



BUILDING PERMIT PROCEDURES

Updated June 14, 2021

QUESTIONS? Contact: Jaclyn Cox, Permit Technician, jaclyn.cox@durangogov.org, (970) 375-4852

Outlined below is the current building permit submittal process:

1. Email jaclyn.cox@durangogov.org a **digital** copy of the building plans and building permit application.
2. Drop off **2 hard copies** of the plans and application in the designated box outside of River City Hall's front door, 1235 Camino del Rio (if submitting via mail please send to Community Development Department, Building Division, 105 Sawyer Drive, Durango, CO 81303).
3. City staff including Planning, Engineering and Building Divisions will review the submittal.
4. You will be notified via email when your building permit is ready to be issued or if there are any comments, questions or concerns during the review process.
5. Payment can be made with a credit card (except American Express) over the phone or checks will be accepted in person or at the secure payment drop-box outside River City Hall, 1235 Camino del Rio, and should be addressed to the Community Development Department and include a detailed description of the project and fee being collected. All approved permits will be emailed to customers.
6. After payment has been received and a receipt has been issued, the applicant will be contacted to pick up 1 hard copy of the plans, the building permit, inspections cards and any other additional materials from River City Hall.

For over the counter permits such as plumbing, mechanical, gas line, solar, mobile home setup etc.:

FOR EMERGENCY GAS LINE PERMITS PLEASE CALL (970) 375-4850

1. Email jaclyn.cox@durangogov.org with the following information:
 - Type of permit
 - Contractor
 - Project address
 - Value (labor and materials) of the project
2. We will respond as soon as possible with the applicable permit fees. Payment needs to be received before the permit will be issued.
3. Payment can be made with a credit card (except American Express) over the phone or checks will be accepted in person or at the secure payment drop-box outside River City Hall, 1235 Camino del Rio, and should be addressed to the Community Development Department and include a detailed description of the project and fee being collected. All approved permits will be emailed to customers.
4. After payment has been received, the permit can be issued.

Building Inspections:

For Building inspections please call 970-375-4865 and leave a detailed message.

Engineering Inspections:

For Engineering inspections please call 970-375-4850.