _____



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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 application.

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 building inspector, 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 or delay issuance of my permit.

Applicant Signature: _____ Date: _____

Project Address _____



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PLUMBING REGISTRATION

The Town of Bayfield requires work to be performed by State of Colorado licensed plumbers per the adopted International Plumbing Code and in accordance with State of Colorado regulations C.R.S § 12-155-108. Plumbers must also hold a current Bayfield business license. *HOME OWNER CLAUSE (C.R.S § 12-155-118[2]): Colorado plumbing law allows a property owner to perform his or her own plumbing installation provided the property (a) is not for sale or resale, (b) is not a rental property that is occupied or is to be occupied by tenants for lodging, either transient or permanent; and (c) is not a commercial or industrial property.* The plumbing will be inspected prior to covering (i.e., insulation, drywall), and again upon final inspection for the Certificate of Occupancy. All plumbing work will be done in accordance with the adopted plumbing codes of the Town of Bayfield, Colorado.

Property Owner(s)	Mailing Address
Phone	Email
Contractor (if other than owner)	Mailing Address
Phone	Email
Contractor Bayfield Business License #	

Project Address: _____

Plumbing work will be performed by: ☐ **Licensed Plumber** (Complete Section I) ☐ **Owner** (Skip to Section II)

I. PLUMBING CONTRACTOR INFORMATION

Plumbing Contractor Business Name	Mailing Address
Phone	Email
Plumbing Contractor State License #	Bayfield Business License #
Master Plumber on Staff	Master Plumber Phone
Master Plumber License #	

Master Plumber Signature _____ Date _____

II. PROPERTY OWNER CERTIFICATION

I hereby certify that, as property owner, I will be completing the plumbing work in accordance with applicable plumbing codes for the above property and that the project meets guidelines of the homeowner exemption stated above.

Property Owner Signature: _____ Date: _____