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## City of Ouray Building Permit Application Checklist and Minimum Requirements

These guidelines detail documents that are required when applying for a building permit, and provide answers to common questions. Applicants are responsible for providing all necessary information. City staff will not fill in missing information on plans or applications. A Building Permit Application will not be reviewed until all required documents are submitted.

### Building Permit Application Checklist

The following documents are required with a Building Permit Application:

- ( ) **Completed Building Permit Application**
- ( ) **3 sets of plans meeting the Minimum Plan Submission Guidelines**
- ( ) **Agent Authorization Form (If required)**  
Required if someone other than the owner of the property will be acting as the Authorized Agent for the project
- ( ) **Approved Site Development Permit – City Code Section 7-4**  
Required if:
  - 1) A building permit will be issued for construction on vacant land
  - 2) A building permit will be issued for an addition to an existing building that increases the gross floor area of the building by more than 25%
- ( ) **Application for City Water and Sewer Service – City Code Section 9-2**  
Required if a new connection is made to the City water and sewer system or if any current customer extends facilities or changes use that necessitates a larger connection or increases the number of units served
- ( ) **Water and Sewer System Investment Fees – City Code Section 9-4**  
Required if an Application for City Water and Sewer Service is required, may be paid at time of building permit issuance

### Site Development Permits

Site planning is required to ensure that all sites within the community are designed, arranged and developed in a safe, consistent and efficient manner. If required per Section 7-4 of the City Code, Site Development Permits shall be approved before a Building Permit Application will be reviewed. Please refer to the City Code, Chapter 7-4, for details about the Site Development Application and Standards and contact the Community Development Coordinator to begin the process. Construction for one single-family residence will be reviewed through the building permit process and shall comply with provisions in §7-4-D.

### Minimum Plan Submission Guidelines

Missing or incorrect information will delay the approval of your application and issuance of a permit. Drawings must be architect quality. All plans must have an engineer or architect stamp. Modifications to plans after a permit is issued must be submitted in writing.

1. **Scaled Site Plans:** Shall show legal description of property, assessor's parcel number, site address, owner contact information, contractor contact information, development area, property

lines/boundaries, square footage of lot, magnetic north, size and location of proposed structures, setbacks from property lines, existing structures, distance between structures, adjoining roads w/ names, any easements, all utilities and proposed connections, fences, retaining structures, driveways, existing and proposed landscape features, site drainage and storm water mitigation, parking, snow storage, percent of lot covered by structures.

2. **Floor Plans:** Shall include scaled drawings of each floor, garage, and basement. Include total square footage of each floor and floor area gross of each floor. All rooms will indicate the use (ie. bath, kitchen, bedroom, closet, etc.) and include dimensions, square footage, and mechanical equipment with BTU rating, door and window type and size details. Show electric, sewer, and gas service locations. See Minimum Code Requirements below for related specifications.
3. **Elevations:** Show front, rear, and side elevations. Show height of structure measured from halfway between the lowest and highest ground elevations of the building.
4. **Foundation Plans:** Engineering required for the R-2, C-1 and C-2 zones. Show size and depth of footing and stem walls, steps in walls, amount and placement of horizontal and vertical rebar, size and spacing of anchor bolts, sizes of piers and pads, thickness and reinforcing of slabs, vapor barriers, type of fill and compaction, ventilation of crawlspaces. Footers must be 46" deep from bottom to grade or frost protected. Radon mitigation required in subsurface spaces. Buried water, sewer, and electric requires bedding, marking, and sufficient depth.
5. **Section views/framing:** Provide framing of sills, joists, studs, headers, rafters, stairs, handrails, guardrails, roofing materials and underlayment, pitch of roof (min. of 30° for single-family residence in the R-2, C-1 and C-2 zones), roof ventilation design, insulation R-values, vapor barriers, siding material. Engineering required on roof trusses and floor spans. Ouray snow load is 85 lb. Wind gust rating of 90 mph x 3 seconds. Include window and door schedule.
6. **Mechanical Schedule:** List all furnaces, boilers, vents, fans, water heaters with BTU and efficiency ratings. LP gas heaters and appliances are not allowed in basements. Installations of all combustion units by licensed/certified installer only.

## Minimum Code Requirements

The City of Ouray has adopted the 2009 International Building Code, International Residential Code, International Existing Building Code, International Fire Code, International Mechanical Code, International Fuel Gas Code, and International Energy Conservation Code. Details about the adoption of these Codes and any amendments may be found in Chapter 6 of the City of Ouray Municipal Code. The City has additionally adopted the Colorado Plumbing Code and the 2011 National Electric Code. All work must be done in compliance with these Codes, with the City of Ouray Municipal Code, and with the City of Ouray Construction Standards.

1. Waterproofing and drainage required for retaining foundations and basements
2. Doors minimum height 6'8"
3. Windows-Low-E double pane at a max U-value of 0.35
4. Sleeping rooms shall have an emergency escape with a net clear opening of 5.7 square-feet with a minimum of 20" width x 24" height
5. Window area shall be equal to 8% of the floor area in each habitable room
6. Tempered glass is required in hazardous areas
7. Attic access 22"x 30" minimum
8. Crawl space access 18"x 24" minimum
9. Sill plates shall be pressure-treated
10. Anchor bolts ½" x 10", at 6' center maximum and within 12" of wall ends
11. Attic and rafter ventilation is required
12. Crawl space ventilation is required

13. Show double top plate on all bearing walls
14. Exterior deck framing, supports, and deck surface shall be decay resistive or pressure treated
15. Handrails 34" to 38" above nose of tread
16. Bathrooms must be provided with mechanical ventilation
17. Minimum "R" values for residential construction- Walls @ R-20, Ceilings / Roof @ R-49, and crawl spaces at R-13. Raised heel trusses (energy trusses) may have R-38

## **Safety Requirements**

1. Smoke alarms are required in each sleeping room and at a central location in corridors. Alarms must be hardwired with battery backup. Alarms are required on each floor.
2. Carbon monoxide alarms are required in buildings with combustion heaters or an attached garage. These must be hard wired with battery back-up.
3. Doors between garage and living space must be fire rated 1 hour and equipped with self-closing device.
4. Chimneys shall be 2' higher than roof within 10' of roof and have spark arrestor.
5. Stairs have a 7 ¾" max rise and tread minimum of 10" with ¾" to 1 ¼" nosing. Landings must be 36" minimum.
6. Stair width is 36" minimum. Headroom is 6'8" minimum above nosing.
7. Guardrails to be 36" high with balusters less than 4" apart. Required when deck is 30" above grade. Common guardrail height is 42".
8. Basement escape wells must be 9' square feet with 36" projection.
9. Radon mitigation is required for all below-grade and adjacent spaces.
10. Backflow prevention is required on water service lines.

## **Inspection Requirements**

Under no circumstances may a unit be occupied prior to the issuance of a Certificate of Occupancy. All necessary permits must be procured prior to construction.

1. Layout Inspection must occur prior to excavation or construction.
2. All forms and reinforcement of foundation and slabs must be complete to pass the concrete inspection.
3. Electrical and Mechanical inspections will be performed by State Inspectors. Work must be done by a licensed contractor. Un-permitted work must have the State Inspector's consent to proceed without a permit.
4. Framing inspection will occur after the building is dried in and while all interior walls, ceilings, and partitions are exposed. Electrical, plumbing, gas, and mechanical ductwork must be installed prior to this inspection.
5. Insulation inspection will occur prior to wallboard installation.
6. Wallboard inspection will occur after all fasteners are installed and prior to taping and finishing.
7. Final inspection will occur after the building is finished, but prior to occupancy. Certificate of Occupancy will be issued after all discrepancies are corrected. Final electrical and plumbing inspections must be complete prior to final inspection.

## **City and State Contacts**

Building Inspector: Dave Doherty  
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Community Development Coordinator: Chris Hawkins  
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Public Works Director: Joe Coleman  
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State Electrical Inspector: Dale Earixson  
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State Plumbing Inspector: Joe Horcham  
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