



## DOCUMENTS REQUIRED FOR BUILDING PERMIT

**Note:** *These requirements are for new construction of single family homes and commercial buildings. Ancillary structures, remodels, demolitions, sheds, etc. may or may not require submittal of all items below.\* Please refer to Ridgway Municipal Code (RMC) Chapter 6 at <http://www.town.ridgway.co.us/code.html> for Building Regulations, Adopted Building Codes (2006 International Codes) and Amendments, the Prescriptive Energy Code and Green Building Standard.*

- 1. Construction Drawings** - submit three sets (electronic submissions are welcome), including:
  - *Plot/Site plan* - Show property boundaries and size and location of proposed structures, existing structures, distance of structures to boundaries, proposed driveways, adjoining roads, easements, utility hook-ups (phone, electric, natural gas, water, sewer) and setbacks. Survey may be required.
  - *Engineered Foundation* to include dimensional plan views of foundations with footers, stem walls, interior pads and exterior pads. Foundation plan must have wet seal. Engineer must be registered and licensed to practice in the State of Colorado.
  - *Floor and Roof Framing*- Provide dimensional plan views of all floor and roof framing. Plans to include size, type and spacing of all structural members. Include truss schedule to verify snow load capacity.
  - *Complete Floor Plan* with dimensions and scale for each floor, garage or basement. All areas drawn will be dimensioned and the square footage for that area shown. Each area or room will be named as to its use (bath, kitchen, closet, etc.). A total of the individual square footages for the floor depicted will be shown.
  - *Four Elevations* are required including scale, one for each facing view- North, East, South and West.
  - *Cross Section* of a typical exterior wall to illustrate wall construction, siding, insulation, plates, connections, sheathing, soffit, fascia, roof framing, underlayment, roofing, gutters, etc. from footers through roof peak.
  - *Certified and stamped* by both a licensed architect and a licensed engineer if a commercial building, or residential building of more than two stories.
  - *Sampling manhole plan* (commercial only, if required)
- 2. Outdoor Lighting** - fixtures to demonstrate compliance with Town regulations. Specify each type of exterior light. RMC Sec. 6-5: [http://www.town.ridgway.co.us/code/code\\_6\\_5.pdf](http://www.town.ridgway.co.us/code/code_6_5.pdf)
- 3. Homeowner's Association or Design Review Board** approval if necessary.
- 4. Staging Plan**- submit two sets: Must include location of dumpsters, materials staging, storage of excavated soils, portable sanitation facilities and any use of the public right-of-way. Encroachment permit required: RMC Chapter 14, Section 5: [http://www.town.ridgway.co.us/code/code\\_14\\_5.pdf](http://www.town.ridgway.co.us/code/code_14_5.pdf) .
- 5. Landscape Plan** - designating vegetation placement and type. RMC Sec. 6-1-11:



[http://www.town.ridgway.co.us/code/code\\_6\\_1.pdf](http://www.town.ridgway.co.us/code/code_6_1.pdf) and RMC Sec. 6-6-3 (I):  
[http://www.town.ridgway.co.us/code/code\\_6\\_6.pdf](http://www.town.ridgway.co.us/code/code_6_6.pdf)

6. **Plumbing and Electrical Permits** - Separate State of Colorado permits and inspections are required. Licensed contractors usually obtain these permits but homeowner permits are available under certain circumstances. For more information please see: <http://www.dora.state.co.us>
7. **Water and Sewer Tap and/or Septic Permit Applications** - Completed Town applications under RMC Sec. 9-1-8 (A):  
[http://www.town.ridgway.co.us/code/code\\_9\\_1.pdf](http://www.town.ridgway.co.us/code/code_9_1.pdf)
8. **Commercial Wastewater Questionnaire** – if required, to discharge to Town Sewer (*form supplied by the Town*)
9. **Encroachment Permit Application(s)** - for work in the Town Rights-of-way (ie: tie into utilities through Town streets, alleys, sidewalks, etc.) RMC Chapter 14, Section 5:  
[http://www.town.ridgway.co.us/code/code\\_14\\_5.pdf](http://www.town.ridgway.co.us/code/code_14_5.pdf).
10. **Proof of ownership** - (copy of recorded warranty deed, or title insurance policy or assessors tax notice)
11. **Calculations for Manuals J, D** - (*and S if appropriate*)
12. **Drainage Plan** - (*may be shown on site plan*)
13. **Flood Plain Management Regulations and Development Permit Application** – if applicable, Chapter 6, Section 2: [http://www.town.ridgway.co.us/code/code\\_6\\_2.pdf](http://www.town.ridgway.co.us/code/code_6_2.pdf)
14. **Factory Built Homes** – if applicable. Footer, stem wall or slab inspections required. Structure must comply with manufacturer’s installation instructions. State Electrical and Plumbing permits are required. RMC Chapter 6, Section 3:  
[http://www.town.ridgway.co.us/code/code\\_6\\_3.pdf](http://www.town.ridgway.co.us/code/code_6_3.pdf)
15. **Single Family Home Design Standards** - RMC Chapter 6, Section 6:  
[http://www.town.ridgway.co.us/code/code\\_6\\_6.pdf](http://www.town.ridgway.co.us/code/code_6_6.pdf)
16. **Demolition Permits** -

*\*Please consult with the Town Building Office before starting any construction or demolition to ensure that all the required permits are in place.*