



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.** Please note that demolitions, additions, and other less complex projects may not require submission of all items below. Please inquire with Planning and Building staff if you are unsure of your project's requirements.
- Town staff **will only process complete applications.** Incomplete applications will delay review of the application and thus delay the issuance of a building permit.
- All permit applications must be **submitted to the Town Clerk's Office (front desk)** at 201 North Railroad, Ridgway. Please do NOT submit or drop off any permit applications directly to the Building or Planning Office.

Step 1: Review the following documents.

Ridgway Municipal Code (RMC): The RMC outlines building regulations, adopted building codes and amendments, single-family home design standards, and zoning regulations that are critical to understand when planning and designing your project. Town staff will review your application based on these regulations.

Please refer to [Ridgway Municipal Code](#)
Relevant code sections include 6-1: Building Regulations; 6-2: Flood Plain Management Regulations; 6-3: Regulations for Manufactured Homes, Travel Homes, and Other Factory-Built Housing; 6-4: Fence, Hedge and Wall Regulations; 6-5: Outdoor Lighting Regulations; 6-6: Residential Design Standards; 7-3: Zoning Regulations

☐

Subdivision Plat Map and Notes: Plat maps may include more restrictive regulations than the RMC. Please read all pages of your plat to learn of additional restrictions that may exist on your property.

May not be applicable in the Historic Business or Historic Residential Districts

If you do not have a copy of your plat, this information can be accessed from the [Ouray County Clerk and Recorder](#)

☐

Commercial Design Guidelines: This document identifies guidelines for commercial developments.

Read: [Ridgway Commercial Design Guidelines](#)

☐



Step 2: Submit* two copies and one electronic copy of the following plans. ✓

Plot/Site Plan	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.	<input type="checkbox"/>
Engineered Foundations	Include dimensional plan views of foundations with footers, stem walls, interior pads, and exterior pads. The foundation plan must have wet seal by a licensed engineer.	<input type="checkbox"/>
Floor and Roof Framing	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.	<input type="checkbox"/>
Floor Plans	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 by use (bath, kitchen, closet, etc.). Include the total of the individual square footages for each floor.	<input type="checkbox"/>
Four Elevations	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.	<input type="checkbox"/>
Cross Sections	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.	<input type="checkbox"/>
Windows and Door Schedules	List all window and door sizes, including egress and hazardous glazing areas.	<input type="checkbox"/>



Step 3: Submit* the following information.

This can 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 for all outdoor lighting.	Read: RMC 6-5 . Submit an outdoor lighting plan	<input type="checkbox"/>
Where will your construction materials and equipment be stored during the building process?	The staging plan must include: <ul style="list-style-type: none">• location of dumpsters• materials staging• storage of excavated soils• portable sanitation facilities• any use of the public right-of-way, which will require prior approval	Submit a staging plan	<input type="checkbox"/>
What is your landscaping plan?	Designate vegetation placement and type to show compliance with Town regulations. Include any proposed fences, hedges, and walls.	Read: RMC 6-1-11, RMC 6-4, and RMC 6-6 Submit a landscaping plan	<input type="checkbox"/>
How will stormwater be managed?	Your drainage plan should show compliance with the Stormwater Minimum Design Standards.	Read: Stormwater Minimum Design Standards Submit a drainage plan	<input type="checkbox"/>
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.	Submit these calculations (can be submitted prior to framing inspection)	<input type="checkbox"/>
Do you know where your property boundaries are?	It is important to know exactly where your property lines are before you build. Most properties should have property pins or markers.	Confirm you have identified your property boundaries. Contact a local surveyor if you need help.	<input type="checkbox"/>
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: RMC 7-3-14 Submit development plans in compliance with performance standards and survey map	<input type="checkbox"/>



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	<input type="checkbox"/>
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 Authorized Agent Form .	Form	<input type="checkbox"/>
Is the property located in a flood plain?	Properties located along Cottonwood Creek and the Uncompahgre River may be in a flood plain and require a Flood Plain Development Permit .	Read: RMC 6-2 , FEMA floodplain map Apply	<input type="checkbox"/>
Will you have a stove or fireplace?	If yes, the Town requires a separate Fireplace or Stove Application that identifies the type of stove or fireplace.	Apply	<input type="checkbox"/>
Are water and sewer installed to your property? Are the taps paid for?	If taps aren't paid in full and the owner is not paying a monthly utility bill from the Town, please fill out the Water and Sewer Tap Application . Ask Town staff if you are unsure of what has been installed or paid for.	Read: RMC 9-1 Apply	<input type="checkbox"/>
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 dig or impact any Town right-of-way, you will need an Encroachment Permit . This is most often needed for utility installation and driveway cuts.	Read: RMC 14-5 , Encroachment Instructions Apply	<input type="checkbox"/>
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.	Read	<input type="checkbox"/>
Do you need a fire suppression system?	See RMC 6-1. If yes, submit a Fire Suppression Tap Application to the Town. A permit will also need to be obtained from the State. Contractors must be licensed.	Apply	<input type="checkbox"/>
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 Sign Permit Application .	Read: RMC 7-3-17 Apply	<input type="checkbox"/>
Do you have an HOA or Design Review Board?	HOA or Design Review Boards will generally write a letter on behalf of the applicant approving or supporting their construction. (Approval stamps are accepted.)	Contact your HOA or DRB to receive approval , if applicable	<input type="checkbox"/>
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	<input type="checkbox"/>
What will be in your wastewater? (non-residential only)	Commercial Wastewater Questionnaire required for all <u>non-residential properties</u> to ensure the Town can appropriately treat the wastewater.	Form	<input type="checkbox"/>



Step 5: Fill out your project details.

Owner Information

Owner Name		Application Date	
Mailing Address			
Project Physical Address			
Subdivision		Filing	Lot
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 hereby 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 giving 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



TOWN HALL PO Box 10 | 201 N. Railroad Street | Ridgway, Colorado 81432 | 970.626.5308 | www.town.ridgway.co.us

Questions?

General: Jhuun@town.ridgway.co.us

Building: Jbatchelder@town.ridgway.co.us

***Submit two hard copies and one electronic copy of all building plans.**

Submit one hard copy and one electronic copy of all supporting information

Electronic files may be emailed to jbatchelder@town.ridgway.co.us or delivered to Town Hall on a drive.