



BUILDING PERMIT PACKET

City of Gunnison Building Office, 201 W. Virginia Ave., PO Box 239
Gunnison, CO 81230 Phone: (970) 641-8151 Fax: (970) 641-8156
Website: www.gunnisonco.gov

ITEMS INCLUDED IN THIS PACKET:

- ✓ POLICY CRITERIA FOR BUILDING PERMIT ISSUANCE
- ✓ BUILDING PERMIT CHECKLIST
- ✓ BUILDING PERMIT APPLICATION
- ✓ AUTHORIZATION OF AGENT FORM (If the applicant is not the owner this form must be submitted)
- ✓ DIMENSIONAL STANDARDS CHART PER ZONE DISTRICT
- ✓ SITE PLAN EXAMPLE

OTHER AVAILABLE DOCUMENTS

- ✓ WHO NEEDS A BUILDING PERMIT?
- ✓ MOBILE HOME PERMIT APPLICATION
- ✓ FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION



MEMORANDUM

To: Building Construction Contractors & Concerned Citizens
From: Steven Westbay, Director-Community Development Department
Date: April 22, 2010
RE: Policy Criteria for Building Permit Issuance

This memorandum addresses the City of Gunnison Building Department administrative policy for issuing building permits on sites in the initial phase of development, which may be lacking adequate emergency vehicular access, lacking adequate water supply to meet fire flow needs, and lacking other city utility services.

In areas where city utilities have not been extended, the developer must obtain final subdivision approval or approval of a site specific development plan. Construction level engineer plans for the utility service extensions will need to be submitted Community Development Department for approval consideration. The developer will also be required to execute a development improvement agreement with the City.

Furthermore, it is the policy of the City of Gunnison Building Department that building permits may only be issued on parcels deemed by the Fire Marshal, Building Official and Community Development Director to have adequate emergency vehicular access, and are served by a central water system capable of providing adequate fire flow, as prescribed by the International Fire Code. This administrative policy does not imply a guarantee for issuance of Certificates of Occupancy (CO). Building occupancy will not be granted until all City utilities (water, sewer and electrical) are in place and functional.

Adequate access to a site shall be from a road system connected to an existing local, collector or arterial road within the city limits. Site access roads shall be completed to an all weather surface, with adequate lifts of compacted road base placed upon competent structural fill. Site access roads shall have a minimum section width of 22 feet.

The Community Development Director may waive building permit issuance requirements if it is demonstrated that life-safety issues have been adequately addressed. This policy directive is found to be in compliance with Section 101.3 (Intent) of the *International Building Code (2009)*. If you have any questions, please feel free to contact me.

Steve Westbay
Community Development Director
City of Gunnison
201 W Virginia
Gunnison, CO 81230

Phone: 970-641-8152
swestbay@gunnisonco.gov



CITY OF GUNNISON **BUILDING PERMIT CHECKLIST**

PLEASE USE THIS CHECKLIST!

If information is missing

Your plans are **INCOMPLETE** and **CANNOT BE PROCESSED**

The following requirements are based on 2015 International Codes.

Three sets of all plans- drawn to scale – must be submitted for review.

PLAN CHECK ITEMS:

(This plan review does not relieve the project from full and complete compliance with all of the requirements of the International Codes. No engineering is provided by this review). **This is a partial checklist.**

STANDARD ITEMS

- Building Permit application
- Building plans (three sets) to include:
- Landscape/ Street frontage buffer plan
- Site plan
- Plans to include all framing details.
- Foundation plan stamped by a Colorado Licensed Engineer (if applicable).
- Tabulate square footages of spaces on drawings (living areas, basement, garage, etc.).
- Plans must include fully dimensioned floor plans.
- Plans shall have documentation verifying compliance with the International Energy Conservation Code (insulation, air sealing, etc).
- Doors and windows must be scheduled.
- Plans must show ceiling heights.
- Specify heating and cooling mechanicals on plans (if applicable).

SITE PLAN: (Reference City of Gunnison Land Development Code, 2014)

- North Arrow, scale and date of plan preparation.
- Lot size and shape (must show location of survey pins or submit location/improvement certificate if available).
- Location of all existing building improvements on site (if no improvement certificate is available)
- Location and dimensions of all proposed building improvements.
- Front, side, and rear setback distances (from existing and proposed improvements to property lines).
- Parking spaces with dimension.
- Building height and floor area.
- Percentage of lot coverage for each category: buildings, parking, access roads, and driveways, landscaping, and snow storage.
- Landscape plan prepared to the specifications of the City LDC (if applicable)

- Site drainage plans with final grade elevations and calculations (if applicable)
- Location & size of all new and existing utility lines on property (water, sewer, ditch, gas, electric, cable and meters, etc. and connections to public mains).
- Exact location of any easements on property and easement widths.
- Driveway and driveway width.
- City Zoning district
- Adjacent streets and alleys (names and locations).
- Solar access and orientation (Section 2-6 – B -3, 2014 LDC)

ENVIRONMENTAL HAZARDS

- Flood Plain Development Permit and Elevation Certificate. (if applicable)
- Geotechnical study if project is in a geologic hazard area.

STRUCTURAL

- Structural plans should be stamped by a Colorado licensed Architect or Engineer.
- Structural review-look for logical layout, reasonable sizes of components, and foundation placed for all bearing components. Review for compliance with City minimum standards.
- 36” minimum to top of foundation wall or engineered system. Frost depth 30” to bottom of footing
- Headers for all openings over four feet aggregate concrete per standard no. F6.
- Trusses require certified drawings before installing.
- Show snow and wind loads per City of Gunnison Design Standard (40 lb. roof snow load and 90 mph wind load.).
- Specify type and grade of wood materials to be used.
- Specify type of wall sheathing.
- Specify type of roof sheathing.
- Specify type of floor sheathing.
- Fireplace footing design required.

SAFETY:

- Smoke alarms in each sleeping room and central location in corridors. Hard wired with battery backup. Alarms are required on each floor.
 - CO Alarm required in buildings with solid fuel burning device and/ or attached garage, hard wired w/ battery back-up.
 - LP gas and appliances prohibited in areas of building below grade.
 - ½ inch gypsum board on garage side, except 5/8 inch type-x required on ceiling below habitable rooms.
 - Door between garage and living space fire rated and self-closing.
 - Chimney to be 2 feet higher than roof within 10 feet and spark arrestor.
 - Stair requirements.
 - 7 ¾ max rise, minimum tread is 10 inches with ¾ - 1 ¼ inch nosing.
 - Landings 36: minimum.
 - Width 36” minimum.
 - Headroom 6’ 8” minimum for stairways.
 - Guardrails to be minimum 36” high with balusters <4” apart and to withstand horizontal force of 20 lbs. per LF when deck is 30” or more above grade. Comm. Height 42”.
 - Basement egress emergency escape and rescue openings.
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MISCELLANEOUS CODE REQUIREMENTS:

- Waterproofing and drainage requirements for foundations and basements.
 - Doors minimum height 6' 8".
 - Windows- Low-E double pane at a max U-value of 0.35.
 - Every sleeping room- emergency escape and recue openings meeting code requirements.
 - Windows equal to 8% of the floor area in each bedroom.
 - Glazing in hazardous locations tempered?
 - Attic access 22' x 30" minimum.
 - Crawlspace access 18" x 24" minimum.
 - Pressure treated sill plates.
 - Anchor bolts ½" x 10", embed 7", at 6' on center max and within 12" of ends.
 - Wind bracing.
 - Attic/rafter ventilation.
 - Crawl space ventilation.
 - Show double top plate on all bearing walls.
 - Exterior deck framing, supports and deck surface to be decay resistive or pressure treated material
 - Handrails- stairways with 4 or more risers shall have handrails on at least one side at 34" to 38" above nose of tread.
 - Enclosed usable space under stairs shall be finished with ½" gypsum board construction.
 - Bathrooms shall be provided with mechanical ventilation.
 - Exhaust ducts- to be constructed of smooth noncombustible material.
 - Heating appliances in a garage- shall be located out of the normal path of vehicles, or a means of protection shall be provided. Units generating a spark of flame shall have source of ignition 18" above the floor.
 - Gas fireplaces and/or fireplaces with gas burning appliances shall not be provided with dampers.
 - Fabricated wood burning appliances shall be installed in accordance with terms of listing. Provide listing number. EPA certification and installation instructions.
 - If the property is governed by a Homeowner's Association provide a letter of approval from the Architectural Review Committee.
 - Additional compliance items may be required in order to approve project.
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BUILDING PERMIT APPLICATION

City of Gunnison Building Office
 201 W. Virginia Ave., PO Box 239, Gunnison, CO 81230
 Phone # (970) 641-8151 Fax # (970) 641-8156

Please submit three (3) copies of building plans and one (1) digital copy if available.

CONTACT INFORMATION	APPLICANT	Name		CONTRACTOR	Name			
		Address			License #			
		City	State/Zip		Address			
		Phone #			City	State/Zip		
		Email			Phone #			
	JOBSITE	Street address:			ARCH/ENG	Name		
Legal Description			Address					
Lot(s)		Block		City		State/Zip		
Addition			State License #					
Subdivision								
PERMIT TYPE	<input type="checkbox"/> Single Family Residential		<input type="checkbox"/> Duplex		<input type="checkbox"/> Multi-Family Residential		<input type="checkbox"/> Accessory Dwelling Unit	
	<input type="checkbox"/> Residential Addition		<input type="checkbox"/> Garage		<input type="checkbox"/> Deck/Porch		<input type="checkbox"/> Remodel	
	<input type="checkbox"/> New Commercial Bldg		<input type="checkbox"/> Commercial Storage		<input type="checkbox"/> Commercial Addition		<input type="checkbox"/> Commercial Remodel	
	<input type="checkbox"/> Change of Occupancy		<input type="checkbox"/> Certificate of Occupancy		<input type="checkbox"/> Utility/Misc		<input type="checkbox"/> Other	
BUILDING TYPE	Brief description of project:				Construction Type:			
					<input type="checkbox"/> Standard wood framing, trusses, concrete foundation			
					<input type="checkbox"/> Metal framing, concrete foundation			
					<input type="checkbox"/> Block building			
					<input type="checkbox"/> Manufactured			
					<input type="checkbox"/> Alternative (describe)			
PLANNING & ZONING	LANDSCAPING REQUIREMENTS				Zone District: R-1 R1M R-2 R2M R3 RMU C CBD I B-1			
	A landscaping plan shall be submitted for all new building projects demonstrating compliance with the requirements of the City of Gunnison Land Development Code. All approved landscaping shall be completed prior to issuance of a final Certificate of Occupancy.				Front Setback:		Bldg Height:	
					Side Setback:		Lot Size:	
					Rear Setback:			
	Landscaping Plan Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Is the property governed by a Homeowner's Association (HOA)?								
<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please provide a copy of architectural review approval)								
COST/SIZE	Estimated cost of the project: \$				Total square footage (SF) of structure*:			
	Building Office Valuation: \$				Residential SF*		Porch/Deck SF	
	For manufactured buildings, include cost of foundation and cost of unit: \$				Garage SF		Commercial SF*	
					*exterior dimensions of building (excluding garage and porches) for each floor			
SIGNATURE	Notice: Separate State issued permits are required for electrical and plumbing work. From the date of building permit issuance, the applicant has 180 days to commence work before the permit expires. By signing this application the applicant(s) acknowledges that the information provided above is true and correct and hereby agrees to comply with all provisions of laws, codes and ordinances governing this type of work and assumes responsibility for compliance with the approved plans.							
	Applicant Name(print)		Applicant Signature			Date		
(LETTER OF AUTHORIZATION REQUIRED IF APPLICANT IS NOT THE OWNER)								
OFFICE USE ONLY	Building Code Construction Type: _____				Application Date Received:			
	Occupancy Classification: _____							
	Flood Plain: No Yes If yes - provide Elevation Certificate							
	Plan Review Complete: _____							
	Building Office Approval: _____							
	BUILDING PERMIT # _____							
Date Paid/Issued: _____								

AUTHORIZATION OF AGENT

I/We, the undersigned owner(s) of the following described real property located in the City of Gunnison, Colorado, hereby authorize the following individual(s):

Name	Address	Phone
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to act in my/our behalf concerning the application for action under the Land Development Code of the City of Gunnison.

Legal description and street address of the property for which application is being made:

Type(s) of permit applied for:

1) _____ 2) _____

3) _____ 4) _____

FIRST OWNER OF RECORD:

Printed Name of Property Owner

Signature of Property Owner

Date

SECOND OWNER OF RECORD:

Printed Name of Property Owner

Signature of Property Owner

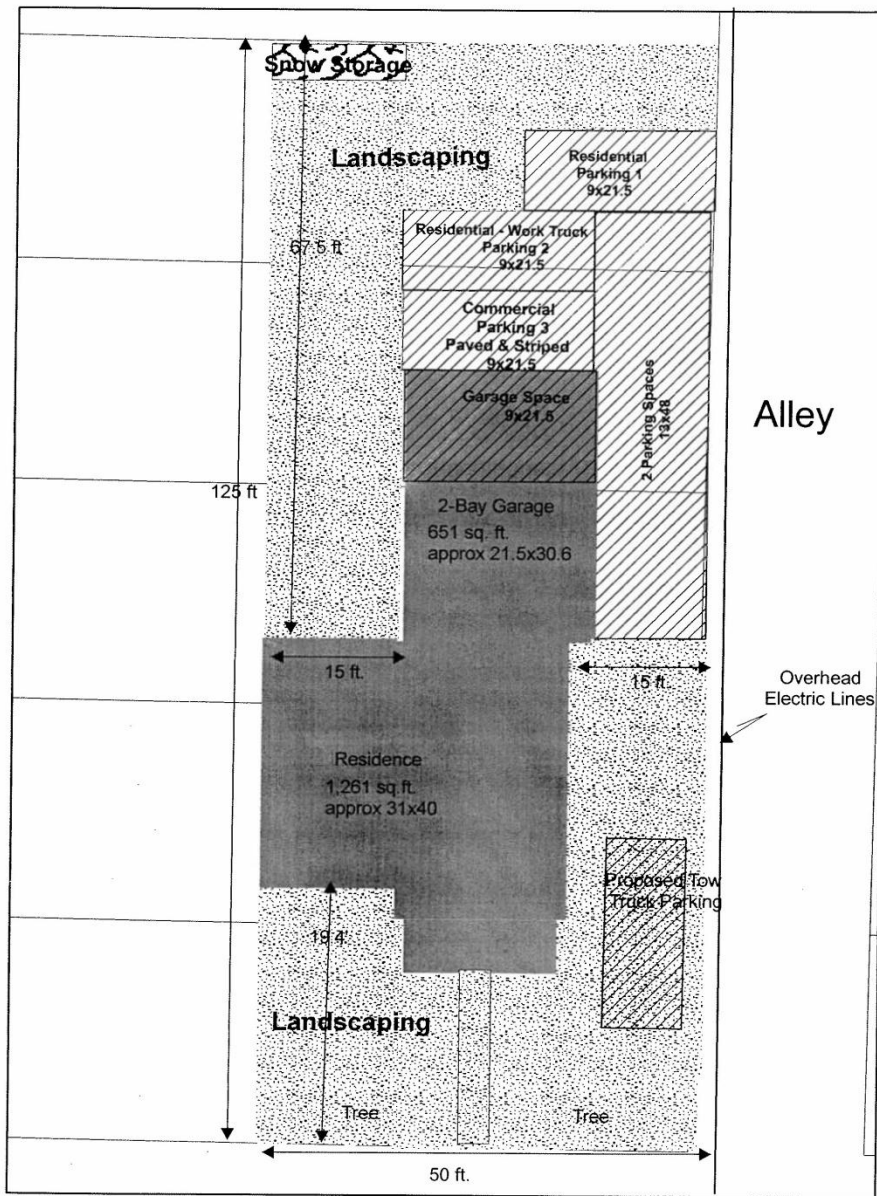
Date

TABLE 2-1 RESIDENTIAL DIMENSIONAL STANDARDS

Dimensional Standard	R-1	R-1M	R-2	RMU	R-3
Maximum density (units/acre) ¹	3.5	6	14	16	30
Lot Size Single-Family (sq. ft.) ¹	8,000	6,250	6,250	6,250	6,250
Lot Size Duplex (per unit) (sq. ft.) ¹			3,125	3,125	3,125
Lot Size Townhouse (per unit) (sq. ft.)				3,125	3,125
Lot Size Multi-Family (per unit) (sq. ft.) ¹					
Single Story				3,000	3,000
Two Story				2,500	2,500
Three Story				2,000	2,000
Maximum lot coverage structures	40%	40%	40%	45%	45%
Maximum lot coverage parking/access	10%	10%	15%	20%	40%
Minimum lot coverage landscape area	50%	50%	45%	35%	15%
Minimum lot frontage ¹					
Single-Family	50'	50'	50'	50'	50'
Duplex (per unit)			25'	25'	25'
Townhouse (per unit)				25'	25'
Multi-Family				100'	100'
Zero-Lot Line	50'	50'	50'	50'	50'
Minimum setback front²	15'	15'	15'	15'	15'
Minimum setback side Provided that one additional foot of setback shall be required for each two and one-half feet (a 1:2.5 ratio) of building height over 22.5 feet	10'	5'	5'	5'	5'
Minimum setback rear lot line: principal building Provided that one additional foot of setback shall be required for each two and one-half feet (a 1:2.5 ratio) of building height over 22.5 feet	10'	5'	5'	5'	5'
Minimum setback rear lot line: accessory building	10'	5'	5'	5'	5'
Maximum building height	35'	35'	35'	35'	35'
Maximum building height for detached accessory structure	30'	30'	30'	30'	30'
Minimum building width	24'	24'	20'	20'	20'
Minimum floor area Principal Dwelling (sq. ft.)	480	480	480	300 efficiency 480 multi-family	300 efficiency 480 multi-family
Floor Area Thresholds Accessory Dwelling (sq.ft.)				720	
Minimum storage area (sq.ft.)			32	32	32
Snow storage (% of parking and access coverage)	15%	15%	15%	15%	15%
¹ Density calculations for residential development may be subject to Slope Protection Standards (§5.2) and Section 13.					
² Covered porches and the landings and steps of a covered porch may encroach into the front yard pursuant to §1.7.L.3.d					

TABLE 2-2 NONRESIDENTIAL ZONE DISTRICT DIMENSIONAL STANDARDS				
STANDARD	B-1	C	CBD	I
DENSITY				
Max. density (units/acre)	7	14	NA	7
LOT				
Minimum lot size (sq. ft.)	6,250	8,000	--	6,250
Minimum lot frontage (ft.)	50	50	--	50
Maximum lot coverage: (%) structures	40	50	100	60
Maximum lot coverage: (%) Parking Access	15	40	N/A	30
Minimum landscape area (%)	45	10	--	10
BUILDING				
Maximum building height (ft.)	35	35	35	35
Minimum building width (ft.)	24	--	--	--
Minimum floor area: Multi-family (sq. ft.)	480	300 efficiency 480 multi-family	--	--
Minimum floor area: Second story residence (sq. ft.)	300	300	300	300 min 700 max
Minimum storage area (sq. ft.) ¹	32	32	32	--
BUILDING SETBACKS				
Minimum from side lot line (ft.)	5	5 ²	no req.	5 ¹
Minimum from rear lot line (ft.) principal building	5	5 ²	no req.	5 ²
Minimum from rear lot line (ft.) accessory building	5	5 ²	N/A	N/A
Minimum from front lot line (ft.)	15 ³	15 ²	no req.	0 ²
Other Standards				
Snow Storage Area (% of parking and access coverage)	15	15	N/A	15
¹ Storage is required for multi-family dwellings) (§3.3D) ² Uses adjacent to residential zone districts shall comply with Zone District Buffer Standards (§4.6 F. 3). ³ Parking not allowed within front setback area in B-1 Zone District				

SAMPLE SITE PLAN



Tomichi Avenue

APPLICANT NAME: _____
 SITE ADDRESS: _____
 11 X 17 SITE PLAN

Total Parcel Size: 6,250 square feet:

Dimensional Standards:

Dimension	Required	Actual
Structures:	50%	30% 1,912 sq. ft.
Landscaping:	10%	42% - 2,577 sq. ft.
Parking/Access	40%	28% - 1,761 sq. ft. (see below)

Landscaping Requirements:

This site is located in the Entrance Overlay zone which requires two trees within five feet of the sidewalk.

Parking Requirements:

- Residence 2 parking spaces
- Bays 2 parking spaces per 2 bays
- Tow Trucks 3 spaces on rear of lot
- Seven spaces required by Code
- Two spaces will be located in driveway access

Total Parking/Access Dimensions:

Parking 1	9 x 21.5	193.50
Parking 2	9 x 21.5	193.50
Parking 3	9 x 21.5	193.50
Parking 4 & 5	13 x 48	624.00
Parking 6	in bay	does not count toward uncovered parking
Total Uncovered Parking/Access:		1204.5 sq. ft./19%

Notes:

Snow Storage: (approximately 15' x 4') will be on the northwest side of the lot in the landscaped area. Landscaping is predominantly live cover except 220 sq. ft. of sidewalks.

1 inch equals 15 feet

