



Official Use Only
Permit No.: \_\_\_\_\_
Date Received: \_\_\_\_\_
Initials: \_\_\_\_\_

# Building Permit Application

Applicant Name

Application Date

Project Physical Address

- Prior to submitting a building permit application to the Town of Ridgway, please review this document in its entirety to ensure that all applicable documents are submitted with the application.
• Town staff will only process complete applications.
• All permit applications must be submitted to the Town Clerk's Office (front desk) at 201 North Railroad, Ridgway.

## Step 1: Review the following documents. ✓

Table with 2 columns: Document Name and Description. Rows include Ridgway Municipal Code (RMC), Subdivision Plat Map and Notes, and Commercial Design Guidelines.



**Step 2: Submit three copies of the following plans.**



<b>Plot/Site Plan</b>	Show property boundaries, size and location of proposed structures, existing structures, lot coverage calculation, distance of structures to property boundaries/setbacks, proposed driveways and materials, proposed parking, adjoining roads, easements, and existing and proposed utility hook-ups (phone, electric, natural gas, water, sewer). Include a north arrow, legal description of the property, address, and owner's information.
<b>Engineered Foundations</b>	Include dimensional plan views of foundations with footers, stem walls, interior pads, and exterior pads. Foundation plan must have wet seal by a licensed engineer.
<b>Floor and Roof Framing</b>	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/wind load capacity. These plans must have wet seal by a licensed engineer.
<b>Complete Floor Plan</b>	Include dimensions and scale for each floor, garage, or basement. All areas drawn should 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.). Include the total of the individual square footages for each floor.
<b>Four Elevations</b>	Provide one for each facing view- North, East, South, and West. Include a scale, exterior building materials, and building height as measured per RMC 7-3-15.
<b>Cross Sections</b>	Provide cross sections 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. Cross sections at stairs, if applicable. Show total R values.
<b>Windows and Door Schedules</b>	List all window and door sizes, including egress and hazardous glazing areas.



**Step 3: Tell us your plans for the following additional items. This information could be included in the plans required in Step 2 or submitted separately. ✓**

What are your plans for lighting outdoors?	Please identify exterior fixture types and locations. Include kelvin and lumens of all exterior bulbs.	Read: <a href="#">RMC 6-5</a> . <b>Submit an outdoor lighting plan</b>
Where will your construction materials and equipment be stored during the building process?	Staging plan must include: <ul style="list-style-type: none"> <li>• location of dumpsters</li> <li>• materials staging</li> <li>• storage of excavated soils</li> <li>• portable sanitation facilities</li> <li>• any use of the public right-of-way, which will require prior approval</li> </ul>	<b>Submit a staging plan</b>
What is your landscaping plan?	Designate vegetation placement and type to show compliance with Town regulations. Include any proposed fences, hedges, and walls.	Read: <a href="#">RMC 6-1-11</a> , <a href="#">RMC 6-4</a> , and <a href="#">RMC 6-6</a> <b>Submit a landscaping plan</b>
How will water drain from your property? What is the current topography and how will it change?	Your drainage plan should show that your property will drain away from your foundation and neighboring properties.	<b>Submit a drainage plan</b>
What are your calculations for Manuals J, D?	These calculations ensure the energy efficiency of your project by demonstrating that the planned heating equipment is appropriate for the size of the project.	<b>Submit these calculations</b>
Do you know where your property boundaries are?	It is important to know exactly where your property lines are before you build. Most all properties should have property pins or markers.	<b>Confirm you have identified your property boundaries.</b> Contact a local surveyor if you need help.
Are you in the Uncompahgre River Overlay District (UROD)?	This overlay district runs along the Uncompahgre River, see the Town’s Zoning Map to see if it applies to the property.	Read: <a href="#">RMC 7-3-14</a> <b>Submit development plans in compliance with performance standards and survey map</b>



## Step 4: Submit all applicable forms and documentation. ✓

Who owns the property?	The Town needs to ensure that the owner of the property either signs this application or authorizes someone else to do so. Acceptable proof: copy of recorded warranty deed, title insurance policy, or assessors tax notice.	Submit proof of ownership
Would you like the Town to work directly with your builder or contractor?	The Town cannot legally work with anyone other than the property owner without the owner's permission via an <b>Authorized Agent Form</b> .	<a href="#">Form</a>
Are you located in a flood plain?	Properties located along Cottonwood Creek and the Uncompahgre River may be located in a flood plain and require a <b>Flood Plain Development Permit</b> .	Read: <a href="#">RMC 6-2</a> , <a href="#">FEMA floodplain map</a> <a href="#">Apply</a>
Will you have a stove or fireplace?	If yes, the Town requires a separate <b>Fireplace or Stove Application</b> application that identifies the type of stove or fireplace.	<a href="#">Apply</a>
Are water and sewer installed to your property? Have they been paid for?	You may have to apply for a <b>Water and Sewer Tap</b> . Ask Town staff if you are unsure of what has been installed or paid for.	Read: <a href="#">RMC 9-1</a> <a href="#">Apply</a>
Will you impact the Town right-of-way?	Right-of-way is defined as any public street, way, place, alley, sidewalk, utility easement, owned or controlled by the Town. If you will dig or impact any Town right-of-way, you will need an <b>Encroachment Permit</b> . This is most often needed for utility installation and driveway cuts.	Read: <a href="#">RMC 14-5, Encroachment Instructions</a> <a href="#">Apply</a>
Do you have plumbing and electrical permits from the State?	Separate State of Colorado permits and inspections are required. Licensed contractors usually obtain these permits but homeowner permits are available under certain circumstances.	<a href="#">Read</a>
Are you installing a fire suppression system?	this requires a <b>Fire Suppression Tap Application</b> to be submitted to the Town. A permit will also need to be obtained from the State. Contractors must be licensed.	<a href="#">Apply</a>
Will you be installing or constructing a sign?	There are specific regulations for the size, location, and types of signs permitted. Most signs require a <b>Sign Permit Application</b> .	Read: <a href="#">RMC 7-3-17</a> <a href="#">Apply</a>
Do you have an HOA or Design Review Board?	HOA or Design Review Boards will generally write a letter on the behalf of the applicant approving or supporting their construction. (Approval stamps are accepted.)	<b>Contact your HOA or DRB to receive approval, if applicable</b>
Do you have a geotechnical report? (optional)	This report will identify the conditions of your land that are very helpful to know when building. The plat map may also include some information regarding soils.	Submit a report, likely completed by a consulting professional
What will be in your wastewater? (commercial only)	<b>Commercial Wastewater Questionnaire</b> required for all <u>commercial properties</u> to ensure the Town can appropriately treat the wastewater.	<a href="#">Form</a>



## Step 5: Fill out your project details.

### Owner Information

Owner Name		Application Date	
Mailing Address			
Project Physical Address			
Subdivision	Filing	Lot	Block
Phone	Email		
Project Square Feet	Total Lot Size	Zoning District	

### Contractor Information

Contractor Name	
Business Address	
Phone	Email

\*Please complete an [Authorized Agent form](#) if you would like the Town to work with someone other than the owner on this project\*

### Subcontractors

Architect	Plumbing
Engineer	Electrical
Excavation	Mechanical

### Class of Work

New  Demolition  Addition/Alteration  Remodel  Repair  Move  Other  \_\_\_\_\_

### Use of Building

Single-Family  Duplex  ADU  Townhouse  Multi-Family  Commercial  Mixed-Use  Other  \_\_\_\_\_

### Scope of Work

*(Brief description of work to be done)*

**Total Project Cost** (All costs except cost of land)

I **herby certify** that I have read this application completely and that I have submitted all of the required information and it is correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Owner or Agent (Agents must have written authorization)

Date



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TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | [www.town.ridgway.co.us](http://www.town.ridgway.co.us)

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### Questions?

Planning: [scoburn@town.ridgway.co.us](mailto:scoburn@town.ridgway.co.us)

Building: [mgill@town.ridgway.co.us](mailto:mgill@town.ridgway.co.us)