

SNOWMASS VILLAGE
Building Department
Permit Application Submittal Checklist

This list may or may not include all items required for your project.

<i>ITEM</i>	<i>REQUIRED</i>	<i>COMMENT</i>
Soils Report	New / Addition	
Asbestos Report	Addition / Remodel	Mitigate any asbestos present
Site Plan	New / Addition	Wet Stamp/Surveyor
Plan Sets	(2) Sets Residential (4) Sets Commercial	
Engineer's Stamp	Structural Only	
Fire Suppression	See Building Official	All new residential
Fire Access	New	Contact Fire Dept. 923-2212
Fire Alarm	R-1 (2) or more stories (7) or more units	Must be monitored
Fire Hydrants	New SFD/Duplex Other	Within 400' Within 175'
Survey	New / Addition	State of Colorado Stamp
Flood Hazard	New / Addition	Elevation Certificate
Const. Mgt. Plan	New / Addition / Remodel	
Connection Permit	New / Addition	Contact Snowmass Water & Sanitation-923-2056
Subcontractor List	New / Addition /Remodel	
Health Dept.	Food Establishments	Contact Pitkin County Health Dept. 920-5070
Underground Utilities	New /Addition / Remodel	Call 811 for locates
R.O.W. Access Permit	New / Redesign	Contact Public Works 923-5110
Contractor License	New / Addition / Remodel	
Completion Deposit	New / Addition / Remodel	Based on Value

		\$100 to \$6000
Occupancy Assessment	New / Addition	SFD < 4000SF=\$.20/SF SFD > 4000SF=\$.30/SF MFD/Hotels =\$.75/SF Commercial =\$.85/SF
Design Review	New / Addition / Remodel	Contact Design Committee 923-4733
Zoning Approval	New / Addition / Remodel	
BEST Card	All Contractors	
Permit Fee	All	Based on Valuation
Plan Review Fee	As Required	65% of Permit Fee
Energy Calculations	New / Addition	HERS / REOP fee may be required
Landscaping Plan	As Required	
Parking Calculations	Commercial	New or Change of Use
Floor Area Calculations	New / Addition	
Loading Zone	Commercial	
Signs	Commercial	Separate Permit
Site Utility Plan	Commercial	Show all Utilities
Engineered Drainage	As Required	
Slope Engineering	As Required	
Excise Tax	Exceeds FAR	Payment of Fees
Housing Mitigation	Commercial	Generates Employees
Brush Creek Impact Report	As Required	Environmental Sensitivity
Wildlife Habitat Analysis	As Required	Environmental Sensitivity

TOWN OF SNOWMASS VILLAGE

Residential Buildings

Minimum Permit Application Requirements

The following information is a basic guide to the minimum requirements for residential projects up to and including two dwelling units. Some provisions included below may or may not be required in the building permit submittal process based on the scope of work and extent of the project. See the Building Official for specific requirements.

Cover Sheet

1. Project identification
2. Project address and location map
3. All licensed architects and engineers identified
4. The licensed engineer or architect in responsible control (the professional responsible for project coordination) shall be identified. All communication should be directed through this individual.
5. Design criteria list:
 - I. Occupancy Group
 - II. Type of Construction Classification
 - III. Location on Property
 - IV. Design Loads
 - V. Structural Systems
 - VI. Square Footage / Allowable Floor Area
 - VII. Height and Number of Stories
 - VIII. Land Use Zone
 - IX. Lot Size

Site Plan

Show proposed new building or structure and any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks. Show all water, sewer, communication services, natural gas services, telephone services and data cables. Show electrical points of connection, proposed utility service routes and existing utilities on site. Show all required parking, drainage and grading information. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes. A topographical survey shall be provided with a benchmark location. Show north arrow. Show dimensions for the location and size of the components delineated on this plan. Drawing must include original Surveyor's "wet stamp".

Geo-technical Report

Provide a geo-technical report for the proposed structure at the site.

Exterior Elevations

Show each view. Show vertical dimensions and heights. Show openings, identify materials and show lateral bracing system, where applicable. Show dimensions and schedules.

Foundation Plan

Show all foundations and footings. Indicate size, locations, thickness, materials and strengths, and reinforcing. Show all embedded anchoring such as anchor bolts, hold-downs, post bases, etc. Show dimensions for the location and size of all components delineated on the foundation plan.

Floor Plans

Show all floors including basements. Show all rooms, with their use, overall dimensions and locations of all structural elements and openings. Show all doors and windows. All fire-resistant rated assemblies, fire blocking and draft-stopping shall be shown.

Framing Plans and Roof Framing Plans

Show all structural members, their size, methods and details of attachment, connections, locations and materials for floors and roofs. Show roof plan with design load (75psf). Show dimensions for the location and size of all components delineated on the roof plan. Truss sheets and calculations are required for pre-manufactured roof trusses.

Schedules

Provide door and window schedules as required. Include energy calculations if applicable.

Addenda and Changes

It shall be the responsibility of the individual identified on the cover sheet as the licensed architect or engineer in responsible control to notify the Building Official of any and all changes throughout the project and provide revised construction documents, calculations or other appropriate documentation prior to commencement of that portion of the construction.

Revisions

The party submitting changes shall be identified at the beginning of the approval process. For clarity, all revisions should be identified and

clouded on the construction drawings and appropriately marked in the project manual or resubmitted as a new set of construction documents.

Completeness of Documents

Construction documents for most projects consist of drawings, specifications and appropriate calculations. All elements shall complement each other. Completeness and coordination of all necessary information is the responsibility of the registered design professional(s).

Building Sections / Wall Sections

Show materials of construction and any fire-resistant rated assemblies.

Mechanical Systems

Show location and size of all equipment. Provide locations of gas lines, routing and terminations of all exhaust vents and combustion air requirements. Submit energy conservation calculations.

Plumbing Systems

Show location of all fixtures. Provide location of main sewer connection from building drain. Show water meter location and water service point of connection.

Electrical System

Show location of main service disconnect, size in amperes and point of connection to utility. Show grounding methods, size and location.

Energy Conservation

Provide all exterior and roof insulation values, window "U" values, and total glazing area, south facing glazing area, system efficiencies and controls.

Fire Sprinkler System (if applicable)

Contact Building Official for requirements.

Structural Systems

Show foundation, structural members and where required provide structural calculations for the structural systems of the project. Include calculations indicating compliance with seismic, wind, snow, frost and other design loads. A wet stamp of an architect or engineer licensed in this state may be required on the structural drawings, see Building Official.



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Plan Sets	(2) Complete Sets	
Engineer's Stamp	Structural	
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Subcontractor List	New / Addition / Remodel	
Health Dept.	Food Establishments	Contact Pitkin County Health Dept. 920-5070
Underground Utilities	Addition / Remodel	Overhead to Underground
R.O.W. Access Permit	New / Redesign	Contact Public Work 923-5110
Contractor License	New / Addition / Remodel	

Completion Deposit	New / Addition / Remodel	Based on Value \$100 to \$6000
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Engineered Drainage	As Required	
Slope Engineering	As Required	
Excise Tax	Exceeds FAR	Payment of Fees
Housing Mitigation	Commercial	Generates Employees
Brush Creek Impact Report	As Required	Environmental Sensitivity
Wildlife Habitat Analysis	As Required	Environmental Sensitivity
HERS Inspection	New/ Additions over 1000 sq ft	Ordinance 11, Series 2008



BUILDING PERMIT APPLICATION ZONING REVIEW CHECKLIST

Survey

A survey with original signature and wet stamp is required for all new construction, changes to external footprint, or changes to roof elements. Requirements vary by type of project.

- A. Vacant land—topography at 2-foot contour intervals extending 10 feet beyond limits of all disturbances.
- B. Improved land—improvement survey with topography as in "A" above.

Site and Grading Plan

A site plan showing **both** existing topography and proposed grading is required for all new construction and all additions or remodels that modify the exterior footprint of the existing structure. Plan shall show both horizontal and vertical location of driveways, parking areas, walkways, foot bridges, stairs, retaining walls, patios, hot tubs, snowmelt boilers, utility or trash enclosures, etc. **Failure to show site improvements at review stage is not grounds for zoning variance after construction.**

Floor Area Calculations

Floor area calculations shown on floor plans with legend to explain methodology are required for all new construction and additions. Graphic to be at 1/8" = 1' or larger. For additions the completed project condition shall be calculated and shown. If **FAET** is being utilized floor area calculations are required separately for existing improvements.

Height Calculations

Height calculations shall be shown on a site plan that includes both existing and proposed grading. A roof plan showing ridge elevations shall be overlaid on the site plan.

As-Built Drawings

Any alterations or additions proposed to existing improvements shall include sufficient floor plans, elevations, sections and structural drawings to clearly identify and explain the existing improvements, demolition, and relation of new work to existing construction.

Floor Area Excise Tax

If new construction or an addition will exceed the allowable floor area by utilizing **FAET**, the permit shall include a completed **FAET** application and the \$500 fee. For additions the application must also include plans of existing improvements with existing floor area calculations

Zoning Approvals

Copies of any recent or relevant land use approvals shall be included with the application. This includes administrative modifications, variances, building envelope changes or plat amendments. **If special land use approvals are required or pending for the project, these approvals will be required prior to issuance of a building permit.**

SPECIAL REQUIREMENTS

Condominium Alterations

Written approval from owner's association is required for any work to exterior of building or for any work penetrating the GCE's or LCE's, including interior common walls, ceilings or crawlspace. Approval must have copy of plans (reduction acceptable) attached or reference specific drawings approved.

Two Creeks and The Pines

Any new construction, additions or site work in East Village must include a landscape plan and erosion control plan to comply with the "Two Creeks and The Pines Wildlife Enhancement and Management Plan."

Slopes Greater Than 30%

Any new construction or additions on slopes greater than 30% in older subdivisions (approved prior to 1/1/87) require a special report and letter from a registered geotechnical engineer satisfying Section 16A-4-50 of the LUC.

TOWN OF SNOWMASS VILLAGE
BUILDING DEPARTMENT

**Submittal Requirements for Construction
Management Plan**

1. Survey / Site Plan
2. Limits of Disturbance w/Site Perimeter Fencing
3. Waste Receptacle Locations
4. Construction Waste Recycling Program
5. Worker Parking Locations w/Number of Spaces
6. Material Storage Type and Location
7. Provide List and Times of "High Impact" Events
8. Days and Hours of Activity
9. Special Access Permits
10. On Site Fuel Storage
11. Wetlands
12. Snow Removal/Storage
13. Road Closures
14. Traffic Control (Individual in Control)
15. Generator Usage with Fuel Type, Wattage, DB Limits, etc.
16. Site Retaining Walls
17. Construction Activity in 30% or Greater Slope
18. Exterior Lighting
19. Deep Excavations/Trenches
20. Hard Hat/Safety Shoe Requirements
21. Elevated Working Conditions (Exceeding 50 Feet)
22. Hazardous Environments (Gas, dust, liquid)
23. Temporary Heating
24. Portable Fire Fighting Components
25. Emergency Access and Evacuation
26. Off-Site Debris / Dirt Disposal
27. Asphalt Installation / Repair
28. Work in Right-of-Way
29. Overhead Crane / Rigging

- Contact The Building Department With Any Questions
970-923-5524



BUILDING DEPARTMENT SUBCONTRACTOR LIST

Please provide the requested information below as accurately as possible, especially the correct **COMPANY NAME** and current office or cell **PHONE NUMBERS** for all applicable sub-contractors. *No Sub-Contractor list will be accepted without proper information. This may cause delays in processing your building permit.* All subcontractors must have an active contractor's license with the Town of Snowmass Village.

Please call the building department secretary at (970) 923-5524 with any questions regarding sub-contractors on your list.

BP#	Cont/Contact Person	Phone #	Owner's Last Name
Category	Company Name & Phone #	Category	Company Name & Phone #
Alarm Install		Glass & Glazing	
Asphalt Paving		Insulation	
Carpentry-rough		Irrigation	
Carpentry-finish		Landscaping (no lic required)	
Concrete		Masonry	
Cribbing		Mechanical	
Drywall		Painting	
Electrical		Plumbing	
Excavating		Pools	
Extinguishing Sys		Roofing	
Fireplace		Sprinkler Sys Installation	
Foundation		Steel Working	
Framing			



PITKIN COUNTY 0.5% USE TAX ON BUILDING MATERIAL NOTICE

County Uses Deposit Method for Construction Use Tax Collection. Effective January 10, 2008, all Pitkin County construction use tax is collected on a job-by-job basis using the deposit method whereby the general contractor pays an estimate of the use tax liability at the beginning of each project. The general contractor on each job is responsible for paying all construction use tax under their scope of work for each project, including tax on purchases made by subcontractors. The "general contractor", for purposes of use tax, is considered to be a contractor who has a direct contract with the property owner or its agent. The Pitkin County Use tax is in effect everywhere in the county, including within municipal jurisdictions. General Contractors are required to pay a use tax deposit when they obtain a permit or begin work on a project. Contact the Pitkin County Finance Department to pay the deposit if not done when the permit was obtained.

County Does Not Allow Sales Tax Credits against Construction Use Tax Liability. Pitkin County will not allow credits for sales taxes paid to other jurisdictions on or after January 1, 2008. It is the contractor's responsibility to obtain a waiver of sales taxes at the point of purchase for materials that will be imported into Pitkin County, or obtain a refund for sales taxes withheld by other jurisdictions. Previously, the county had allowed taxpayers to claim a credit against their Pitkin County use tax liability for sales taxes paid to other Colorado counties. Materials purchased on or after January 1, 2009 are not eligible for credit. Sales taxes collected for Pitkin County remain eligible for credit against Pitkin County Use tax.

PROGRAM SYNOPSIS

- **Rate:** 0.5% (0.005) of construction and building materials consumed and fixtures installed
- **Coverage** all projects in Pitkin County, including within municipal jurisdictions
- **Collection method:** per project deposit at permitting with final return at completion
- **Deposit Calculation:** half the estimated valuation is assumed to be taxable purchases:
Deposit = estimated project valuation x .5 x 0.005
- **Responsible taxpayer:** general contractor (and property owner shares joint & several liability with contractor)
- **Waivers:** homeowner's appliance fixture purchases of less than \$4,000 per year
- **Exemptions:** non-profit & government projects

WHAT IS USE TAX?

A Construction Use Tax is a replacement for Sales Tax on building materials purchased outside Pitkin County (or at wholesale) and used within the County when no County Sales Tax was collected on the purchase.

Pitkin County 0.5% Use Tax proceeds are dedicated to transportation uses, administered by the Elected Officials Transportation Committee (EOTC), which is managed jointly by Pitkin County, the City of Aspen, and the Town of Snowmass Village. Since their inception in 1989 through 2005, the Pitkin County Construction and Motor Vehicle Use Taxes have provided over \$22 million in funding for local transportation improvements.

Pitkin County collects a 0.5% use tax on construction and building materials used in the county on which no Pitkin County sales tax was collected. The Pitkin County Construction Use Tax applies to all projects within the county, including those inside municipal jurisdictions. The definition of construction and building materials subject to use tax is broad, and includes any material or appliance that becomes a fixture or permanent part of the structure and property.

Forms and instructions are available below. For additional information on construction use tax, contact Pitkin County Finance at 970-920-5220.



TOWN OF SNOWMASS VILLAGE
Renewable Energy Offset Program
Ordinance # 11, Series of 2008

RESIDENTIAL: New construction or additions over 999 SF

HERS rating required at building permit application. HERS Rating Certificate required prior to final inspections.

0-4999SF HERS Index of 70 or less, or pay \$5.00/SF
5000-9999SF HERS Index of 65 or less, or HERS Index of 70 & Pay \$3 .00/SF
Over 9999 SF HERS Index of 60 or less, or HERS Index of 70 & Pay \$4.00/SF

COMMERCIAL / MIXED USE: New construction or addition over 999 SF

0-4999 ComCheck or DOE-2 at building permit application
Over 4999 SF DOE-2 at building permit application

Performance Rating must exceed IECC by 30%

OR

For LEED Design -- Submit ASHRAE Standard 90.1 Review

OR

Meet IECC performance design and pay \$8.00/SF

EXTERIOR: Swimming pools, hot tubs, snowmelt, heated garages utilizing fossil fuel or grid-connected electricity

50% of annual energy use (AEU) to be generated on-site. Efficiency of mechanical systems shall be used in all energy formulas (see example below).

Swimming Pools — 332,000 BTU / SF (AEU)

At least 50% of AEU shall be renewable or pay \$136.00/SF

Hot tubs — 430,000 BTU / SF (AEU)

64 SF or less is exempt from this section

At least 50% of AEU shall be renewable or pay \$176.00/SF

Snowmelt — 81,800 BTU / SF (AEU)

This section applies to driveways and aprons only. Slopes that exceed 8% are exempt from this section. 200 SF or less is exempt from this section.

At least 50% of AEU shall be renewable or pay \$34.00/SF

Example-

A residential driveway snowmelt system of 700 SF with a boiler efficiency of 85%:

700SF — 200SF (exempt area) 500SF

500SF x \$34.00 (fee) = \$17,000

\$17,000 / .85 (boiler efficiency) = \$20,000 (fee in lieu)

REVIEW FEES

10% of building permit fee or \$1,000.00, whichever is less.

Special Inspection

The special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring special inspection. Approval is required prior to commencement of work. See Building Official for details.

Specifications

May or may not be required depending upon the scale and scope of work involved for the project.

Miscellaneous

Due to the diversity of construction, project types, location, materials and methods, etc., this list may not be complete as to the submittal requirements for each project and may be revised as necessary. Questions or comments should be addressed to the Building Official at (970) 923-5524.