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**Checklists for Obtaining Various Types of Permits
And
List of Standard Inspections**

(Disclaimer: This handout is intended as an aid to preparation/issue of required permits. The checklists below are not "absolute" or intended to cover every possible scenario. Every job is unique and additional information or documentation may be required, but these checklists will cover the majority of standard situations)

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When to schedule Inspections?

During any construction, maintenance or repair project, inspections are required at certain phases before proceeding to the next stage. Permit holder's are responsible for scheduling required inspections and providing access for the inspector to the project. On pages 10 and 11 (of this informational handout) find a list of standard inspections. Every project is unique and specific jobs may require multiple and/or partial inspections, progress inspections or special inspections not listed on the permit card. Follow two simple rules:

- 1. If the next step in your project will cover / conceal the current work, or make access to the current work difficult, then call to schedule an inspection before proceeding.**
- 2. When in doubt, take time to make a telephone call to, or visit with the inspector to inquire as to how or whether to proceed.**

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Required information and/or documentation for New Structure Permits (Includes Detached or Multi-Dwelling Residential & Commercial Buildings)

1. 2 Sets of plans which include;
 - a. Site Plan, including:
 - * Physical Address of the project.
 - * Name, Mailing Address and telephone number of the property owner.
 - * "foot print" of structure (drawn to scale) and distances indicated from lot lines and any existing or proposed structures on the lot.
 - * Show all adjacent streets, alleys and easements
 - b. Soils Analysis – Report
 - c. Foundation Design Drawings (with stamp by CO licensed engineer).
 - d. Elevation drawings (These should include slope of roof, type of roofing and exterior coverings, siding, masonry veneer or stucco)
 - e. Floor plan (including location of all plumbing and HVAC fixtures) plus location and size of all windows and doors.
 - f. Framing details for all load bearing components, *Note: for commercial projects plans must be more detailed and include details and specifications for plumbing, mechanical/HVAC plans*
 - g. Drawings and specification for any engineered beams, girders, joists and floor or ceiling trusses.
 - h. ResCheck (or comparable analysis) of building envelope and fenestration for compliance with 2006 IECC.
 - i. Heat Gain/Loss analysis IAW ASHRAE Manual J, indicating size of proposed heating, cooling and water heating appliances.
 - j. Name of General, Plumbing and Mechanical Contractors associated with the project. *Note: All contractors on the job must be licensed by the City of Craig. If a (residential) property owner intends to do all or part of the work themselves, they may do so as long as the structure will used as their actual primary residence upon completion.*
- 2.. Sewer / Water Tap Application with
 - a. Address and legal designation of the subdivision, block & lot or lots
 - b. Name, Signature, mailing address and telephone number of the property owner
 - c. Business Name, Signature of authorized rep. and License # of plumbing contractor..

NOTE: Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to verify location of any underground utilities which might be subject to damage.

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Mobile/Manufactured Home Permits (HUD Standard "B" units) (May not be older than 25 years inside City of Craig IAW section 16.12.20.C of the City Charter)

Required Documentation or information for Obtaining Permit

In Mobile Home Parks

1. Need registration/title with serial number for unit and date of original manufacture.
2. Name, address & phone # of unit owner and Name address & phone # of property owner
3. Address and Lot # where the unit will be placed (*note: Even in MHPs, minimum yard setbacks and distances between units & accessory structures and units on adjacent lots plus must comply with article 12, Chap 16 of the Craig Municipal Code*)
4. Name of licensed "set up" contractor who will be installing unit.

On Residential Lot (Permanent Installation)

1. Need registration/title with serial number for unit and date of original manufacturer.
2. Name, address & phone # of unit owner and Name address & phone # of property owner
3. Documentation showing design roof live load/ snow load (*must be 40 PSF or better in areas zoned RLD, RMD or RHD or 30 PSF in RMH areas*).
4. Floor plan showing location and number of Mechanical & Plumbing Fixtures.
5. Soils Analysis / Report
6. 2 Copies of Foundation Design Drawings (with stamp by CO licensed engineer)
7. Site Plan, including:
 - * Physical Address of the project.
 - * Name, Mailing Address and telephone number of the property owner.
 - * "foot print" of structure (drawn to scale) and distances indicated from lot lines and any existing or proposed structures on the lot.
 - * Show all adjacent streets, alleys and easements
8. Name of licensed "set up" and or concrete contractor who will be installing unit and/or responsible for constructing the foundation.
9. Completed Sewer / Water Tap Application with signature by property owner & licensed plumber.

NOTE: Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.

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Modular Residence Permits

Required information/documentation for issue of a permit.

1. 2 Sets of plans* which include;
 - a. Floor Plan, Including Manufacturer Name & Model Name or Number & location and number of Mechanical & Plumbing Fixtures
 - b. Design data, showing compliance with IRC (2006 edition) Seismic, Wind and Snow Loads for Craig Colorado & compliance with energy efficiency standards for building envelope, fenestration and HVAC systems
 - c. Site Plan, including:
 - * Physical Address of the project.
 - * Name, Mailing Address and telephone number of the property owner.
 - * "foot print" of structure (drawn to scale) and distances indicated from lot lines and any existing or proposed structures on the lot.
 - * Show all adjacent streets, alleys and easements
 - d. Soils Analysis – Report
 - e. Foundation Design Drawings (with stamp by CO licensed engineer)
- 2.. Sewer / Water Tap Application (properly completed) with name, mailing address and phone number of property owner and signature by property owner & licensed plumber.
3. Name of (State and Locally licensed) "Set-Up Contractor" who will be installing the unit.
4. Provide "bid cost" of the permanent foundation and the name of the (locally licensed) Concrete contractor who will construct the permanent foundation.

** Notes - 1: During inspections, the manufacturer's Installation/Set – Up Instruction must be present on the job site.*

*Note 2: Standard Inspections during set up, will generally follow parts of both the "Building" & "Mfg Housing" Columns from the Permit Card, **PLUS** inspection of "marriage line connections" following the manufacturer's installation instructions.*

Note 3: At successful completion of the "Final" inspection, a "certificate of occupancy" will NOT be issued, since a significant portion of the framing, plumbing and HVAC systems were installed in the factory and this jurisdiction cannot certify that work. Upon request, a copy of the Inspection Record may be provided to document Building Department approval for occupancy

*NOTE 4 - Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor **MUST** contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.*

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Major Additions to Existing Structures

Required Information / Documents to Obtain Building Permit

2 Sets of plans which include:

1. Site Plan, including:
 - * Physical Address of the project.
 - * Name, Mailing Address and telephone number of the property owner.
 - * "foot print" of structure (drawn to scale) and distances indicated from lot lines and any existing or proposed structures on the lot.
 - * Show all adjacent streets, alleys and easements.
2. Soils Analysis – Report
3. Foundation Design Drawings (with stamp by CO licensed engineer).
4. Elevation drawings (These should include slope of roof, type of roofing and exterior coverings, siding, masonry veneer or stucco)
5. Floor plan (including location of all plumbing and HVAC fixtures) plus location and size of all windows and doors.
6. Framing details for all load bearing components,
7. Drawings and specification for any engineered beams, girders, joists and floor or ceiling trusses.
8. ResCheck (or comparable analysis) of building envelope and fenestration for compliance with 2006 IECC.
9. (If scope of project includes increase in capacity or other upgrade of furnaces, boilers, water heaters or air conditioning units) Heat gain/Loss analysis IAW ASHRAE Manual J, indicating size of proposed heating, cooling and water heating appliances.
10. Name of General, Plumbing and Mechanical Contractors associated with the project. *Note: All contractors on the job must be licensed by the City of Craig. If the property owner intends to do all or part of the work themselves, they may do so as long as the structure will be used as their actual primary residence upon completion.*

NOTE: Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.

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Accessory Structures Added to lots with existing primary structures

(Typically this means detached garages or storage or shop buildings)

Required Information / Documents to Obtain Building Permit

2 Sets of plans which include:

1. Site Plan, with:
 - * "foot print" of structure (drawn to scale) and distances indicated from lot lines and any existing structures on the lot.
 - * Show all adjacent streets, alleys and easements.
 - * The address of the primary structure on this lot.
 - * The name, mailing address and telephone number of the property owner.
2. Soils Analysis – Report (if applicable) *not required for typical detached residential garages or utility buildings but may be required for attached structures*
3. Foundation Design Drawings (with stamp by CO licensed engineer). *(if applicable) not required for typical detached residential garages or utility buildings but may be required for attached structures*
4. Framing details for all load bearing components, plus location and size of all windows and doors.
5. Drawings and specification for any engineered beams, girders, joists and floor or ceiling trusses.
6. Name of General, Plumbing and Mechanical Contractors associated with the project. *Note: All contractors on the job must be licensed by the City of Craig. If the property owner intends to do all or part of the work themselves, they may do so as long as the structure is located on the same lot as their actual primary residence.*

NOTE: Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.

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Minor Additions/Modifications/Repairs, Renovations and Remodeling Projects

Required Documents and/or Information to Obtain Building Permit

2 Sets of plans which include:

1. Site Plan, with:
 - * "foot print" of structure (drawn to scale) and distances indicated from lot lines and any existing structures on the lot.
 - * Show all adjacent streets, alleys and easements.
 - * The address of the primary structure on this lot.
 - * The name, mailing address and telephone number of the property owner.
2. Proposed Footing/ Foundation Design Drawings (may or may not require stamp by CO licensed engineer).
3. Elevation drawings (These should include slope of roof, type of roofing and exterior coverings, siding, masonry veneer or stucco)
4. Floor plan (including location of all plumbing and HVAC fixtures) plus location and size of all windows and doors.
5. Framing details for all load bearing components,
6. Drawings and specification for any engineered beams, girders, joists and floor or ceiling trusses.
8. Name of General, Plumbing and Mechanical Contractors associated with the project. *Note: All contractors on the job must be licensed by the City of Craig. If the property owner intends to do all or part of the work themselves, they may do so as long as the structure will be used as their actual primary residence upon completion.*

NOTE: Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.

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REPAIR OR PROPERTY MAINTENANCE TYPE PERMITS

Re-Roof - Required documents/ information, necessary to Obtain Building Permit

1. Location/address where work will be done
2. Name, mailing address and phone number of the property owner.
3. Name of contractor who will perform the work. *Note: Residential property owners may obtain permits and perform work on their own residence*
4. If work being done by a licensed roofing contractor, provide the "Bid" price of the project, in writing, on company letterhead
5. Size of the roof area to be re-roofed and number of layers of existing roofing materials currently existing on the structure.

Stucco or Siding Permit - Required documents/information to obtain Building Permit

1. Location/address where work will be done
2. Name, mailing address and phone number of the property owner.
3. Name of contractor who will perform the work. *Note: Residential property owners may obtain permits and perform work on their own residence*
4. If work being done by a licensed siding contractor, provide the "Bid" price of the project, in writing, on company letterhead
5. Accurate description of the scope of the project, e.g... "North and South sides of residence",... or "Entire residence and detached garage in rear"

Fence or Retaining Wall Permit - Required documents/information to obtain Building Permit

1. Location/address where work will be done
2. Name, mailing address and phone number of the property owner.
3. Name of contractor who will perform the work. *Note: Residential property owners may obtain permits and perform work on their own residence*
4. If work being done by a contractor, provide the "Bid" price of the project, in writing, on company letterhead
5. Site plan & accurate description of the scope of the project, e.g..."6 foot high, 100 feet long, Cedar Privacy fence on "North and South side property lines."

Note: 1 – Fences, walls (and hedges) must comply with height and set-back restrictions described in Chap 16, section 16.02.0140 (Fences, Hedges & Walls).

Note: 2 - Retaining walls over 4 feet (48 inches) in height, must be designed by a Colorado Licensed design professional.

NOTE 3 - Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.

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General Plumbing or Mechanical renovations, major repairs, piping system extension and appliance replacement.

1. Location/address where work will be done
2. Name, mailing address and phone number of the property owner.
3. Name of contractor who will perform the work. ***Note: Residential property owners may obtain permits and perform work on their own residence***
4. Floor plan & accurate description of the scope of the project, e.g...*"extend existing DWV & Water Line to ½ bath in finished basement" ... or " or "Install direct vent, gas fire place and connect to existing gas piping system."*

A-C Unit or Evap. Cooler Installation or Replacement (See Above requirements)

NOTE: Prior to ANY excavation activity, including items such as fence posts, pipe or cable trenches, column or foundation footings, the owner or contractor MUST contact the Utility Notification Center of Colorado (UNCC) at 1-800-922-1987 to ensure location of any underground utilities which might be subject to damage.

Standard Building Inspections (To be recorded on Building Permit Inspection Record) (*Inspections aren't always scheduled in this specific order, see rules 1 & 2 on cover sheet*)

Setbacks
Footings
Slab-Floor
Foundation Wall
Damp proofing-Foundation Drainage
Sheathing (roof & walls)
Framing (*May only be performed after electrical, mechanical and plumbing rough in inspections*).
Roofing
Pre-Roof Insp (for re-roofing projects)
Siding (Includes Lath Inspection for Stucco Finishes)
Insulation
Sheetrock/Plaster (Or other approved interior wall finish systems)
Final Inspection
Temporary Cert. of Occupancy
Final / Certificate of Occupancy (*May only be performed after or simultaneously with electrical, mechanical and plumbing final inspections*).

Standard Plumbing Inspections (*not always done in this specific order*)

Underground (Service Line Connections)
Rough In (Concealed piping under slabs and within walls etc...)
Top Out (Includes "rough in" and pressure test of DWV & Water Distribution Piping)
Fixtures.
Radiant Heat Piping
Gas Piping
Back flow preventer (Includes both Drainage Back Flow Prevention Valves, grease and sand traps AND anti siphon, check valves, vacuum breakers and RPZs)
Water Heaters

Standard HVAC Inspections *Note: Multiple inspections may be necessary to cover all of the listed areas*

Rough In (*Includes ductwork, and rough openings for supply or returns, installation and structural support of machinery and installation of piping within walls*)

Combustion Air (*In accordance with IMC or IFGC or Manufacturer's Installation Instructions*)

Return Air

Fire or Smoke Dampers

Appliance Vent / Chimney

Gas Piping

Public Safety

- * Egress & Lighting
- * Fire Protection / Suppression System/ Fire-Smoke Alarms/Detectors
- * Maximum Occupancy Load Posted

Special Approvals

- * Gas Meter (Fax to Utility)
- * Rough & Final Electrical Inspections (Performed by State Inspector)

Manufactured Housing

- | | |
|-----------------------------------|--|
| 1. Setbacks _____ | 7. Sewer Connections & Horizontal Waste Piping _____ |
| 2. HUD / ANSI Appr. Unit # _____ | 8. Tie Downs _____ |
| 3. Roof Load _____ | 9. Skirting _____ |
| 4. Blocking _____ | 10. Numbers (Street Address) _____ |
| 5. Gas Piping / Press. Test _____ | 11. Storage Shed _____ |
| 6. Water Line Piping _____ | 12. Landings / Steps _____ |
| | 13. Final Insp – Appr for Occupancy _____ |