



235 W Main Street | PO Box 398  
Cedaredge, CO 81413  
970-856-3123 | 970-856-7292 Fax  
www.CedaredgeColorado.com

## **Building Permit Process & Information and Fee Schedule**

The Town of Cedaredge requires building permits for residential and commercial construction, and some remodel/repair work, prior to the start of any work. Inspections and a Final Certificate of Occupancy are required before the building may be occupied. The Town of Cedaredge works from the 2018 International Building Code and the 2018 International Residential Code.

What requires a building permit:

- New construction
- Remodeling, alterations and improvements
- Repairs
- Re-roof (*Requires site inspection*)
- Removal, moving or demolition
- Fences (*depending on height; please inquire for specifics*)
- Sidewalks, driveways and parking slabs
- Accessory structures such as tool sheds, storage sheds, and children's playhouses larger than 200 square feet; and any size structure if attached to another structure.

What does not require a building permit:

- Painting, papering, carpeting and other "finish" work
- Movable cases, counters or partitions under 5 feet 9 inches in height
- Window awnings in residential areas
- Accessory structures such as tool sheds, storage sheds, and children's playhouses 200 square feet or smaller, residential-detached only.

## **WHEN IN DOUBT – PLEASE ASK!**

**Bruce Stanley, Building Inspector**  
**970-856-3123, ext. 106 | 970-589-6119 Cell**  
**buildinginspector@cedaredgecolorado.com**

**IMPORTANT:** Effective 04/01/2015, it shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure, unauthorized utility or excavation within public right-of-way regulated by code, or cause same to be done, in conflict with or in violation of any of the provisions of code and subject to a \$100 fine. Please see Ordinance 2015-01 for reference.

### **Good Things to Know:**

- It is recommended that applicants acquire a copy of Title 16 of the Cedaredge Municipal Code (which address Land Use and Development, including subdivision and zoning regulations); the Public Works manual; and the Public Works manual drawings. Those resources are available free at [www.cedaredgecolorado.com](http://www.cedaredgecolorado.com), or the Town can provide printed copies for \$84.
- Ditch easement encroachment must be coordinated with the ditch owners. A Town-issued building permit does not authorize the interruption or diverting of any ditch flows, nor authorize the encroachment on a ditch easement.
- The Town of Cedaredge is not responsible for placement of improvements on property. It is recommended that a survey or Improvement Location Certificate be completed prior to construction. Check subdivision covenants for additional restrictions.
- The property owner and/or contractor is responsible for complying with all covenants and HOA restrictions, if applicable.

### **Plot Plan Requirements**

- Professional drawing or completed Town Plot Plan form is acceptable
- Must be drawn to scale not less than 1" = 16'
- The Plot Plan must show: existing structures; proposed structures; distance of each structure from property lines; and location of gas, electric, water lines, wastewater (sewer) lines, both existing and proposed; and topographic features.
- All setback requirements are measured from the property line to the roof eaves. Minimum setback requirements are: Back – 5' Sides – 5' Town Road Frontage – 20' County or State Road Frontage – 25'

### **Water/Wastewater Taps:**

- Title 13 of the Cedaredge Municipal Code provides the full regulations of water and wastewater sewer utility service.
- All excavation and backfilling is the responsibility of the Property Owner
- Tap fees do not include the meter, backflow prevention device or installation charges.
- Please call the Town Hall at 970-856-3123 at least 24 hours in advance to schedule inspections of the service after the excavation base has been compacted, and immediately prior to connection to a town facility.
- A minimum of one week's notice is required for Town certified staff to tap the main line and install the meter.
- Monthly charges on the utility account begin when service is first utilized, but no later than 60 days from the date of the approval of the tap, whether or not the tap has been activated. The Water System Debt Line Replacement fee/Capital Replacement fee and the Sewer System Plant Improvement fee are assessed monthly beginning from date of tap approval.
- Taps must be installed within two calendar years of purchase. Taps not installed in that period revert to the Town. The tap fee will be refunded only if the Property Owner requests the refund within 30 days of the tap reverting to the Town.
- For out of town taps, Property Owner is required to submit a Signed Annexation Agreement with the Town of Cedaredge; provide a copy of the recorded deed and an account summary from the Delta County Assessor; and have completed water acquisition.

- For complete regulations on water and wastewater taps, please refer to Cedaredge Municipal Code Title 13.

### **General inspection requirements**

Inspections on new residential construction require the following at a minimum:

- Site layout and location
- Foundation elements (rebar, footers, stem walls, slabs, basement walls, etc.)
- Floor joists
- Rough framing
- Evidence of rough electrical and rough plumbing inspections
- Mechanical installations
- Sheathing (side and roof)
- Lath/siding
- Insulation
- Drywall
- Final

A Certificate of Occupancy (C of O) is required before a new or remodeled residence shall be used or occupied. Any change of occupancy (use) requires a C of O. Following are minimum requirements during final inspection:

- Record of all applicable construction inspections completed
- Record of final electrical and plumbing inspections
- General building condition including grading, structural finishes, and address numbers
- Residence must provide complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. All mechanical systems shall be fully functional.

### **Helpful Resources:**

- **Bruce Stanley, Town of Cedaredge Building Inspector**  
235 W Main Street | PO Box 398 | Cedaredge, CO 81413  
970-856-3123 ext. 106 Office | 970-589-6119 Cell  
buildinginspector@cedaredgecolorado.com  
Office Hours: Tuesdays and Thursdays, 8 – 11:30 a.m.
- **Greg Brinck, Town Administrator & Planning & Zoning Administrator**  
235 W Main Street | PO Box 398 | Cedaredge, CO 81413  
970-856-3123 ext. 113 Office  
manager@cedaredgecolorado.com
- **Utility Line Locates – Call before you dig!**  
811 or [www.colorado811.org](http://www.colorado811.org)

- **Electrical**  
Justin Samuels State of Colorado Electrical Inspector for Delta County  
303-869-3460 | [www.colorado.gov/pacific/dora/electrical](http://www.colorado.gov/pacific/dora/electrical)
- **Plumbing**  
Andy Clark, State of Colorado Plumbing Inspector  
303-869-3471 | [www.dora.colorado.gov/professions/plumbing](http://www.dora.colorado.gov/professions/plumbing)
- **Boiler Inspections**  
(Commercial construction only)  
Rand Rutledge: 970-712-7458
- **Open Burning**  
Delta County Dispatch: 970-874-2015  
Colorado Department of Public Health: 303-692-3268  
Start to Finish Open Burning: 970-399-2955
- **Demolition/Asbestos Information**  
Colorado Department of Public Health  
& Environment  
303-692-3100 | [asbestos@state.co.us](mailto:asbestos@state.co.us)
- **Black Hills Energy**  
800-563-0012
- **Delta County Landfill**  
970-835-7999
- **DMEA/Elevate Fiber**  
970-874-2383 or 970-249-4572
- **TDS Telecom**  
877-837-8372
- **Delta County Clerk & Recorder**  
970-874-2150

### Building Permit/Excavation Fee Schedule

Total Valuation	Fees
Up to \$500.00	\$24.00
\$501 to \$2,000	\$24 for the first \$500; plus \$3 for each additional \$100 or fraction thereof, to and including \$2,000
\$2,001 to \$40,000	\$69 for the first \$2,000; plus \$11 for each additional \$1,000 or fraction thereof, to and including \$40,000.
\$40,001 to \$100,000	\$487 for the first \$40,000; plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1027 for the first \$100,000 plus \$7 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$500,001 to \$1,000,000	\$3,827 for the first \$500,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 to \$5,000,000	\$6,327 for the first \$1,000,000; plus \$3 for each additional \$1,000 or fraction thereof, to and including \$5,000,000.
\$5,000,001 and over	\$18,327 for the first \$5,000,000 plus \$1 for each additional \$1,000 or fraction thereof.
1) Inspections outside of normal business hours (minimum charge – ½ hour.)	\$47 / Hour <sup>1</sup>
2) Re-inspection fees assessed under provisions of Section 305.8	\$47 / Hour <sup>1</sup>
3) Inspections for which no fee is specifically indicated (minimum charge ½ hour.)	\$47 / Hour <sup>1</sup>
4) Additional plan review required by changes, additions or revisions to plans (minimum charge – ½ hour.)	\$47 / Hour <sup>1</sup>
5) For use of outside consultants for plan checking and inspections, or both.	Actual Costs <sup>2</sup>
<sup>1</sup> Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved. <sup>2</sup> Actual costs include administrative and overhead costs.	
6) Stop Work Order	\$100.00 per Work Order and/or Re-issuance Ordinance 2015-01
7) Re-issuance of a Stale Building Permit	\$50.00 fee
8) Excavation Permit	\$50.00 fee per permit issued.
9) Plan Review Fee	Review Fee is 40% of residential building permit fee and 65% of commercial building permit fee.
10) Impact Fee; street and circulation system impact mitigation.	Municipal Code 15.36.070 Impact Fee Determination.
11) Use Tax	2% of Material Cost
12) Parks, Recreation & Education	\$500 per newly constructed residential unit

<b>Building Permit Fee</b> <ul style="list-style-type: none"> <li>The fee for each permit, except as otherwise specified, shall be set forth in Table 1-A.</li> <li>The determination of value or valuation under any of the provisions of the Town Municipal Code shall be made by the building official.</li> </ul>
<b>Building Permit Valuation</b> <ul style="list-style-type: none"> <li>Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued such as electrical, gas, mechanical, plumbing equipment and permanent systems.</li> <li>The International Code Council August 2018 square foot construction cost will be used to determine total valuation and materials estimates for additions and new construction. Total valuation will be 85% of the square foot construction costs. Materials estimate will be 50% of the square foot construction costs.</li> </ul>

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

**Plan Review Fee**

- When submitted documents are required by the Building Code, a plan review fee shall be paid at the time of submitting documents for plan review. Said plan review fee shall be 40% of the building permit fee. If a contractor constructs multiple houses with the same set of plans, all subsequent plan review fees will be 20% after the first set is reviewed in each calendar year.
- The plan review fee specified in this section is separate from the permit fee and is in addition to the permit fee.
- When submitted documents are incomplete or changed to require additional plan review or when the projects involves deferred submittal items, an additional plan review fee shall be charged at the rate shown in Table 1-A
- The value to be used in computing the building plan review fees shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems, and any other permanent equipment. (plumbing, mechanical, electrical, etc. permits are separate.)

**Expiration of Plan Review**

- Applications for which no permit is issued within 180 days following the date of the application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official.
- The building official may extend the time for action by the applicant for a period not exceeding 180 days on the request by the applicant showing that circumstances beyond the control or the applicant have prevented action from being taken. Requests for permit extension must be made in writing, and must be submitted within 30 days after permit expiration.
- No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.
- If codes change within the 180 day period, plans must be resubmitted to conform with the new codes.

**Agreement for Deferred Payment of Certain Development Fees**

- In the event an Agreement for Deferred Payment of Development Fees is executed, the fees will be outlined in Agreement signed by parties.