

Town of Brookside, Colorado

1720 Brookside Ave.
Canon City, CO 81212
Office/Fax: (719) 276-3436

SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATION

General Requirements:

- **Address:** Required to be issued prior to beginning construction. Applications for issuance of an address are available at the Brookside Town Hall or through the planning and zoning committee. There is no fee for issuance of an address.
- **Evidence of Ownership:** *A copy of an admin sheet from the Fremont County assessor's office containing complete legal description of the property and owner's name and mailing address.
- **Driveway Access:** *Access permit from Colorado Department of Transportation for State highway access, access permit from Fremont County for county road access, or private access easement of record from a public road. (County access permits may be obtained from the Road & Bridge department and a fee is required.)
- **Evidence of Water:** *Water tap contract or recent water bill from a public entity, or a well permit issued by the Colorado Division of Water Resources.
- **Evidence of Sanitation:** *Sewer tap contract or recent sewer bill from a public entity, or an individual sewage disposal system (septic) permit issued by Fremont County Environmental Health Department. Septic permit costs and application information is available at the Fremont County Building Department.
- **Plot Plan:** **May be prepared by applicant. Plot plan must contain the following:
 - a. Configuration of lot and all property dimensions.
 - b. Location on lot and dimensions of all structures. Identify each structure as "existing" or "proposed".
 - c. Setback distances from proposed structures to all property lines and to any existing buildings.
 - d. Location and name of any public or private roads which abut or encroach property.
 - e. Location that driveway enters property from public or private road. Driveways will determine "front" of property.
 - f. North arrow.

One and Two Family Dwellings:

- **Foundation Design:** **Must be prepared, signed, and sealed by an engineer or architect licensed by the State of Colorado. This requirement applies to all dwellings except mobile homes, as defined in the county zoning resolution. Mobile home placement applicants may submit manufacturers recommended set-up plan in lieu of foundation design.
- **Floor Plan:** **May be prepared by applicant. Floor plan must identify the dimensions and intended use of all habitable floor space.
- **Construction Details:** **May be prepared by applicant and may be drawn or in written form. Details must identify structural components such as floor support beam sizes, floor joist size and spacing, wall stud size and spacing, header sizes for all openings, roof assembly components or engineering from truss manufacturer, etc.
- **Manufacturers Engineered Truss Design:** **Must be provided by truss manufacturer and be signed and sealed by an engineer or architect licensed in the State of Colorado.

Commercial/Industrial/Multi-Family:

- **Site Improvement Plan:** **Must include same information as "plot plan" above **plus** off-street parking provisions, exterior lighting, and buffering provisions.
- **Construction Plans:** **Must be prepared, signed, and sealed by an engineer or architect, licensed by the State of Colorado, and must include foundation design, architectural drawings, structural details, mechanical plan, and roof truss design.
- **Drainage Study:** **Must be prepared, signed, and sealed by a Colorado licensed professional engineer.
- **Fire Department Permit:** **Required only if in Canon City Area Fire Protection District.

*One copy required to be submitted.

**Two copies required to be submitted.

All applicable fees, including Use Tax, are required to be paid prior to permit being issued.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED (11/05)

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Residential Building Permit—Application and Submittal Requirements

Job Address: _____ Date: _____

Schedule Number: _____ Tax District: _____

Owner:

Mailing Address:

Contractor:

Mailing Address:

Describe Work: _____

Total Cost of Project: submit a copy of project bid/quote and project plans if applicable

Building Permit Fee: _____ Paid: _____ Check No. _____

\$304.00 Impact Fee for Canon City Fire District: New Home Only Apply? Yes No

Telephone Contact #

For New Builds & Additions only

One copy of the following:

- Address—must be issued by the Planning and Zoning Dept.
- Evidence of ownership—must be copy of *recorded deed* and admin sheet from the Fremont County Assessor's Office
- Driveway access—CDOT permit from State highway; County permit from County road
- Evidence of water—tap contract and payment
- Evidence of sanitation—septic permit

Two copies of the following:

- Plot plan—may be prepared by the applicant (please see sample plot plan)
- Foundation design—must be prepared by an engineer or architect licensed by the State of Colorado
- Floor plan—identify dimensions and intended uses of all habitable floor space
- Construction details—identify all structural components including header sizes
- Manufacturer's engineered truss design—if installing manufactured trusses

Failure to submit all of the above information will result in delay of permit issuance.

Building Site Analysis

by Randy Babb – Building Inspector
(719) 280-3714 – Calls only

Date: _____

Permit#: _____

Installer: _____ Town: _____

Site Address: _____

1. Call 719-280-3714: Leave message with Building Permit # and Date to be installed ie, B-1-2023-8/10 *Last minute requests are accepted*
2. All fabric underlayment to be discarded, replaced with 15lb felt or equivalent
3. Notify Building Inspector of any structural damage
4. Valley metal to be replaced along with metal drip edge, transition flashing to be replaced as needed
5. When rolled roofing required (under 3/12 pitch) 2 layers 15# underlayment lapped @ 19" required
6. Roof Structures assembled with 1 by dimensional lumber must be overlaid with approved plywood/OSB sheathing
7. 3' composite shingles to have min 5 fasteners equally spaced
(staples of any kind not approved)
8. Follow manufactures requirements for metal roof installation including fastener length, gauge, spacing
9. Permit card to remain on site for final inspection

Installer

Building Inspector

- Do NOT purchase BUILDING PERMITS from FREMONT COUNTY.
- All building permits in the Town of Brookside are issued from the Town of Brookside.
- You or your contractor must contact the Building Inspector, Randy Babb, to obtain a permit for new construction, remodel work or roofing. Call 719-280-3714.
- A building permit is required for any structural change to an existing building, including siding, porches, roofs, windows, and installation of solar panels.
- A building permit is required for any new building over 200 square feet, as addressed by the Town of Brookside Land Use Code and the 2018 International Building Code.
- The Town's Building Inspector cannot sign off on work that does not have documentation for septic, electrical and plumbing inspections. Any mortgage lender will ask for valid inspections and permits.
- Septic Field Permits must be obtained from the Fremont County Health Department for installation or repair of septic tanks and fields. 615 Macon Ave., Canon City, CO

PLUMBING AND ELECTRICAL PERMITS:

Plumbing and electrical permits are issued by the State of Colorado. All plumbing and electrical installation, new construction, remodels, and additions must be installed and inspected in accordance with state law. Plumbing and electrical permits are required before commencing work.

A resident owning their own property and residing on that property may apply for a homeowner's permit and do their own plumbing and electrical work. Otherwise, all work must be performed by a licensed plumbing or electrical contractor utilizing licensed personnel.

For further information or assistance, please call the local office of the State Inspector at the Fremont County Courthouse, 615 Macon, Canon City, CO 81212.

For electrical inspections, call: 719-275-2816 State Electrical Inspector

For plumbing inspections, call: 719-269-1255 State Plumbing Inspector