

SINGLE-FAMILY/DUPLEX/ADU PERMIT HANDOUT

HANDOUT REQUIRED SUBMITTAL INFORMATION

Completed, Signed Building Permit Application and Deposit per Adopted Fee Schedule (see attached): www.bayfieldgov.org/building
Digital PDFs are preferred for all Building Plans. Digital PDFs are required for all new construction and larger additions and remodels
For new construction or additions an Improvement Location Certificate (ILC) or Survey
Scaled Building Plans to include: 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
Scaled site plan with property lines, easements, setbacks, existing buildings, driveways, streets/alleys, and drainage plan
Signed Building Permit Process Acknowledgement (see attached) Signed Plumbing Registration Form (see attached) Signed Drainage Requirements (see attached) International Energy Conservation Code Certificate for Residential (see attached) Receipt for payment of School In-Lieu Fee (paid directly to the School District at 24 Clover Drive, Bayfield)

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.
 - o If a sidewalk does exist, construction material must be placed behind the sidewalk. No construction material will be allowed on the sidewalk.
 - o If a sidewalk is damaged during construction, the builder/owner will be responsible for the replacement of the damaged section.
 - o 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 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

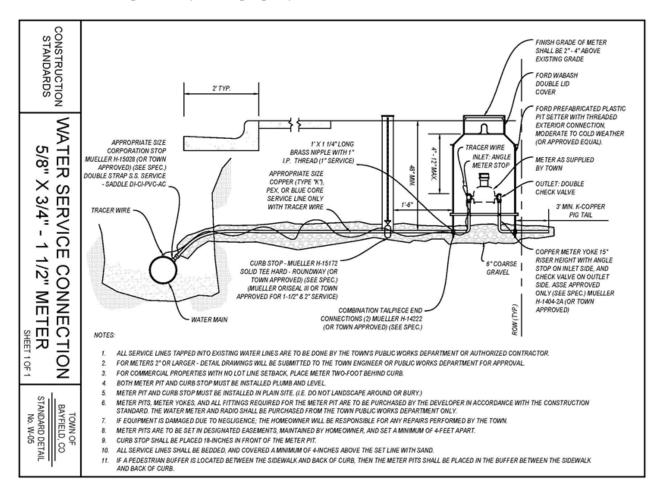
- Required Inspections:
 - o Footings/piers
 - Stem walls
 - Monolithic pours
 - o Footings in slabs
 - Under slab plumbing
 - o Rough-in plumbing
 - o Plumbing tests
 - o Rough-in mechanical

- o Rough-in framing
- o Shear wall nailing
- o 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 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 ford 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.
 - o If a pedestrian buffer is located between the sidewalk and the back of curb, the 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 in 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.



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 (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.

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 FEE SCHEDULE Resolution 566, Adopted June 20, 2023

RESIDENTIAL FEES		RESOLUTION/ORDINANCE
Residential Permit Fee	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)	Resolution 533
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/Deck/etc.	\$0.50/sf (+\$150 Deposit*)	
Accessory Dwelling Unit (ADU)	\$0.65/sf (+\$150 Deposit*)	
COMMERCIAL & MULTI-FAMILY FE	ES	RESOLUTION/ORDINANCE
Commercial & Multi-Family Valuation	Permit Fee Based on Valuation	Resolution 533
New Commercial, Lodging & Multi Family (3 or More Units) Remodel Commercial, Lodging & Multi Family (3 or More Units)	Per the Most Current ICC Building Valuation Data (BVD) (+\$1,000 Deposit*) Per the Most Current ICC Building Valuation Data (BVD) (+\$500 Deposit*)	
Commercial & Multi-Family Permit Fee	Based on 2018 International Building Codes	Ordinance 487
\$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 533
Plumbing & Mechanical Only Permit Fees	\$150 (if NOT Associated with a Building Permit)	
Solar Permit Fees	\$50	
Mobile Home Permit	\$150	
Tiny Home Permit (If Inspected by a 3 rd Party. Otherwise it would be the same as an ADU)	\$150	
Demolition Permit (After State Approval)	\$150	
Reinspection Fee	\$140/hr (min 1 hour)	
Additional Plan Review	\$140/hr (min 1 hour)	
Building/Land Use Code Violation	\$140/hr (min 1 hour)	
Investigation		



BUILDING PERMIT FEE SCHEDULE Resolution 566, Adopted June 20, 2023

PARK & SCHOOL FEES		RESOLUTION/ORDINANCE
Park Facility Impact Fee		Resolution 518/Ordinance 474
New Residential (Single-Family, Duplex & ADU)	\$408/unit	
New Multi-Family (3 or More Units)	\$280/unit	
School Fee In Lieu of Land	Paid Directly to the Bayfield School District	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: 3/4" Tap	\$7,475	
Inside Town Limits: 1" Tap	\$12,725	
Inside Town Limits: 1 1/4" Tap	\$19,825	
Inside Town Limits: 1 1/2" 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: 3/4" Tap	\$11,225	
Outside Town Limits: 1" Tap	\$19,075	
Outside Town Limits: 1 1/4" Tap	\$29,750	
Outside Town Limits: 1 1/2" 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/Ordinance 466
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 P	ERMIT	RESOLUTION 533
Refunds if Requested within 180-days of Permit Issuance	Minus Contractor's Plan Review & Any Inspection Fee for Admin Cost Incurred (Refunds Cannot Be Park Impact Fees & PIFs are Non-Refundable.	
WORK COMMENCING BEFORE P	ERMIT ISSUED	
1 x Required Building Permit Fee	Any person who commences any work on a build mechanical or plumbing system before obtaining to subject to this fee in addition to the required perm	the necessary permits shall be
AFFORDABLE/WORKFORCE HOU	JSING	RESOLUTION 533
Permit Fee Waivers	Deed Restricted or Subsidized Affordable/Workfor Eligible to Receive Building Permit & Deposit Fe Application and Support Materials Provided. Parl Eligible to be Waived.	e Waivers based on the Type of

^{*}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.



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

BUILDING PERMIT APPLICATION

Property Owner(s)		Mailing Address	
Phone		Email	
Contractor (if other than owner)		Mailing Address	
Phone		Email	
Contractor Bayfield Business Lic	eense #	L	
Architect (Commercial/Multi-Far	mily Projects)	Mailing Address	
Phone		Email	
CURRENT INFORMATION			
Project Address			Zoning
Subdivision		Parcel Number	
Parcel Size (sq. ft.)C	Current Building S	ize (sq. ft.)	Current # Floors
PROPOSED INFORMATION			
Proposed Total Building Size (sq	. ft.)# Ur	nits (multi-family)_	1st Floor sq. ft
2 nd Floor sq. ft Basement	t sq. ft Ga	arage/Carport sq. ft.	Water Tap Size
Total Cost of Improvements \$		_ Construction Typ	pe
USE TYPE (*See Supplemental I	Forms Needed for	r Specific Permits)
☐ Single-Family Residential*	☐ Multi-Family	(3+ Units)*	Commercial*
☐ Duplex Residential*	Mobile Hom	e*	☐ Hotel/Lodging*
Accessory Dwelling Unit*	☐ Tiny Home*		
PERMIT TYPE (*See Suppleme	ntal Forms Need	ed for Specific Per	rmits)
☐ New Construction	Detached Ou	ıtbuilding/Garage	☐ Solar*
Remodel	☐ Window Rep	olacement	Demolition (Need State Permit)
Addition	☐ Plumbing/M	echanical	☐ Foundation
Attached Outbuilding/Garage	☐ Roof Repair	Replacement /	Other-Please describe below

Summary of Proposed Work	
The plan review process takes up to 21 days if no corrections applicant will be notified when the building p	
ACKNOWLEDGEMENT AND AUTHORIZATION:	
Legal Representative for the property noted above, to construct the struspecifications submitted to and reviewed by the Town of Bayfield. In conthis permit, the undersigned hereby agrees to comply with all building adopted by the Town of Bayfield. The undersigned further agrees that not fully complied with in the location, erection, construction and use of the permit may then be revoked by notice from the Town of Bayfield the Town does not engineer for drainage, this is the individual property must be in compliance with the Town Land Use Code and with other agriculture of a permit based upon plans, specifications and other data sha inspector from thereafter requiring the correction of errors in said plans from preventing building operations from being carried on thereunder wany other ordinance or regulations of this jurisdiction. The review of the specifications and the inspections conducted thereafter do not constitute responsibilities or liabilities by the Town of Bayfield for errors, omission responsibility for these items and implementation during construction redesigner, builder and owner and comments are intended to be construction thereest.	consideration of the issuance of codes and land use regulations if the above said regulations are of the above referenced structure, hereby rendering it null and void. It is worn in the property personal codes for drainage. The all not prevent the building is, specifications and other data or when in violation of this Code or the submitted plans and the an acceptance of any ons or discrepancies. The rests specifically with the architect,
I hereby certify that I have read and examined this application and know that all provisions of laws and ordinances governing this type of work a specified herein or not, and that the granting of a permit does not presure cancel the provisions of any other state or local law regulating construct statement under penalty of perjury.	will be complied with whether me to give authority to violate or
Owner Signature:	Date:
Applicant Signature (if other than Owner):	Date:



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.



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: License. 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
	empleting the plumbing work in accordance with applicable plumbing eets guidelines of the homeowner exemption stated above.
Property Owner Signature:	Date:



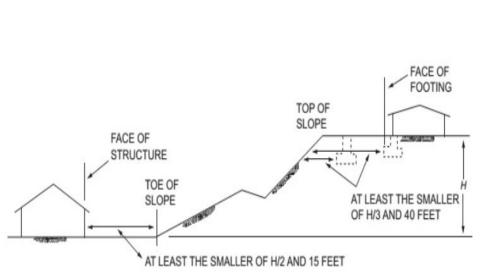
DRAINAGE REQUIREMENTS

Town of Bayfield does not require an engineered drainage plan for single-family, duplex or accessory dwelling unit (ADU) building permits. The Town only reviews a schematic drainage plan to ensure that the drainage flows away from the structure and adjoining properties. The design of elevations and drainage is the owner's/builder's responsibility. The International Residential Code (IRC) code has requirements defining the drainage flow away from residential structures as depicted in the illustration and IRC references on the following page. These requirements are enforced by the Building Inspector at the time of final inspection for the Certificate of Occupancy. Builders must also design the drainage plan in accordance with the subdivision requirements, and it is the builder's/owner's responsibility to make sure that the drainage functions properly and does not harm the adjacent properties. By signing below, I agree to the terms stated above and affirm I have received the Graded Site Drainage Reference Sheet (attached).

Applicant Signature:	Date:	
Project Address		_

GRADED SITE DRAINAGE REFERENCE SHEET

Requirements	2015 IRC Reference
Surface graded away from foundation minimum 6-in within first 10-ft (Figure 1)	R401.3
Lot slope >10% requires stepped footing on foundation	R403.1.5
Setbacks and clearances to slopes ≥1:3	R403.1.7
Graded site-top of foundation minimum 12-in + 2% above street drain (Figures 1)	R403.1.7.3



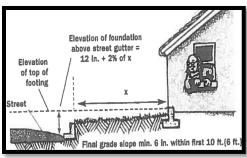


Figure 1. Foundation clearance from slopes (2015 IRC Figure R403.1.7.1)



INTERNATIONAL ENERGY CONSERVATION CODE CERTIFICATE FOR RESIDENTIAL

This certificate is based on the 2009 International Energy Conservation Code (IECC) for one- and two-family dwellings as well as R-2, R-3 and R-4 buildings that are three stories or less in height. This certificate is required as part of the building permit submittal.

2 If the Simulated Performance Alternative is selected please attach a summary of compliance. Complete third party documentation of co	CSection 405). State of Building
METHOD OF ENERGY CODE COMPLIANCE: The IECC provides various options for compliance with minimum standards. Check the box to indicate the method of com 1. Prescriptive Method (IECC Section 402.1.1) 2. U-factor Alternative (IECC Section 402.1.3) 3. Total UA Alternative (IECC Section 402.1.4) 4. REScheck¹ (IECC Section 402.1.4) 1. Please attach documentation and calculations to substantiate compliance. 2. If the Simulated Performance Alternative is selected please attach a summary of compliance. Complete third party documentation of co	CSection 405). State of Building
The IECC provides various options for compliance with minimum standards. Check the box to indicate the method of com 1. Prescriptive Method (IECCSection 402.1.1) 2. U-factor Alternative (IECCSection 402.1.3) 3. Total UA Alternative (IECC Section 402.1.4) 4. REScheck¹ (IECC Section 402.1.4) 1 Please attach documentation and calculations to substantiate compliance. 2 If the Simulated Performance Alternative is selected please attach a summary of compliance. Complete third party documentation of co	CSection 405). State of Building
 □ 2. U-factor Alternative (IECC Section 402.1.3) □ 3. Total UA Alternative (IECC Section 402.1.4) Available only to design professionals licensed in the State Colorado or by qualified persons as approved by the Bui 	State of Building
¹ Please attach documentation and calculations to substantiate compliance. ² If the Simulated Performance Alternative is selected please attach a summary of compliance. Complete third party documentation of co	`compliance
PRESCRIPTIVE METHOD REQUIREMENTS BY COMPONENT	
Door U- FactorGlazing U-FactorCeiling R- ValueWood Frame Wall R-ValueMass Wall R-ValueFloor R- ValueBasement Wall R-ValueSlab R-ValueCrWall R-ValueR-ValueR-ValueR-ValueR-ValueR-Value	Crawlspace Vall R-Value
0.35 0.35 38 20 or 13+5 13/17 30 10/13 10, 2 ft	10/13
INSULATION DATA: Enter the appropriate values for the scope of work that coincide with the compliance method selected above. This data is reall methods of compliance.	required for
Wall R-Value (wood frame or mass) Crawlspace Wall R-Value	
Ceiling R-Value Slab Perimeter R-Value (24" minim	mum)
Floor R-Value (above unheated space) Glazing U-Factor	
Floor R-Value (above exterior space) Door(s) U-Factor Basement Wall R-Value	
Daschicht wan K-value	

Section 402.4 of the IECC requires the thermal envelope to be sealed to limit infiltration. The IECC provides three options to demonstrate compliance with building envelope tightness requirements. Selection of the method of compliance shall occur when the Building Frame Inspection is scheduled. Below is a summary of the methods.

- 1. Testing Option (IECCSection402.4.2.1). Third party documentation required at time of final inspection.
- 2. Third Party Visual Inspection (IECC Section 402.4.2.2). Third party documentation required at time of final inspection.
- 3. BBD*Visual Inspection (IECCSection 402.4.2.2). BBD inspector perform required inspections. There is a \$125 additional charge for this service. The Simulated Performance Alternative requires third party inspections. [* Bayfield Building Department (BBD)