



Town of Pagosa Springs
551 Hot Springs Boulevard · Post Office Box 1859 · Pagosa Springs, CO 81147
Phone: 970.264.4151 · Fax: 970.264.4634

Department of Building and Fire Safety

RESIDENTIAL BUILDING PERMIT APPLICATION PACKAGE –HANDOUT

CURRENT AS OF JANUARY 2020

- **Building Permit Application**
- **Building Design Criteria**
- **Building Contact List**
- **Licensed Contractor List (available upon request)**
- **Building Permit Pre-Application Checklist**
- **Residential Development Standards and Allowable uses**



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Department of Building and Fire Safety BUILDING PERMIT APPLICATION

Date: _____ BP # _____ - _____
Project Address _____ Zoning _____
Subdivision _____ Block _____ Lot(s) _____ Parcel# _____
Building's Use _____
Project Description _____

CONSTRUCTION INFORMATION

- ☐ Residential ☐ Commercial Occupancy _____ (office use) Construction _____ (office use)
- ☐ Building ☐ Tower ☐ Retaining Wall over 4' High ☐ Storage Shed >200 sq ft. (residential)
☐ Storage shed >120 sq. ft. (commercial) ☐ Fence over 7' high
☐ Detached residential Garage/Shop ☐ Deck > 30" Above Grade ☐ Modular
☐ HUD/Manufactured Home (Year Built) _____ ☐ Permanent Foundation
- ☐ New ☐ Repair/Remodel ☐ Addition ☐ Other(specify) _____

BUILDING INFORMATION

(Include items affected by permitted work only please)

| | | |
|-------------------------------------|---|---|
| Number of stories _____ | Covered Porches _____ Sq. ft. | Water: <input type="checkbox"/> PAWSD <input type="checkbox"/> Well-SJBHD |
| Basement _____ Sq. ft. | Decks _____ Sq. ft. | # of Water Closets _____ |
| 1 st Floor _____ Sq. ft. | Each Additional Floor _____ Sq. ft. | # of Lavs./Sinks _____ |
| 2 nd Floor _____ Sq. ft. | Building Height _____ Ft. | # of Showers/Tubs _____ |
| Garage _____ Sq. ft. | Type of Sewage: <input type="checkbox"/> Public <input type="checkbox"/> Septic | Flood Zone: <input type="checkbox"/> N <input type="checkbox"/> Y (Elevation Cert required) |
| | Sewage Authority: _____ | Aviation Easement: <input type="checkbox"/> N <input type="checkbox"/> Y |
| | <input type="checkbox"/> PAWSD <input type="checkbox"/> Town of Pagosa <input type="checkbox"/> SJBHD | |

PROPERTY INFORMATION

Property Owner Name(s) _____
Owner Mailing Address _____ Phone _____
Email Address _____
Tenant Name _____ Phone _____
Email Address _____

CONTRACTOR INFORMATION

Contractor _____ Company Name _____
Contractor Work Permit # _____ MHIP Installers Cert# (Modular & Mobile Home Sets) _____
Address _____ Phone _____
Email Address _____

PROJECT DESIGNER INFORMATION

Project Designer _____ Company Name _____
CO License# (Arch/Designer) _____ Phone _____
Town Business License # _____ Email Address _____

CONTINUED ON OTHER SIDE >

Department of Building and Fire Safety
BUILDING PERMIT APPLICATION-Continued-

VALUATIONS AND FEES

| | |
|----------------------------------|---------------------------------------|
| Finished Space Cost \$ _____ | Building Permit Fee\$ _____ |
| Unfinished Space Cost \$ _____ | Plan review Fee (Commercial) \$ _____ |
| (No interior finish) | Total Fee\$ _____ |
| Attached Garage \$ _____ | Date Paid _____ Rcvd by _____ |
| Covered Porches \$ _____ | Credit Card Confirmation# _____ |
| Decks\$ _____ | Check # _____ |
| *Total Valuation \$ _____ | |

*Subject to verification and Approval by Building Department

SUBMITTAL REQUIREMENTS

The following must submitted before applications can be accepted for review, and all fees must be paid.

- Plans
Two(2) complete printed sets and one (1) PDF(electronic) file
- Fees paid
- Site Plan
Showing to scale the size and location of new construction and existing structures, distance from lot lines & dimensions. Street adjacent street & alley names. Include address or legal description.
- Signed Building Permit Pre Application Checklist (residential)
- Signed Residential Development Standards (owner must sign)

Owner/Authorized Representative (Print) _____

Date _____

Owner/Authorized Representative (Signature) _____



Town of Pagosa Springs, Colorado

Building Design Criteria

Roof Snow Load: 65 psf -100% Duration (Projects submitted under the IBC must have Roof Snow Loads determined per ASCE 7. The Ground Snow Load (Pg) = 93 psf)

Frost Depth: 42" min (Frost Protected Shallow Foundations accepted in most cases for residential construction)

Wind Speed: 90mph -exposure "B"

Seismic Design Category: B - Must be determined per sec 1613 IBC 2015

Heating Degree Days: 8323

Winter Design Temperature: -15°F (-26°C) (Ice Shield Underlayment Required)

Air Freezing Index: 1634°F **Mean Annual Temperature:** 42.2°F

Max Soil Bearing: 1500psf (other soil bearing capacities allowed when accompanied with a soils report from a Colorado licensed geotechnical engineer. **NOTE:** Soils reports are **REQUIRED** for all new buildings except for 1 & 2 family dwellings)

Current Model Codes: Please note that there are local exceptions and amendments to the International Codes as adopted by Town Ordinance No. 868.

- 2015 International Building Code (IBC), including appendix A, B, C, D, E, F, G and J
- 2015 International Residential Code (IRC), including appendix C, E, F, J, L, M, R and S
- 2015 International Energy Conservation Code (IECC)
- 2015 International Existing Building Code (IEBC)
- 2015 International Fuel Gas Code (IFGC)
- 2015 International Fire Code (IFC), including appendix A-J
- 2015 International Mechanical Code (IMC)
- 2015 International Swimming Pool and Spa Code (ISPSC)

Plumbing and Electrical Permits: Must be obtained through the State of Colorado Department of Regulatory Agencies. (303) 894-2300 or division website at:
Plumbing: <http://www.dora.state.co.us/plumbing/onlinepermitsystem.htm>
Electrical: <http://www.dora.state.co.us/electrical/onlinepermitsystem.htm>

Manufactured Homes (HUD and Modular UBC): are regulated under the State of Colorado Division of Housing and the Colorado Manufactured Housing Installation Program (MHIP) and permits for installations can be obtained through the town office or downloaded from the town web site. Installation requirements can be found on the division website at:
<http://www.dola.state.co.us/cdh/codes/index.htm>



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Department of Building and Fire Safety

BUILDING CONTACTS

| NAME | ADDRESS | PHONE |
|---|--|--|
| Archuleta County Building Department | 1122 Hwy. 84 South, Pagosa Springs, CO 81147 www.archuletacounty.org/83/Building-Department | 970-264-1390 |
| Archuleta County Road and Bridge Department | 1122 Hwy. 84 South, Pagosa Springs, CO 81147 www.archuletacounty.org/253/Road-Bridge | 970-264-5560 |
| Black Hills Energy Corporation | www.blackhillsenergy.com | 800-563-0012 |
| Centurylink (Telephone, Internet, TV) | www.centurylink.com | 800-261-1691 |
| Colorado Department of Health and Environment Water Quality Permitting/Construction General Permits-Matt Czarhor | www.colorado.gov/cdphe EMAIL: cdphe.commentswgcd@state.co.us | 303-692-2000 303-692-3500 303-692-3575 |
| Asbestos Abatement Demolition Info. Forms & Notification | www.colorado.gov/pacific/cdphe/categories/services-and-in | 303-692-3100 |
| Colorado Division of Fire Prevention & Control | 690 Kipling St. Ste#2000, Lakewood, CO. 80215 | 303-239-4600 |
| Fire & Life Safety (Permits, License, Certifications, Inspection) | https://www.colorado.gov/dfpc | 303-239-4100 |
| Fire Sprinklers/Fire Alarms/Permits and Inspections | 1580 Logan St. Ste. 550 Denver, CO 80203-1941 | 303-894-2300 |
| Colorado State Electrical/Plumbing Board Dept. of Regulatory Agencies Electrical Inspection Requests: Kelly Stockwell Plumbing Inspection Requests: Tim McAvoy | https://www.colorado.gov/pacific/dora/electrical https://www.colorado.gov/pacific/dora/Plumbing | |
| La Plata Electric Association | 603 S. 8th St. Pagosa Springs, CO 81147 | 970-247-5786 |
| Pagosa Area Water & Sanitation District (PAWSD) | 100 Lynn Ave Pagosa Springs, CO. 81147 | 970-731-2691 |
| Pagosa Fire Protection District | 191 N. Pagosa Blvd. Pagosa Springs CO 81147 | 970-731-4191 |
| Pagosa Springs Sanitation District | 551 Hot Springs Blvd. (Town Hall) 81147 | 970-264-4151 x230 |
| San Juan Basin Health Department | 502 S. 8th St Pagosa Springs CO 81147 | 970-264-2409 |
| Food Service Permits, Septic Systems Permits & Inspections | https://sibpublichealth.org/ | |
| USA Communications (Cable TV) | https://usacommscommunications.tv/ | 877-234-0102 |
| Utilities Locate "Free Service" | https://colorado811.org/ | Dial 811 or 1-800-922-1987 |



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Project Name: _____

Project Address: _____

Building Permit Pre-Application Checklist

For each building permit, the following checklist must be completed by the owner or owner's authorized agent for the project which acknowledges the following on behalf of the applicant. Check the box in front of each item and initial and date below to indicate your understanding and acknowledgement. **No building permit application will be accepted by the Town of Pagosa Springs without this complete checklist.**

- ☐ I am eligible to receive a free pre-application conference with the Planning and Building Departments to receive non-binding feedback and information on my proposed project. This conference is highly encouraged by Town Staff, especially for complex projects and for those unfamiliar with the Town's process.
- ☐ An application shall not be considered complete until all building permit fees, plan review fees, impact fees, a complete set of plans (two printed sets and one electronic set and a site plan) in compliance with submittal requirements are submitted to the Town of Pagosa Springs. Impact Fees are calculated according to use, square footage, and project type.
- ☐ If the project is within the Pagosa Springs Sanitation General Improvement District (PSSGID), the GID will be notified to evaluate your project for any potential changes in equivalent units (EUs). This may result in an increase in monthly sewer fees and/or additional Plant Investment Fees.
- ☐ Inspections by the Planning Department and Building/Fire Safety Department will be required to ensure adherence to building codes, fire safety codes, and municipal codes. Access to the property must be made available for this purpose. I understand that the entire project shall comply with all building and land use development code provisions prior to issuance of a certificate of occupancy.
- ☐ **If you are operating a business, you will need to:**
 - ☐ Obtain a Town of Pagosa Springs Business License prior to opening.
 - ☐ If you are operating a business that serves food, you will need to contact the San Juan Basin Health Department prior to opening.
 - ☐ Any signs on the property will need to be approved by the Town of Pagosa Springs Planning Department.

_____ The applicant must contact local utilities for service prior to issuance of the building permit. This includes, but is not limited to, Black Hills Energy (gas), La Plata Electric Association (LPEA), PAWSD (Pagosa Area Water and Sanitation District).

_____ I must contact the Public Works Department prior to connecting to any roadway or alley. Any work conducted within the public right of way requires a road cut permit, even if work is being conducted in unimproved shoulder areas.

_____ I understand that if the project is in a Historic District or is a designated landmark or building that I may be required to meet additional regulations and review prior to starting the project.

_____ I understand that no building permit will be issued if the applicant has an active code violation.

_____ I have received approval from my Homeowners' or Property Owners' Association and I certify that the project meets the covenants, codes and restrictions of the Association.

_____ My project will be evaluated by Planning Department staff for proper zoning, allowable use, floodplain considerations, proposed site improvements (e.g. lighting, setbacks, drainage, utilities, etc.). Depending on the scope of the project and staff's review, additional land use applications may be required, such as, but not limited to: rezoning request, temporary use permit, and conditional use permit, design review, etc.).

_____ I acknowledge and understand that my residential project must meet the **Residential Development Standards and Allowable Uses**.

_____ If a contractor(s) are used on my project, both general and sub-contractors shall have current work permits with the Town of Pagosa Springs.

I acknowledge that by signing and dating below that I understand all of the information herein. I further attest that I am the owner or owner's authorized agent for the project and have the express authority to act on behalf of the applicant.

Print Name

Signature

Today's Date

Internal Review only (do not write below this line)

_____ Initials of reviewer that application is complete

_____ Building permit fees paid. Amount: \$ _____

_____ Impact fees paid. Amount: \$ _____ Deferral Agreement recorded on (date): _____

_____ Plan review fees paid. Amount: \$ _____



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Residential Development Standards and Allowable Uses

Thank you for submitting your building permit application for your residential project.

The Planning Department will be reviewing your proposed project to ensure the below listed items are contained within your plan set. After receiving the owner's signature on this document and confirming the below items are provided in your plans and that they comply with the Development Code, we will issue our approval to the Building Department to your building permit after all other approvals have been received. The below Land Use Development Code requirements will also be confirmed at the Final Inspection by the Planning Department. Failure to comply with these provisions will result in the delay or denial of issuing your Certificate of Occupancy.

1) DRIVEWAY:

Your driveway connection to the Town's public Right of Way shall be approved by the Town's Public Works Department. They may be reached at 970-264-4151 x401. A minimum of two on-site parking spaces measuring 9'x18' minimum per vehicle shall be provided. Reserved on street parking is not permitted.

2) SITE DRAINAGE:

All on site drainage shall be directed to Town approved drainage facilities (road side ditches or storm drains or other Town approved facility). Drainage shall not be directed to neighboring properties. Roof drainage and snow shedding shall not be directed onto neighboring properties. Metal roofs may require snow anchors and gutters to prevent impacts to neighboring properties.

3) REVEGETATION:

Revegetation of all disturbed areas is required.

4) SETBACKS:

All structures require a setback from the property line. All zone districts have specific setback distances. These distances are the responsibility of the property owner to confirm. Roof eaves may not be closer than 5 feet from any property line. PLEASE NOTE: If your property pins are not in place, you will need to hire a licensed surveyor to provide property line stakes, property pins and/or an Improvement Location Certificate.

5) EXTERIOR LIGHTING:

All New and Existing Exterior Lighting is required to be in compliance with Town's exterior lighting code, LUDC section 6.11. In essence: The light source (bulb, LED board, reflective surface, lens, ect..) shall be completely shielded to ensure the light source is completely concealed from visibility from the property line. It is highly recommended that the applicant provides details of the desired exterior lighting fixture for the Planning Department's review and comments prior to purchase and installation. **Non-complying lighting will prevent the Town from issuing a Certificate of Occupancy until corrected.** See attached

illustration of light fixtures, however, please note that some properties are set at higher elevations that may dictate additional shielding considerations to prevent visibility of light from neighboring properties.

6) SHORT TERM / VACATION RENTALS

Short-term and vacation rentals (Air BnB and VRBO for example) is NOT an allowable use by right. If you are intending to offer you property for these types of business operations, then you must submit a Conditional Use Permit (CUP) application for the Planning Commission to consider approving such use at a public hearing. Please request this application packet from the Planning Department as soon as possible, as this process can take 1-2 months before the Planning Commission can provide a decision on your application. If approved, A State Sales Tax license, Town Business License and Lodging Tax License are required. CUP's must be kept in good standing are NOT transferable to a future property owner.

7) OTHER BUSINESS USES

The Town allows limited types of home-based businesses, all of which require the business owner to live on the premise. If you intend to operate or conduct any type of business from this property, contact the Planning Department to ensure it is an allowable Home Occupation Business.

8) ACCESSORY DWELLING UNITS (separate living quarters, mother-in-law apartment, granny flat) ADU's are allowed in most residential zone districts, HOWEVER, they do require a building permit and Planning Department review. Please contact us if you are considering including an ADU.

9) PROPERTY OWNER SIGNATURE

The Property Owners Signature on this Document is required for verification that as the property owner(s), you understand the above listed Code Requirements and that failure to comply with these provisions may delay or prevent the issuance of your Certificate of Occupancy. As the property owner(s), it is your responsibility to convey all appropriate information to your contactor(s). Also, as the Property owner, you are responsible to comply with your subdivision's Codes, Covenants and Restrictions (CC&R's) separate from the Town's permit approval.

Property Owner(s) Printed Name(s)

Property Owner(s) Signature(s)

Date: _____

Please return this signed document to the Planning Department and contact us with any questions regarding the above code requirements.

Sincerely,

James Dickhoff, AICP
Planning Department Director
970-264-4151 x225
jdickhoff@pagosasprings.co.gov

Cindy Schultz
Senior Planner
970-264-4151 x221
cschultz@pagosasprings.co.gov

See Attachment: Exterior Lighting Fixture Information Sheet

Exterior Lighting Fixture Information Sheet

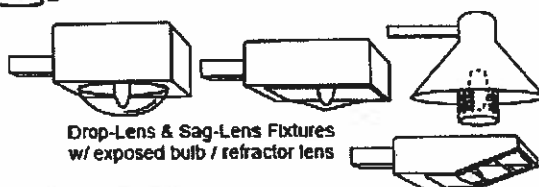
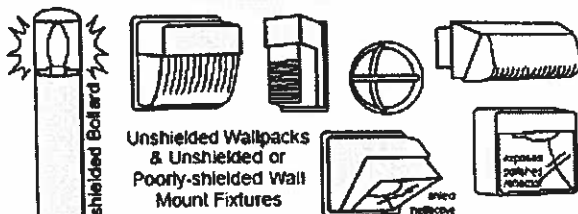
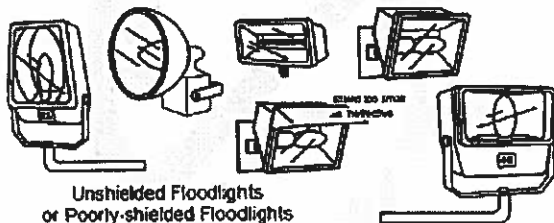
The Following Diagram provides a general overview of fixtures that are not compliant with the Town of Pagosa Springs Exterior Lighting Code (Unacceptable Fixtures) and fixtures that may achieve compliance (Acceptable Fixtures) depending on your specific site conditions and where the light is installed.

The Planning Department is available to provide comments on your proposed fixtures prior to purchase, HOWEVER, PLEASE NOTE that Compliance cannot be determined until the fixture is installed and operational.

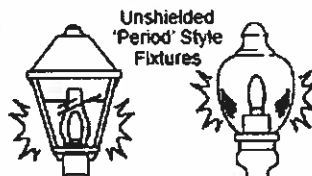
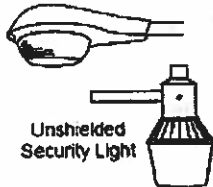
Non-complying fixtures will prevent the issuance of a Certificate of Occupancy.

Examples of Unacceptable Fixtures

Fixtures that produce glare and light trespass

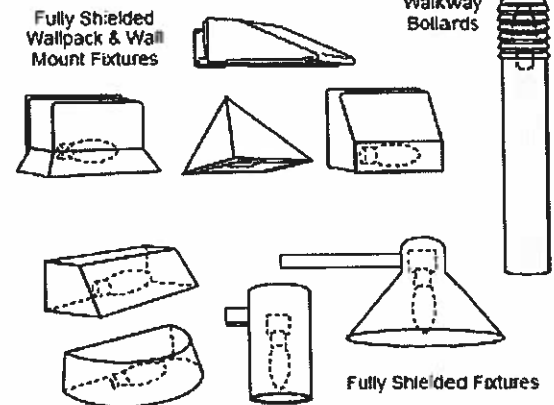
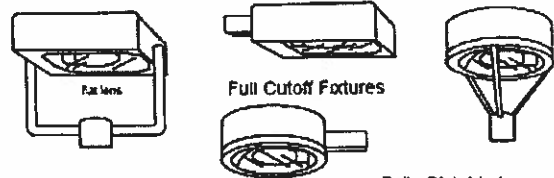


Unshielded Streetlight



Examples of Acceptable Fixtures

Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night



Full Cutoff Streetlight

