

TOWN OF COLLBRAN BUILDING PERMIT

Date of application _____ Permit Number _____
 Property owner _____ Day time phone _____
 Applicant's name _____ Day time phone _____
 Property Address _____ Tax schedule # _____
 Block Number _____ Lot Number(s) _____ Zone District _____
 Proposed new construction (\$30.00) _____
 Remodel or Repair construction (\$30.00) _____
 Proposed Demolition (\$30.00) _____
 Present square footage _____ New square footage _____ %New _____
 Maximum height _____ Lot size _____ House size _____
 Front setback _____ Side setback _____ Rear setback _____
 Manufactured Home: HUD or UBC mobile home number _____

15.04.030 Building Permit. No building permit shall be issued prior to the issuance of a Certificate of Zoning Compliance by the Town of Collbran. No site preparation or building construction for any building shall be commenced without first obtaining a Building Permit application from the Town of Collbran and subsequently receiving Building Permit approval from Mesa County Building Department, 750 Main Street, Grand Junction, CO 81502 (244-1631). Mesa County processes building permits and performs inspections on behalf of the Town of Collbran

15.04.040 (c) Certificates of Zoning Compliance for New, Alter or Nonconforming. No permit for erection, alteration, moving, or repair of any building will be issued until application has been made for a Certificate of Zoning Compliance, and the Certificate shall be issued in conformity with the provisions of this Title.

Step 1 - Collbran's Building Permit - \$30.00

Site plan required. All applications for a building permit shall be accompanied by two (2) copies of a site plan drawn to scale (no less than 1/4" = 1 foot) showing the actual dimensions of the lot to be built upon, the size of the building(s) to be erected, and the location of the building on the lot with reference to the legally established property lines and such information as may be necessary to provide for compliance with these regulations. A record of such applications shall be kept in the office of the Building Inspector. Notice of approval of a building permit shall be posted on the subject property within twenty-four hours of such approval.
Height and Setback Requirements: The maximum height is 35 feet. The front yard setback is a minimum 10 feet, the side yard setbacks are a minimum of 7-1/2 feet on both sides, and the rear yard setback is 18 inches from an alley or 7-1/2 feet from an adjacent property or as otherwise provided in the Municipal Code.

On a separate sheet of paper, please draw a site plan showing the following: (See reverse side for example)

- ____ 1. An outline of the property lines with dimensions and setbacks (measurements);
- ____ 2. A dotted line outline of proposed structure and dimensions of proposed structure;
- ____ 3. Include architectural elevations of all sides of proposed structure;
- ____ 4. The distance from the proposed structure to the front, rear and side property lines (setbacks);
- ____ 5. All easements or rights-of-way on or immediately adjacent to the property;
- ____ 6. All existing or proposed structures with square footage on the property, including fences;
- ____ 7. All streets adjacent to the property and street names;
- ____ 8. All existing and proposed driveways, including length, width and distance from intersections;
- ____ 9. Location & dimensions of existing and/or proposed parking, number of spaces and construction material;
- ____ 10. A North arrow.
- ____ 11. Locations of existing or proposed walkways, leading to the front door of the house and to adjacent structures and walkway construction materials used.
- ____ 12. Property lines marked with string line for ease of measuring set backs.
- ____ 13. Location of all utilities (above and below ground) and utility easements.

ANY INFORMATION WHICH THE APPLICANT FAILS TO SHOW ON THE DRAWING MAY RESULT IN A DELAY IN OBTAINING THE BUILDING AND ZONING CLEARANCE.

Step 2 - Certificate of Zoning Compliance - \$50.00

The Zoning Compliance Certificate will be issued when Collbran's building permit is approved.

Step 3 - Mesa County's Building Permit – Based on Mesa County's Fee Schedule

Please see the attached Mesa County Building Permit and instructions for completion.

PLEASE BE ADVISED: ONCE YOU RECEIVE APPROVAL FOR YOUR PERMIT FROM MESA COUNTY, BRING 1 COPY OF MESA COUNTY'S APPROVED AND SIGNED PERMIT TO THE TOWN OF COLLBRAN FOR OUR RECORDS. FAILURE TO DO SO COULD RESULT IN RED TAGGING THE PROJECT UNTIL A COPY IS RECEIVED.

By signing this form, the applicant accepts responsibility for:

- X Locating and identifying all utilities, easements, property lines, existing and proposed structures.
- X Installing all driveways in accordance with the applicable sections of the Mesa County Standard Specifications for Road and Bridge Construction;
- X Obtaining a Underground Utility Permit for the construction or altering of any road drainage or other improvement within the public right-of-way;
- X Payment of all fees, including water and sewer taps, building and land use fees, and all actual costs incurred by the Town in conjunction with the review and approval of this permit, including, but not limited to, engineering, planning, surveying, and legal services.

Comments: _____

The information shown on the site plan is factual to the best of my knowledge. I have read, understand and agree to abide by the terms of the Town of Collbran's Land Use Regulations and all Town Ordinances.

Applicant _____ Date _____

Fee(s) received: Check Number: _____ Date: _____

Approved By _____ Land Use & Zoning, Town of Collbran

Example of Site Plan:

REQUIREMENTS FOR SUBMITTING DRAWINGS FOR A BUILDING PERMIT WITH MESA COUNTY

1. ONE AND TWO FAMILY DWELLINGS

- A. Scaled Floor Plan, with designed room use.
- B. Foundation plan showing size of rebar.
- C. Wall section providing framing details.
- D. All header materials of openings over 4 foot.
- E. Floor framing including size of joist and girders.
- F. Roof framing details indicating roof systems to be used.
- G. Stair details showing rise, run, guardrails and handrails.
- H. Location of heating appliance and type of fuel to be used.

The time period for Residential Plan View is 3 working days.

2. MULTI-FAMILY RESIDENTIAL STRUCTURES

Two (2) sets of blue prints drawings. Drawings must be sealed by a Colorado Registered Architect or Professional Engineer.

- | | |
|---|---------------------------------|
| <input type="checkbox"/> A. Foundation Drawings | <input type="checkbox"/> Sealed |
| <input type="checkbox"/> B. Structural Drawings | <input type="checkbox"/> Sealed |
| <input type="checkbox"/> C. Architectural Drawings | <input type="checkbox"/> Sealed |
| <input type="checkbox"/> D. Electrical Drawings | <input type="checkbox"/> Sealed |
| <input type="checkbox"/> E. Mechanical/Plumbing Drawings | <input type="checkbox"/> Sealed |
| <input type="checkbox"/> F. Fire Protection/Fire Alarm Drawings | <input type="checkbox"/> Sealed |

LOT STRINGING INSTRUCTION SHEET

All planning clearances issued for any residential and/or agricultural structures will require a (Foundation Certification)* or the following:

1. The applicant shall, prior to setting forms for a foundation, string all subject property lines if located in the Joint Urban Planning Area. If located in the Rural Planning Area, the applicant shall string property lines only where building setbacks will be less than 100 feet from the property lines. In order for the applicant to accurately represent property lines, a survey may be necessary. The applicant shall be responsible for the location of the property line strings.
2. The County building inspector will measure the distance from the foundation forms to the property line string when an inspection is requested.
3. If the building inspector finds that the distance from the property line string is less than the setbacks shown by the applicant on the planning clearance site plan, the inspector shall halt construction on the structure.
4. The Building Department will instruct the applicant to return to the Planning Department to amend the site plan (i.e. change the setbacks or demonstrate that the forms will be moved to meet the zone district requirements.)
5. If the actual distance from the structure to the property line is less than what the zone district requires, the foundation forms must be moved in order for construction to proceed.
6. When the planning clearance information is corrected and approved by the Planning and Development Department, the applicant shall present the corrected and approved information to the Building Department and construction on the project may once again proceed.

*Foundation Certification – In lieu of lot stringing, the Mesa County Planning Department will accept a certification letter from a licensed Colorado Professional Engineer or Surveyor that stipulates that the proposed foundation meets the applicable zone district setback requirements of the current Mesa County Land Development Code.