

BUILDING DEPARTMENT FREQUENTLY ASKED QUESTIONS

Q: How do I apply for a permit?

A: You may visit the Building Department Office at Town Hall at 130 Kearns Road. We are located on the Second Floor.

Q: What types of permits do you offer?

A: Permits are issued under the following categories: Building, Electrical, Plumbing, Mechanical, Excavation, Fire, Sign, Special Event, and Special Use. All of these permits can be obtained at the Building Department office. Fire permits are issued through the Snowmass/Wildcat fire Protection District (923-2212).

Q: What is the typical time frame for a permit to be approved?

A: For a single-family dwelling, under 5000 square feet, it usually requires around three-six weeks for review assuming all necessary items have been submitted. Mechanical, electrical and plumbing permits usually take two to three days. For a more specific estimate, contact the Building Department.

Q: What do I have to submit for a permit application?

A: We have handouts of all the requirements for both residential and commercial submittals. Typically, for a single family dwelling, you should have (2) sets of complete plans, including structural, architectural, elevations, site and details with all appropriate attachments. The structural plans are required to be "wet-stamped" by a Colorado licensed engineer.

Q: What types of inspections are required during the process of my project?

A: The inspections will vary with different scopes of work and project types. Typically, inspections are required for the following: Footings, perimeter drains, foundations, underground utilities after the meter, rough framing, plumbing, electrical, mechanical, gas, insulation, drywall (fire assemblies only), fire sprinkler/alarm, final building, plumbing, electrical, mechanical, fire, final planning/zoning, final grading.

Q: How do I request an inspection at my job?

A: You may call the Inspection line at 923-5524 ext 645 with the following information: Type of inspection, contractor/owner, contact number, location and most importantly, the permit number. If all information is not received the inspection may not be done. If you call prior to 6 am, the inspection will be done that day. Time inspections will only be done by making arrangements beforehand with the inspector. For concrete inspections, it is best to call a day ahead, making sure to include the pour time with your request.

Q: When do I need a permit?

A: A permit is required to do most new work and extensive maintenance or repair projects. Minor maintenance, siding repair, painting, carpet replacement, window repair, roofing repair (one or two shingles), door repair and similar work does not require a permit. However, most plumbing and electrical work DOES require a permit. Roof replacement, appliance replacement, water heater, furnace, fencing, storage sheds, hottubs,

window replacement, gas appliances, etc., all require a permit.

Q: How much does a permit cost?

A: Building permits are based on the valuation of the work to be done. For example, a new single-family dwelling will cost \$500,000.00 to build. Based on that dollar figure, the Building Permit fee would be \$3600.00, the Plan Review fee would be \$2340.00 for a total of \$5940.00. In addition, a refundable construction clean-up deposit of \$1500.00 would be required, as well as water and sewer tap fees. Separate plumbing, electrical and mechanical permits will also be required. These fees vary with the scope of the work but are normally around \$100.00 to \$300.00 each. For an estimation of what the permit fees will be for your project, contact the Building Department.

Q: Is a contactor license required to perform work in Snowmass Village?

A: Yes, most of the time. If you own your home and plan to live in it for at least 12 months, you may perform all the work on your home as an owner/builder. However, permits are still required as well as all the required inspections. If you live in a condominium, this option is not available and only licensed contractors may perform the work.

Q: How do obtain a Contractors License?

A: For electrical and plumbing you must have a State of Colorado license, pay a nominal fee (plumbers only) and provide proof of liability and workman's compensation insurance. For General Contractors, a BEST card is required (obtainable through the Building Department) and an application must be completed for approval by the Building Official. Liability and workman's compensation insurance is required. BEST exam testing is typically done every Monday at 8:30am for all categories. Contact the permit technician for details.

Q: How much does a new or renewal contractor's license cost?

A: Fees for a General Contractor's license range from \$115.00 to \$250.00 depending upon specific category. Renewals range from \$50.00 to \$125.00 if obtained prior to March 15th.

Q: Are there specific BEST exams for each trade?

A: Plumbing and electrical licenses are state controlled. General Contractors have (4) categories to choose from, Class AA (unlimited), Class A (commercial), Class B (light commercial) and Class C (homebuilder). In addition, testing for a license is required for all concrete, masonry, excavating, roofing and mechanical contractors.

Q: How much liability insurance coverage is required for my company?

A: Insurance shall consist of a minimum of \$100,000.00 General Liability, \$300,000.00 Comprehensive and \$25,000.00 for each employee.

Q: Is my BEST certification accepted in other jurisdictions?

A: Currently BEST certifications are accepted in Aspen, Pitkin County, Snowmass

Village, Basalt, Carbondale, Glenwood Springs, New Castle, Silt and Rifle.

Q: What fees do I have to pay when I submit my application?

A: For a Building Permit, a Plan Review fee is due with your application. This fee is based on 65% of your calculated Permit fee.

Q: When are the other fees collected?

A: When you have been notified that your permit application has been approved, you will have to pay the necessary Permit fee and Construction Clean-Up Deposit. Additionally you may be required to pay an Occupancy Assessment fee (new floor area), Excise Tax (additional floor area), Fire Department fee and Water/Sewer tap fees. For sub-permits (plumbing, mechanical and electrical), payment of fee is required when permit is issued.

Q: Who reviews my plans?

A: Usually, both the Building and Planning Departments review the construction documents. On larger projects the Fire Department, Public Works and other agencies will also review the plans.

Q: Can I apply on-line for a permit?

A: Permits are not currently issued on-line.

Q: How long does my permit last?

A: Once the permit is issued you will have 180 days to call for an inspection request. If the work does not commence within the 180-day time frame, your permit will expire. Additionally, if work commences and continues for more than 180 days without a field inspection of some type your permit will expire.

Q: Can my permit be revoked?

A: Yes, whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation of the Town of Snowmass the Building Official may suspend or revoke a permit issued under the provisions of the Municipal Code.

Q: How do I obtain Snowmass Water & Sanitation approval for my permit?

A: You may contact the Water & Sanitation District at (970) 923-2056. Their office is located near the Snowmass Club, at 0177 Clubhouse Drive, Snowmass Village. You may send them mail at: Snowmass Water & Sanitation District, PO Box 5700 Snowmass Village, CO 81615.

Q: Can your office provide me with tax information, land parcel information, or owner information?

A: The Pitkin County Assessor/ Treasurer can provide you with all legal information for a land parcel. You may visit the Pitkin County Assessor's Website at: <http://www.pitkinassessor.org/assessor/search.asp> . This site can provide you with information about a land parcel within Pitkin County.

