



COMPLETE THIS FORM BEFORE YOU APPLY! BUILDING PERMIT APPLICATION CHECKLIST

This form is intended to help provide a more efficient building permit review process. Complete the checklist below to determine if you should contact the Community Development Department to discuss requirements for your proposed project before submitting your building permit application. Please reach out to us at River City Hall, 1235 Camino del Rio, Durango, 81301 or (970) 375-4850.

- IF YOU ANSWER "NO" TO ANY OF THE QUESTIONS BELOW, PLEASE CONTACT COMMUNITY DEVELOPMENT TO DISCUSS REQUIREMENTS AND/OR ADDITIONAL PROCESSES THAT MAY BE REQUIRED PRIOR TO SUBMITTING YOUR APPLICATION :**
- | YES | NO | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | 1. Have you been working with or already discussed the project with a City Planner? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. If the application is for an addition or new construction, do you know the locations of the property lines and utilities (including water and sewer service line locations and sizes)? <i>Please include these items on your site plan.</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. If more than 400 sq. ft. of living space is being added to a residential structure, are you aware of what public improvements will be required as a result of the building permit? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. If the application is for commercial, mixed-use, or multi-family new construction or addition, has a site plan review process been completed and receive approval? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 5. Are you familiar with City of Durango building permit fees? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 6. Are the provided plans in accordance with City of Durango adopted building codes? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. If you are going to demo a full structure or interior/exterior walls greater than 32 sq. ft., do you have a demolition permit from the State of Colorado? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. If the project is in a Historic District, have you received an Alterations Certificate? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. If the project is an exterior remodel of a commercial, mixed-use, or multi-family building, have you received Design Review approval? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. If a variance and/or alternative compliance is required, have you received that approval? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. If the property is within a home owners association or planned development, do you have written approval from the governing board for the proposed project? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. If the project is part of a new subdivision, have you seen the approved plans (including grading, drainage, etc.) and does your submittal comply with them? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. If the submittal is for a new single family residence, a new duplex or a new accessory dwelling unit (ADU), have you provided an approved landscape plan? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. If you are excavating, performing work, storing materials/dumpsters/storage units in the city right-of-way, have you talked to an Engineering Technician regarding the required permits? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. If a construction stormwater permit is required, has the permit been applied for prior to submittal and/or a Stormwater Management Plan been developed and submitted for review? |
| <input type="checkbox"/> | <input type="checkbox"/> | | 16. A cross connection inspection is required of all building permits. Do you know what it means for your property to be compliant with cross-connection and backflow prevention regulations? |



BUILDING PERMIT APPLICATION

OFFICE USE ONLY

PERMIT #: _____

DATE ISSUED: _____

1. PROPERTY INFORMATION

Job Site Address: _____ Unit #(s): _____

Assessor Parcel #: _____ Subdivision: _____

2. CONTACT INFORMATION

PRIMARY CONTACT: Property Owner Tenant
 Contractor Architect Engineer

PROPERTY OWNER

Name: _____

Email: _____

Phone: _____

CONTRACTOR

Business Name: _____

Business License # (REQUIRED): _____

Contact Person: _____

Email: _____

Phone: _____

ARCHITECT/ENGINEER

Name: _____

Email: _____

Phone: _____

TENANT

Business Name: _____ Email: _____

Contact Person: _____ Phone: _____

3. COMMERCIAL OCCUPANT INFORMATION (COMMERCIAL USE ONLY)

Business Name: _____ Business License # (REQUIRED): _____

Description of business and use of space (i.e. restaurant with sit down food service, etc.): _____

Is the remodel/tenant finish for an existing or new tenant? (Please check one) Existing Tenant New Tenant N/A

If the remodel is for a new tenant, what was the previous use of this tenant space? _____

Are there any exterior building changes (including paint, new siding) associated with the work? Yes No

If yes, please describe: _____

QUESTIONS? (970) 375-4850 or building@durangogov.org

DIGITAL SUBMISSION: building@durangogov.org

HAND DELIVERY: Please submit application and plans in person to: River City Hall, 1235 Camino del Rio, Durango, CO 81301

MAIL TO: City of Durango, Building Division, 105 Sawyer Drive, Durango, CO 81303

4. PROJECT TYPE (CHECK ALL THAT APPLY)

- New Single Family Residence New Townhomes Commercial Tenant Finish Accessory Building (Shed etc.)
- New Accessory Dwelling Unit New Apartments New Detached Garage Addition/Remodel
- New Duplex New Commercial New Attached Garage * Residential
- Demolition** - A State of Colorado Demolition Permit is required for all structural and/or load bearing demolition. For more info call the State of Colorado at (303) 692-3100. * Commercial
- Other: _____ Deck/Patio

5. PROJECT DESCRIPTION

Please provide a detailed description of the proposed work: _____

6. PROJECT VALUATION (FINAL DETERMINATION WILL BE MADE BY CHIEF BUILDING INSPECTOR)

Value of construction (include market value for labor and materials): \$ _____

7. PROJECT SIZE (CHECK ALL THAT APPLY)

NEW CONSTRUCTION

- Number of Stories: _____
- Number of Units: _____
- Commercial Space (S.F.): _____
- Living Space (S.F.): _____
- Attached Garage (S.F.): _____
- Detached Garage (S.F.): _____

NEW CONSTRUCTION

- Accessory Structure (S.F.): _____
- Domestic Water Meter Size: _____

REMODEL/ADDITION

- S.F. to be Added: _____
- Existing S.F. to be Remodeled: _____

DEMOLITION

- S.F. to be Demolished: _____

8. SUBMITTAL REQUIREMENTS (WHERE APPLICABLE)

*** ALL APPLICATIONS AND PLANS NEED TO BE SUBMITTED DIGITALLY AND 2 HARD COPIES PROVIDED ***

COMMERCIAL, MULTI-FAMILY, OR TENANT FINISH PROJECTS:

* Submit proof of 1) Durango Fire Protection District plan review submittal

COMMERCIAL NEW CONSTRUCTION OR COMMERCIAL ADDITIONS:

* Submit proof of 1) Durango Fire Protection District impact fee payment prior to issuance of building permit

DEMOLITION PROJECTS:

* Submit proof of 1) State of Colorado Demolition Permit and 2) Utility Department approval for water/sewer service abandonment

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8. SUBMITTAL REQUIREMENTS CONT. (WHERE APPLICABLE)

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DEVELOPMENTS ON SITES OVER 1 ACRE:

* Submit proof of 1) State Stormwater permit

PROJECTS IN SKYRIDGE, ROCKRIDGE, OR ANY SUBDIVISION WITH HOA:

* Submit proof of 1) Homeowners Association and/or Architectural Review Committee design approval

RESIDENTIAL NEW CONSTRUCTION (including single family, duplex or multi-family units)

* Submit proof of 1) Durango Fire Protection District impact fee payment prior to issuance of building permit

THREE SPRINGS PROJECTS:

* Submit proof of 1) Durango Fire Protection District impact fee payment, 2) Three Springs Design Review approval, 3) State Stormwater permit, 4) South Durango Sanitation District Plant Investment Fee payment

TWIN BUTTES PROJECTS:

* Submit proof of 1) Durango Fire Protection District impact fee payment, 2) Twin Buttes Design Review approval, 3) State Stormwater permit, 4) REScheck report

9. PLAN REQUIREMENTS

Please submit **2 hard copies and digital plans** of applicable construction plans in the following order:

- 1 - Site Plan (Required for ALL projects)
- 2 - Floor Plan
- 3 - Elevations
- 4 - Cross Sections
- 5 - Foundation Plan
- 6 - Framing Plan
- 7 - Utility Plan (Include domestic water meter size)
- 8 - Landscape Plan
- 9 - Grading and Drainage Plan

10. AGREEMENT

Permission is hereby granted to _____, as owner, and/or _____, being the contractor or owner's agent, to construct the structure as detailed on plans and specifications submitted to and reviewed by the Community Development Department.

In consideration of the issuance of this permit, the undersigned hereby agrees to comply with all building codes, construction codes, and land use regulations adopted by the City of Durango as described in City Code. The undersigned further agrees that no concrete shall be placed in foundation before setback verification is made by applicant and approved by the City. The issuance of a permit based upon plans, specifications, and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications, and other data, or from preventing building operation being carried on thereunder when in violation of this code or any other ordinance or regulation of this jurisdiction.

The review of the submitted plans and specifications and inspections conducted thereafter does not constitute an acceptance of any responsibilities or liabilities by the City of Durango for errors, omissions, or discrepancies. Further, any such review does not constitute a compliance review with the provisions of the 1991 Americans with Disabilities Act (ADA). The responsibility for these items and implementation during construction rests specifically with the architect, designer, builder, and owner. Comments are intended to be constructive and in support of the owner's interest. Public improvements may be required as the result of the issuance of this permit. Additional permits may be required as a result of this application such as demolition, plumbing, mechanical, right-of-way, excavation and/or retaining wall permits.

This permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and 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 of local law regulating construction or the performance of construction and that I make this statement under penalty of perjury.

Construction and/or excavation that does not obtain proper permits will be charged triple the building permit fee.

NOTE: APPLICANT MAY BE REQUIRED TO MAKE PUBLIC IMPROVEMENTS AS A RESULT OF THIS APPLICATION

PUBLIC IMPROVEMENTS INCLUDE (BUT ARE NOT LIMITED TO) THE INSTALLATION/REPAIR/REPLACEMENT OF SIDEWALK, CURB, GUTTER, STREET TREES, ETC.

OWNER/APPLICANT SIGNATURE _____ DATE _____

THIS APPLICATION EXPIRES 180 DAYS FROM APPLICATION DATE

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