



BUILDERS INFORMATION BOOKLET
FOR BUILDERS OF **SINGLE-FAMILY HOMES** IN THE TOWN OF SILVERTHORNE
Questions? Please call Community Development at (970) 262-7360

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INTRODUCTION

This booklet has been prepared by the Town of Silverthorne Community Development Department to help guide homebuilders through the building permit and inspection process. Becoming familiar with the procedures and requirements will minimize delays in obtaining your permits, prevent unnecessary construction delays, and allow us to serve all builders more efficiently.

PLANNING AND ENGINEERING:

This document only covers building department issues. **It is strongly suggested that you contact the following departments prior to submitting building plans.**

Planning Department: for questions regarding zoning requirements (which include building heights, landscaping, lot coverage, setbacks and any other zoning requirements that may apply for your building site).

Engineering Department: for questions regarding construction management, retaining walls, driveways, drainage and road cuts for utilities. Call 970-262-7354 for more information.

PERMITS AND CODES, A BRIEF OVERVIEW

The purpose of the building construction codes is to provide minimum standards to safeguard life or limb, health, property and public welfare. This process includes reviewing plans for compliance with adopted codes, issuing permits which authorize approved work, inspecting construction for compliance with approved plans and adopted codes, and issuing Certificates of Occupancy authorizing a building's use and occupancy.

The adopted codes provide criteria for a building's design, construction, and quality of materials, location and use. The adopted codes are:

- International Building Code, 2018 Edition
- International Residential Code, 2018 Edition
- International Mechanical Code, 2018 Edition
- International Plumbing Code, 2018 Edition
- International Energy Conservation Code, 2018 Edition

These codes have been developed by national organizations and are based on standard engineering practice, laboratory tests, and professional evaluation to assure that the criteria address safe and durable construction with practical methods of compliance.

The Town of Silverthorne has amended certain sections of the adopted codes. A copy of the Town's amendments can be requested and sent to you. Or you can view them through the Silverthorne website at www.silverthorne.org.

A permit is required for the following:

1. New homes and commercial buildings
2. Demolition of building or structures
3. Storage sheds larger than 120 sq. ft.
4. Additions, remodels, structural alterations, decks and balconies, spas, garages, fences over seven feet tall.
5. Furnace installations or replacements
6. Electrical, plumbing, or mechanical work
7. Cutting or excavating of roads* contact the Town Engineer 970-262-7354
8. New or replacement water and sewer lines* contact the Town Engineer

OBTAINING A PERMIT

Typical permits required to build a new single-family house include:

Building Permit which authorizes construction of the foundation system, framing and carpentry of the overall building, and exterior and interior finish work.

Plumbing Permit which authorizes installation of drain, waste, and vent piping, potable water piping, fuel gas piping, and plumbing appliances and fixtures

Mechanical Permit which authorizes installation of furnaces and ducts, boilers and circulation piping, and exhaust fans and ducts. A **separate Mechanical/Fireplace permit** is required for the installation of a gas fireplace. *Solid fuel burning appliances are permitted if they are on the EPA approved list of wood burning stoves, as well as approved pellet stoves and masonry heaters, please obtain an approved list prior to installing stoves.*

Electrical Permit which authorizes installation of wiring, receptacles, switches, light fixtures, electrical equipment, and fixed-in-place appliances, and connection of this system to utility service. A separate electrical construction meter permit is required if a temporary electrical service will be installed during construction. **Electrical permits should be pulled at the Summit County Building Department (970) 668-3170.** Address is 37 Peak One Circle.

WHERE DO I APPLY FOR A PERMIT?

Over the Counter Permits apply online [SmartGov Portal](#). Building Permits and Commercial Plumbing and Mechanical permits must [email](#) to schedule an appointment to apply in-person

at Silverthorne Town Hall located at 601 Center Circle during the hours of 8:00 am to 4:30 pm., Monday through Friday. Phone number (970) 262-7360.

WHO PULLS THE PERMITS?

If you hire a general contractor, they must pull the building permit. If you are building your own house, acting as a homeowner builder, you will pull your building permit. Plumbing, mechanical, and electrical permits must also be pulled by the contractors doing the work. If you are doing the plumbing or mechanical work on your own house, you will pull those respective permits yourself. If you are the homeowner/builder a business license is not required. If you are being paid to do work for someone else, you must be licensed with the Town.

Please understand that in building your own home, you are obligated to fulfill the same responsibilities as a professional contractor, including knowledge of and complying with all requirements of the codes.

BUSINESS LICENSE

All contractors, other than homeowner/ builders, doing work in the Town of Silverthorne must be licensed with the Town. Business License applications can be [applied for online](#). Plumbers must show their Colorado Masters License. The license fee is paid annually. Call (970) 262-7310 or (970) 262-7300 for price. A copy of your liability insurance must be on record in the building dept along with a copy of the plumbers Colorado Masters License.

APPLYING FOR A BUILDING PERMIT

To apply for a building permit, you will need to submit a permit application form, one of complete sets of plans, the plan review fees and excise tax (if applicable). The structurals must be stamped by a State of Colorado licensed Architect or Engineer. **Incomplete submittals will not be accepted.** If you are applying for a permit in a subdivision that is governed by a **homeowner's association** or **architectural review committee**, **approval** is required **prior** to plan submittal. The time for the review process will vary with the department's workload, type of project, completeness, and quality of the plans submitted. Plan on spending about 30 minutes for your submittal.

Additional approvals may be required from other agencies outside of Town Hall prior to

- Summit Fire & EMS, 970-262-5100 – for all new construction, commercial projects, decks, and additions.
- Summit County Environmental Health Department - food establishments
- Homeowners Association (HOA)

PLAN REVIEW REQUIREMENTS

General information:

Table R301.2(1) Climatic and Geographic Design Criteria is amended to read as follows:

TABLE R 301.2 (1) – CLIMATIC AND GEOGRAPHICAL DESIGN CRITERIA

GROUND SNOW LOAD	WIND SPEED MPH ^a	SEISMIC DESIGN CAT ^a	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^a	ICE BARRIER UNDERLAYMENT REQUIRED ⁱ	FLOOD HAZARDS	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^a
			weathering ^a	frost line depth ^b	termites ^c					
80	115	B	severe	40 inches	slight	-13°F	yes	*	2387	35.4°

^aThe Town of Silverthorne entered into the National Flood Insurance Program in November 1979. The date of the currently effective Flood Insurance Reference Map shall preside.

Soils tests are required for ALL new construction or additions involving new foundation construction. These reports serve as a basis for evaluating foundation designs and are essential for these projects. See “special topics”.

Square footage calculation: The Town of Silverthorne considers square footage to be outside wall to outside wall for calculation purposes.

BUILDING PERMIT AND PLAN SUBMITTAL CHECKLIST

(Plans should be at least ¼” = 1’ for readability) 24” x 36”

SITE PLAN

- Site plans (Eagles Nest Golf Course require an engineers stamp or letter from Engineer showing that the drainage has been reviewed and approved by the Engineer).
- Title block to include: address of job; name of person who prepared plans; name of owner; square footage of each: finished, unfinished & garage.
- North arrow, property lines, utility easements, & building setback lines
- Building location & dimensions to property lines
- Location & use of other existing or proposed buildings on property
- Description of finish grading & associated site improvements
- Grading – both existing and proposed contours need to be shown on the site plan
- Drainage. Drainage must be contained/directed on the owner’s lot and must not flow onto adjoining lots.
- Show garage slab elevation and elevation of existing road edge/driveway tie in
- Show driveway plan or culvert/swale drainage flow. Driveway drainage is not permitted to enter onto roadway. Speak to the Town Engineer at (970) 262-7354.
- Water and sewer tap locations. – follow Water & Sewer Information link on TOS website
- USGS showing existing and final grade - Grading Plan

LANDSCAPING PLAN

Landscaping – Proposed landscaping plan with snow storage. This plan will need to be followed to receive final occupancy approval from the planning department. Any changes will need to be submitted to the Homeowners Architectural Committee and the Planning Department.

CONSTRUCTION MGMT PLAN

Construction Management plans.

ARCHITECTURAL PLANS AND DETAILS

- Architectural site plan with USGS contours labeled.
- Building Height table
- Civil site plan showing grading, drainage and erosion control site plan.
- Details of water and sewer service lines shown on site plan and mechanical plan.
- Dimensioned floor plans with room uses labeled
- Locations & dimensions of exterior decks, stairs, & canopies
- Details of stairs, handrails, & guardrails (Cross section drawing of each type of stair used showing the rise and run, headroom clearance from nose of tread and handrail and baluster detail.
- Complete door & window schedules with hardware schedule
- Location of means of egress components (windows, stairs, doors, etc.)
- Location of occupancy, separation between garage & living space
- Sections & details of wall, roof, & floor assemblies
- Location of mechanical equipment
- Location of all plumbing fixtures

BUILDING ELEVATIONS

- Exterior grade levels & height of finish floor levels & roof
- All 4 exterior elevations shown
- Location & height of chimneys & rooftop mounted equipment
- USGS which should include top of roof

STRUCTURAL PLANS & INFORMATION

Stamped by Colorado State Licensed Architect or Engineer

- Dimensioned foundation and footings with details
- Location & details of retaining walls
- Dimensioned floor framing plans & details
- Dimensioned roof framing plan & details
- Details and certification for manufactured trusses & joists
- Details of bearing wall construction
- Building and wall sections showing framing details, flooring, decking, basement walls, floor and foundation. A typical wall section should note all pertinent information and extend from foundation through roof.
- Details of structural connections
- Details of provisions for lateral bracing
- Details of stairs, handrails & guardrails (cross section drawing of each type of stair used showing the rise and run, headroom clearance from nose of tread and handrail and baluster detail.
- Type, thickness, & rating of floor, roof, & structural wall sheathing
- General notes specifying all design loads (roof, floors, decks, wind, etc)
- General notes specifying materials and construction requirements

FIRE RESISTIVE CONSTRUCTION DETAILS

- Details of fire-resistive wall, floor/ceiling, & roof/ceiling assemblies
- Details of fire resistive protection assemblies for structural frame members
- Specify materials & reference applicable listing designation for assemblies

ELECTRICAL PERMIT CHECKLIST

All electrical permits are issued through the Summit County Building Department and applications shall include plans as required by the Summit County Building Department 970-668-3170.

PLAN REVIEW PROCESS

Before a building permit can be issued, a plans examiner must evaluate structural integrity, construction details, and provisions for meeting life safety requirements. This requires that permit applications be accompanied by plans which accurately describe the project and the proposed construction. It is especially important that foundation plans, framing plans, structural details and design notes be complete and accurate so that the plans examiner can see that the design complies with all code requirements. We recognize that there are numerous methods for complying with the code and we merely evaluate each applicant's proposal.

Plan reviews are performed on a first-in, first-reviewed basis. If there are items which are incomplete or incorrect, you may be asked to revise and resubmit the plans for additional review. It may take several days before the plans examiner can evaluate the re-submittal.

1. **Building Permits** and **Commercial Technical Permits** must be submitted in-person to the Town of Silverthorne (TOS) Community Development Department. Email to request an appointment.
2. Building permit plans are reviewed first by TOS Planning, Engineering, Public Works and Water and Sewer Departments.
3. TOS departments email comments to applicant (1-3 weeks, or longer, depending on staff and volume of permits).
4. Once the building permit plans have been approved by all TOS Departments, the plans are routed to Summit County Building Department (SCBD) for building code review.
5. SCBD reviews the plans and emails comments to applicant (2-4 weeks, or longer, depending on staff and volume of permits)
6. After SCBD approves, the approved redlined plans are processed by SCBD and routed back to TOS Permit Technician.
7. TOS Permit Technician processes permit and notifies applicant of any outstanding items and schedules an appointment to issue the building permit in-person.
8. In-person appointment required to pay fees and issue the building permit.

BUILDING PERMIT ISSUANCE

We will contact the applicant as soon as the plans have been approved. The general contractor or homeowner builder should then come to the office and pay the balance of fees due and sign the permit and plans and pick up the field-set of approved plans with the field permit card. The permit is thus issued.

Once the building permit is issued, the excavating can begin. The land should not be disturbed until the building permit is issued.

PLAN REVISIONS

If, during the course of construction you wish to make changes to your plans, you must get those changes approved by a plans examiner prior to proceeding with the change. If you are

making changes to plans stamped by an architect or engineer, you must first have her or him draw the revisions before bringing them to us for approval. If the changes are deemed extensive by the Plans Examiner, additional plan review fees may be charged at the current hourly rate. Any changes should be bubbled, and if drawn by an architect or engineer, stamped.

Revisions **PRIOR** to permit issuance:

- TOS Planning, Engineering, Water & Sewer Department revisions are required to be submitted in person and are not accepted electronically. Applicant must print revised plan sheets and coordinate a time to swap out old and new pages by emailing the TOS Community Development Department. Applicant must provide permit # and transmittal letter outlining the changes made per TOS Staff/plan reviewer comments.
- SCBD building code revisions are required to be submitted in person and are not accepted electronically. SCBD is open Monday through Friday from 8am to 5pm, 0037 Peak One Dr., Frisco.
- Note: if revisions are made that require TOS review, and the permit plans are under review by SCBD, the applicant must drop off the revisions to TOS for review and approval. TOS will transmit the revisions to SCBD after they've been approved by TOS.

Revisions **AFTER** permit issuance:

- TOS revisions: changes made to the building permit's site plan, elevations, or bed and bath count, must be submitted to TOS prior to submitting to SCBD. Applicant must provide permit # and transmittal letter outlining the revisions. Drop off plans at the Community Development Department or email to schedule an appointment with the appropriate TOS Staff/plan reviewer.
- SCBD revisions: mechanical, plumbing, or interior building code changes can be submitted directly to SCBD. TOS approval is not required.

PERMIT FEES

The total fee for the building permit includes the permit fee, which pays for your inspections, plus the plan review fee, which pays for your plan review. See [Town of Silverthorne Building Permit Fees](#) for the complete list of permit fees.

- **Building Permit & Plan Review Fees:** [Learn how to calculate your permit fees.](#)

- **Plan Review Fee** must be paid at the time the plans are submitted for review. The plan review fee pays for your plan review.
- **Excise Tax** is \$2.00 per square foot which includes living space, unfinished space and garage. The fee is for new residential construction and is paid at the time of submittal.
- **Permit Fee** must be paid at the time the permit fee the issued. The building permit fee pays for your inspections.
- **Impact Fee** is for all new construction based upon the square footage of the building. The Impact Fee is due and payable prior to the issuance of a building permit.
- **System Development Charge for New Building Permits:** New customers purchasing a building permit for a new building will be subject to a stormwater system development charge of \$0.10 per square foot of impermeable surface. The charge covers the cost of connecting to and maintaining the Town's stormwater management system. The purpose of this fee is to address the Town's aging infrastructure as well as help reduce the potential for property damage due to stormwater drainage and maintain the water quality of local rivers, ponds and drinking water.
- **Plumbing and Mechanical Permit Fees** are based on the assigned value of the work. Typically, there is no plan review fee with plumbing or mechanical permits for a single-family house, **only for commercial projects**. Commercial projects that require plumbing and/or mechanical permits require an engineer's stamp and a **separate fees and Summit County plan review**.
- **Electrical Permit Fees** for residential projects are based on the total building area in square feet plus the total number of dwelling units in the building. **All electrical permit fees are assessed by and paid to the Summit County Building Department.**
- **Water and Sewer Tap Fees** - read Town Code Sec. 3-2-1. - Use classification schedule and the TOS Utility & Billing Information for EQR rates.
- Water Meter Fees - contact Water Department for more information 970-262-7340.
- Please email us a completed building permit application to find out these fees.

Technical permits should be issued prior to that trade beginning work on the project. Work done without a permit will result in penalty fees being assessed.

DETERMINING VALUATION FOR PERMIT APPLICATIONS

The applicant for a permit shall provide an estimated valuation at the time of application.

BUILDING PERMITS

The applicant for a permit shall provide an estimated valuation at the time of application. The valuation used for the building permit shall include the valuation of work for which the permit is being issued, including labor and materials, for the plumbing, electrical, gas, mechanical and fireplace systems.

If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. The building official shall set final building permit valuation.

Building permit valuation set by the building official for projects without accurate total valuation by the applicant will be determined using the Building Valuation Data Table published periodically in Building Standards magazine, by the International Conference of Building Officials. Additionally, a regional modifier, as specified in the *Town of Silverthorne Construction Permit Fee Schedule*, shall be used to multiply the listed cost per square foot in the Building Valuation Data Table to establish the cost per square foot for the Town of Silverthorne, Colorado.

PLUMBING / MECHANICAL PERMITS

The applicant for a permit shall provide an estimated permit valuation at time of application. Electrical, gas, mechanical, plumbing, and elevator permit valuations shall include the total value, (whether paid for, or not) including materials, labor, and permanent equipment, for which the permit is being issued.

If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. The building official shall set final building permit valuation.

Mechanical / Plumbing valuation set by the building official for projects without accurate total mechanical valuation by the applicant will be determined as a percentage of total building valuation by multiplying the total building valuation by a constant of 0.10.

INSPECTIONS

At various stages, your work will need to be inspected by the building department. It is your responsibility to request the appropriate inspections, to assure that the work is complete and ready for inspection, and to assure that inspectors have access to that work. When the permit is issued, the general contractor is given a “field inspection card” which must be conspicuously posted within ten feet of the front door (or future front door). As each inspection is approved, the inspector will initial its corresponding line on the permit field card. The general contractor is also given a set of approved (redlined) plans which must be on the job-site in a conspicuous location for every inspection. Inspections are performed to assure compliance with approved plans as well as specific code requirements. If these approved plans are not at the job site, the inspector will not perform the inspection.

We recognize that changes are often necessary or desired as construction of a project proceeds. If these changes are not first reviewed and approved by a plans examiner, however, the inspector will reject the work for failing to comply with approved plans.

REQUESTING INSPECTIONS

SmartGov Permitting Portal Inspection Requests:

- For all building permits, and their child mechanical and plumbing permits, submitted after February 1, 2022. (*Building permits #BP2022-008 and above.*)
- For the following “over the counter” permits that are applied for electronically in the SmartGov Portal.
 - Hot tubs, standalone mechanical and plumbing projects, window replacements, demos, signs, banners, fireplaces, and residential mechanical and plumbing child permits.

Summit County's eTRAKiT Inspection Requests:

- Building permits, and their mechanical and plumbing child permits, submitted prior to February 1, 2022, please continue to request inspections in eTRAKiT. (*Building Permits #BP2022-007 / S22-0019 and below.*)

It is your responsibility to make sure the appropriate permits have been obtained prior to calling in for an inspection.

REQUIRED INSPECTIONS

Although the necessary inspections may vary slightly for each project, the following is a list of typical inspections for a new single-family home and the sequence in which they are required. If you have questions about inspections for your project, please ask when picking up your permit or contact the building inspection department offices.

- 1) **Layout and Footings:** Footing inspections will be completed only after forms and reinforcing steel are in place.

Note: AN "IMPROVEMENT LOCATION CERTIFICATE" (ILC) IS REQUIRED PRIOR TO A FOUNDATION INSPECTION.

- 2) **Foundation:** For concrete foundations, required forms and steel shall be in place prior to inspection. Wood foundations shall be inspected prior to setting of joists and prior to the waterproofing
- 3) **Foundation Dampproofing:** Foundation walls enclosing a basement or living space below finished grade, or if recommended in a soils report, shall be dampproofed.
- 4) **Perimeter drain:** If recommended in a soils report, an inspection of the perimeter drain, installed as specified by the engineer, is required prior to backfill.
- 4) **Underground Plumbing:** After all under-slab or under-floor plumbing is placed. A water or air test shall be on the system at the time of inspection.
- 5) **In-floor Hydronics:** Air or water pressure test is 50 psi for 15 minutes.
- 6) **Slab Prep and Slab Insulation:** After expansion materials are in place as well as all in-slab or under-floor building service equipment conduits, piping accessories and other ancillary equipment items are in place but before any concrete is placed.
- 7) **Rough Plumbing:** After all plumbing is installed. The system shall be pressure or water tested at the time of inspection. Gas line tests need to hold 10 psi for 15 minutes.
- 8) **Rough Mechanical:** To be made after all chimneys, ductwork and vents are completed.
- 9) **Rough Fireplace:** After unit is installed and framed.
- 10) **Rough Electrical:** After all wiring is pulled and splices are made.
- 11) **Roof Underlayment:** To be made after the ice/water shield & flashing is in place.
- 12) **Rough Framing:** To be made after rough plumbing, mechanical, electrical, fireplace and fire department inspections are successfully passed.
- 13) **Insulation:** To be made only after all insulation is installed and vapor barriers are installed.
- 14) **Drywall Nailing:** Drywall that is part of a fire-resistive assembly or a shear assembly must be inspected before joints and fasteners are taped and finished.
- 15) **Final Plumbing:** To be made after all fixtures, appliances, etc., are installed.
- 16) **Final Mechanical:** To be made after all heating and venting equipment is installed.

- 17) **Final Electrical:** To be made after all electrical appliances and units are installed.
- 18) **Final Building:** To be made only after the building or structure is complete and all provisions of the building codes and the code of the town of Silverthorne and amendments are met.
- 19) **TOS Final Engineering**
- 20) **TOS Final Public Works**
- 21) **TOS Final Water/Sewer**
- 22) **TOS Final Planning**
- 23) **Final HOA (if applicable)**
- 24) **Final Fire (if applicable)**

As a reminder, a permit is not considered finalized until final building, final planning, final engineering, final public works and final water and sewer inspections have been conducted and approved.

[Email](#) to request **TOS Final Inspections by 4:00 pm** at least 2 business days prior to the preferred date of the final inspection. Please include building permit number, site address, type of inspection, and phone number of contractor.

The project must be completed per the approved redlined building permit plans, and the site must be clean and move-in ready, free from trash, port-o-let, dumpster and construction materials. If the project is completed in the winter, 150% security must be submitted for any unfinished items, prior to Certificate of Occupancy.

For disapproved inspections, the inspector will complete a field inspection report and leave a copy of the report at the job site. This report will list all required corrections and indicate that re-inspection is required. All work which is disapproved must be corrected, re-inspected, and approved before covered up by subsequent construction. The procedure for requesting a re-inspection is the same as for requesting the original inspection, except that your request should specify that this will be a re-inspection.

RE-INSPECTION FEES

The building inspection department is authorized to assess re-inspection fees to control the practice of requesting inspections before the work is ready for inspection or for failing to comply with code requirements relating to inspections. When a re-inspection fee has been assessed, no additional inspections will be performed at that job site until it has been paid. A re-inspection fee may be assessed for any of the following:

- When the work for which the inspection is requested is not complete when the inspector arrives.
- When corrections previously called for are not complete when the inspector arrives for re-inspection
- When approved plans or the inspection card are not readily available to the inspector
- For failure to provide access to a project on the date for which the inspection is requested.
- For deviating from the approved plans without prior review and approval.

It is the intent of the building inspection department to provide prompt service and the greatest possible cooperation with contractors within the framework of the building permit process, available manpower, and available time. Understanding of these limits and cooperation on the part of homeowners and contractors will improve this performance and allow inspectors to serve all builders more efficiently.

CERTIFICATE OF OCCUPANCY

After all required final inspections are approved, the building inspection department can proceed with issuing the Certificate of Occupancy (C.O.). **The building may not be occupied or used, including storing furniture, before that certificate is issued.** Before you can get a C.O., you will need to obtain approvals and signoffs from each of the same agencies that gave an approval to issue the building permit. (Fire department, environmental health, homeowners' association)

[Contractor to email](#) or [upload](#) a scanned PDF of the field inspection card, [supplier verification form](#), and outside agency final inspection approvals to the *Submittals* section of the permit application.

Community Development Staff will [email](#) and [upload](#) a digital copy of the Certificate to the *Notes* section of the permit application.

TCO'S ARE NOT ISSUED, A BUILDING MUST PASS ALL FINALS.

SPECIAL TOPICS

SOILS REPORT

A soils report test, prepared by a professional geotechnical engineer, will be required for new construction and additions. We need the soils report before reviewing the foundation plan. These reports serve as a basis for evaluating drainage requirements, as well as foundation designs, and are required due to potentially expansive, wet, or low strength soils.

SPECIAL INSPECTORS

International Building Code Section can require a special inspector employed by the project owner for certain types of construction work. Some examples of types of work that may require a special inspector include:

- *Concrete; inspection of prestressed concrete and erection of precast concrete members
- *Pile foundations; inspection during installation and during load tests
- *Welding; inspection of all multi-pass fillet welds, and single-pass fillet welds >5/16”
- *High-strength bolting; inspection of slip-critical connections
- *spray-applied fireproofing; during preparation of surfaces, preparation of fireproofing material, application of fireproofing material, and inspection of completed application.

Types of work requiring these special inspection activities will be identified by the plans examiner during the plan review process. The project owner is then required to submit an application proposing a person or firm for performing these services. That application must include resumes and other information demonstrating that person’s qualifications for the proposed activity. Each special inspector must be approved by the building official before the building permit is issued. All necessary paperwork and forms for special inspectors are typically included in your permit paperwork at permit issuance. Paperwork needs to be turned into Summit County Building Department for review and approval.

WETLAND SURVEYS

Any building site with wetlands will need to submit a site specific survey plan taken within 24 months of their submittal.

LOG CONSTRUCTION

Plans must specify the species and grade of all structural logs. A framing inspection must be required immediately after all structural logs are in place and before any stamps are removed to verify the logs are in compliance with the approved plans.

LETTER OF CREDIT/ESCROW

Due to our weather conditions, landscaping and site work cannot be done from November through April. Therefore, the applicant must provide a letter of credit, or escrow check for any landscaping and/or site work that is not complete by November 1. Letters of credit will not be accepted during any other time period. Letters of credit must provide the following:

1. What the letter of credit is for (i.e., landscaping, road work, driveways, etc)
2. Written bid (cannot be from owner, even if owner is doing the work)
3. Amount of credit must be for 150% of the bid
4. Expiration date (computed by lender)
5. Authority for Town to draw on the security if needed

BEFORE DIGGING IN THE STREET

Contact the Town Engineer at (970) 262-7354 for all necessary permits, securities and specifications of the road cut. The road must be repaired to Town standards and be inspected and approved by the Town of Silverthorne's Engineer.

SPRINKLER SYSTEMS

Sprinkler systems are required for all homes located in Eagles Nest Golf Course Filings 1-5, and ALL homes over 6,000 SF. Please contact the Summit Fire & EMS at (970) 262-5100 for instructions.

QUESTIONS?

Direct any questions that you may have about the information in this packet to the Community Development Department at 262-7360 or stop by their offices located on the second floor of the Silverthorne Town Hall at 601 Center Circle, Silverthorne Colorado.

PUNCHLIST ITEMS FOR A C.O

This is not a comprehensive list, but a list of items frequently requiring correction. See TOS Planning and Engineering Departments for their requirements. Most of which are addressed in your plan's general notes:

1) COMPLETION OF EXTERIOR OF BUILDING:

- Environmental air duct terminations
- Siding and soffitting
- Roofing, chimney and vent terminations
- Decks, including 100% bearing and positive connection of all deck piers
- Weatherproof covering of items that fail flame spread and smoke development (foam concrete forms and kraft paper backing need to be covered on both the interior and exterior)
- Backflow protection for hose bibs
- Hot tub installation
- Permanent premise identification

- Exterior handrails and guardrails

2) COMPLETION OF ALL BUILDING ITEMS:

- Hardwired/interconnected smoke detectors
- Installation of required CO2 detectors in residential construction, repair or remodel.
- Emergency escape and rescue windows
- Completion of fire resistive assemblies, including mudding and taping of all fasteners and penetrations
- Safety glazing in required locations
- Correct stair rises and run and stair variance
- Interior handrails and guardrails
- All required signoffs, including site improvement location certificate's
- Stair and door landings

3) COMPLETION OF ALL PLUMBING ITEMS:

- Proper installation of all fixtures, including caulking and hot water on left side
- Location of floor drains, including strainers
- Backflow prevention and termination of T&PRV'S
- Access to whirlpool motor where applicable
- Installation of tempered glass shower doors

4) COMPLETION OF ALL MECHNICAL ITEMS:

- Combustion air and termination and location of ducts
- Vent terminations
- Clearances to combustibles of vents and chimneys
- Fireplaces, installation and operation
- Installation and termination of environmental air ducts

5) COMPLETION OF ALL ELECTRICAL ITEMS:

- Lighting fixtures installed
- Switches and receptacles installed
- Cover plates installed
- Panel cover installed and panel schedule completed
- All grounding complete, including ground rod completely below grade
- Junction boxes covered
- Exterior lighting
- GFI's required to work and be installed
- Clear working space provided in front of panels
- Hot tub's installed per code

ASTHETIC ITEMS ARE TYPICALLY NOT NEEDED FOR C/O INCLUDING, BUT NOT LIMITED TO:

- Interior doors (unless rated door between garage and residence)
- Paint
- Carpeting (unless it affects stair rise/run or landings)
- Drywall finishing
- Appliances (refrigerator, stove, washer, dryer, etc) not in the house at the time of final building.
- Window and door trim (except rated garage door)
- Cabinets (kitchen sink must be installed and operable)

CALCULATING PERMIT FEES

Steps to calculate building permit and plan review fee.

1. Building permit fees are based on the **valuation of the building**, including all construction costs, finishes, contractor profit, etc., it does **not include the value of the land**:
2. After determining the valuation, use the table below to determine the building permit fee. See example following table.

Not more than \$500.00	\$23.50
\$501.00 to \$2000.00	\$23.50 for 1 st 500.00 + \$3.50/per hundred
\$2001.00 to \$25,000.00	\$69.25 for 1 st 2,000 + \$14.00/per thousand
\$25,001.00 to \$50,000.00	\$391.75 for 1 st 25,000 + \$10.10/per thousand
\$50,001.00 to \$100,000.00	\$643.75 for 1 st 50,000 + \$7.00/per thousand
\$100,001.00 to \$500,000.00	\$993.75 for 1st 100,000 + \$5.60/per thousand
\$500,001.00 to \$1,000,000.00	\$3,233.75 for 1 st 500,000 + \$4.75/per thousand
\$1,000,001.00 and up	\$5,608.75 for 1 st 1,000,000 + \$3.65/per thousand

[**Example**] Using a total valuation of \$264,180.00 and the above table.

- a. Locate the correct range in the table based on the valuation.
 - b. \$ 993.75 for 1st 100,000 + \$5.60/per thousand.
 - c. ($\$ 264,180 - \$100,000 = \$164,180$. The \$164,180 balance gets rounded up to the next thousand which is \$165,000.
 - d. Divide the 165,000 by 1000 which equals 165.
 - e. Multiply $165 \times \$5.60 = \924.00 .
 - f. Total building permit fee is $\$993.75 + \$924.00 = \$1,917.75$
3. To determine **plan review fee**, multiply the building permit fee by 65%.

Example: **building permit fee** is \$1,917.75. **Plan review** is $\$1,917.75 \times .65 = \$1,246.54$

PLUMBING AND MECHANICAL:

Based on **10% of the valuation** of job and calculated using a **.75 multiplier**. To receive an accurate fee for plumbing and mechanical permits please call the building department at 970-262-7360.