



**Gunnison County, CO**

**Community Development Department**

221 N. Wisconsin St. Ste. D, Gunnison, CO 81230

Phone: (970) 641-0360

Website: <https://www.gunnisoncounty.org/144/Community-and-Economic-Development>

Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

**BUILDING PERMIT PACKET: APPLICATION AND GUIDE  
FOR PROPERTY OWNERS AND CONTRACTORS**

**SUBMIT COMPLETE APPLICATION PACKETS BY EMAIL TO [PLANNING@GUNNISONCOUNTY.ORG](mailto:PLANNING@GUNNISONCOUNTY.ORG)**

**BUILDING PERMIT REQUIRED FOR CONSTRUCTION IN THE UNINCORPORATED AREAS OF GUNNISON COUNTY.**

A building permit is required to construct, enlarge, alter, repair, move or change the occupancy of a building or structure. One-story, detached, accessory structures without utilities less than 200 square feet in floor area are exempt from the building permit requirements provided that it is accessory to and incidental to that of a dwelling that is constructed and located on the same parcel. An exemption from a building permit can be requested for agricultural structures when part of an agricultural operation and the parcel is classified as agricultural by the Gunnison County Assessor's Office.

**NO EXCAVATION CAN BE STARTED WITHOUT THE BUILDING PERMIT ISSUED.**

Any person who commences work before obtaining the necessary permits shall be subject to 100 percent (100%) of the usual permit fee in addition to the required permit fees.

**GUNNISON SAGE-GROUSE.** Gunnison County regulations require that the location of buildings, On-site Wastewater Treatment Systems and accesses be designed to avoid and mitigate potential impacts to Gunnison Sage-grouse. All applications for improvements on lands within Sage-grouse occupied habitat will be reviewed by the Gunnison County Gunnison Wildlife Conservation Coordinator to determine if there are any impacts to Sage-grouse or Sage Grouse habitat. Landowners may request a pre-application conference to review Sage-grouse issues and identify potential solutions.

**OTHER PERMITS REQUIRED.** Other permits may be required before any construction work begins. They include:

- **On-site Wastewater Treatment System (Septic)**, available in the Community Development Department.
- **Driveway Access Permit or Waiver**, available from the Gunnison County Public Works Department.
- **Highway Access Permit** from the Colorado Department of Transportation, if a parcel is located on a state or federal highway.
- **Reclamation Permit**, available from the Gunnison County Public Works Department.
- **Well Permit**, available from the Colorado Division of Water Resources in Montrose.
- **Electrical Permit**, available from the Colorado Electrical Board. The electrical Inspector is located in Gunnison.
- **Plumbing Permit**, available from the Colorado Board of Plumbers. The plumbing Inspector is located in Gunnison.
- **Land Use Change Permit** may be required before a Building Permit can be issued, or conditions of an existing Land Use Change Permit may affect building locations or sizes, and other features.

(A list of other permitting agencies is included in this handout, and is also available on our website.)

**STEPS FOR OBTAINING A BUILDING PERMIT IN UNINCORPORATED GUNNISON COUNTY:**

**1. APPLICATION.** Submit a completed building permit application along with all supporting documents and plans to [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org). Make sure you have completed and submitted the following, which are included in this packet:

- The Building Permit Application Form with all supporting plans (Pages 15 & 16).

- “Agreement and Consent of Property Owners” form for projects where a designated person will be representing the property owner, such as a contractor or project manager, for submittal and permitting purposes (Page 17)
- “Solid-Fuel Burning Device or Gas Appliance Identification” form (Page 18).

2. **PUBLIC WORKS DEPARTMENT:** The following two permits must be obtained from the Gunnison County Public Works Department before a building permit can be issued. Contact the Public Works Department at 641-0044.

- **DRIVEWAY ACCESS PERMIT IS REQUIRED BEFORE A BUILDING PERMIT CAN BE ISSUED.** Any site excavation or construction of an access may not begin until a Driveway Access Permit has been issued OR Public Works has granted a written waiver.
- **A RECLAMATION PERMIT IS REQUIRED BEFORE A BUILDING PERMIT CAN BE ISSUED.** Any site excavation or access construction may not begin until a Reclamation Permit has been issued. Any of the following requires a Reclamation Permit:
  1. Road cutting or construction
  2. Home-site clearing
  3. Berm Construction
  4. An activity that is part of an approved Land Use Change Permit

### **CODES AND REGULATIONS AFFECTING BUILDING IN GUNNISON COUNTY:**

**Building Codes:** The 2015 *International Codes* have been adopted and amended by the Gunnison County Board of County Commissioners. A copy of each of the *Codes* is available to review in the Community Development Department, or you can purchase copies from the International Code Council, Product Orders, 1-(800)-786-4452, or from the Council’s website: [www.iccsafe.org](http://www.iccsafe.org). Copies of the Gunnison County amendments to the *Codes* are available in the Community Development Department and on our website, [www.gunnisoncounty.org/planning](http://www.gunnisoncounty.org/planning).

**Gunnison County Land Use Resolution:** The *Resolution* governs most land development, and includes standards for setbacks, building heights, sizes of residences, design, location on ridgelines, building in geologic hazard areas, floodplains and wetlands, and other requirements that will affect where your building site can be located.

The **Gunnison County On-site Wastewater Treatment Systems Regulations** include standards and requirements for installing an on-site wastewater treatment system (OWTS). An OWTS Permit, or agreement of a wastewater treatment provider, if the parcel is served by a central system, is required before a building permit can be issued.

The **Gunnison County Specifications for Road and Bridge Construction** includes standards for designing and constructing a driveway and accessing onto county roads. An Access Permit or waiver is required from the Gunnison County Public Works Department before a Building Permit can be issued.

**Colorado state plumbing codes.** Gunnison County does not perform plumbing inspections. Plumbing Permits are issued and inspections are conducted by a **State Plumbing Inspector**. Plumbing contractors are required to take out permits on jobs performed by their companies. The master plumber’s signature is required on all permit applications. A contractor may not do work on a "home owner" issued permit. Homeowners may do their own plumbing installation on their residence if the following is true: the work is personally performed by the homeowner and the property is not for sale, resale, is not rental property which is occupied or is to be occupied by tenants for lodging, either transient or permanent; and is not generally open to the public.

**Fire Code:** The *International Fire Code* with amendments and the *Standards & Guidelines Policy* have been adopted by the Crested Butte Fire Protection District Board of Directors and the Gunnison County Board of County Commissioners within the Boundaries of the Crested Butte Fire Protection District. A copy of the *International Fire Code*, amendments, *Standards & Guidelines Policy* and *Builders Packet*, is available to review in the Crested Butte Fire Protection District office, or you can purchase a copy of the *International Fire Code* from the International Code Council, Products Orders, 1-(800)-786-4452, or from the Council’s website: [www.iccsafe.org](http://www.iccsafe.org). Copies of the amendments, Standards & Guidelines Policy and Builders Packet are also available on the Crested Butte Fire Protection website, [www.cbfpd.org](http://www.cbfpd.org).

**Colorado state electrical codes.** Gunnison County does not perform electrical inspections. Electrical Permits are issued, and inspections are conducted by a **State Electrical Inspector**. A state issued electrical permit is required when installing, remodeling or making additions to existing electrical wiring, installation or repairing electrical apparatus and equipment for light, heat and power. Information about contacting the state and securing permits online is available from the **Colorado Electrical Board**.

### **BUILDING PERMIT AND RELATED FEES:**

**Building Permit Fees:** Building permit fees are calculated during the plan review process and must be paid at the time of permit issuance. Project valuations are calculated according to the Building Valuation Data Schedule as set forth in the most recent issue of the Building Safety Journal, published by the International Code Council. Alternatively, the applicant may provide the project valuation. The project valuation shall include the total itemized value of the work for which a permit is being issued. This includes materials and labor for the structure and mechanical, electrical, plumbing and gas, fire sprinkler and elevator systems and equipment. Permanent systems such as HVAC controls, lighting, and audio visual are included in the total. Architectural and engineering design fees, landscaping, tap fees, development mitigation fees, and cleaning are not included in the total. The Building Permit fee is calculated using the project valuation and the table found in Appendix L of the 2015 International Residential Code. Please call the Gunnison County Community Development Department for a building permit fee quote.

**Building Plan Review Fees:** For residential structures and accessory residential structures a plan review fee will be calculated as 30% of the building permit fee. For commercial structures a plan review fee will be calculated as 65% of the building permit fee.

**Workforce Housing Linkage Fees:** The Workforce Housing Linkage Fee is calculated on the square footage of the structure.

**Application Deposit:** A \$250 application deposit is due at the time of application submittal; the deposit will be applied toward the total Building Permit fee when the Building Permit is issued. The \$250.00 application deposit will be forfeited if the permit is not issued within 12 months of the application submittal date. Accessory residential structures, such as garages and storage sheds, are exempt from the application fee.

### **MINIMUM REQUIREMENTS FOR A BUILDING PERMIT:**

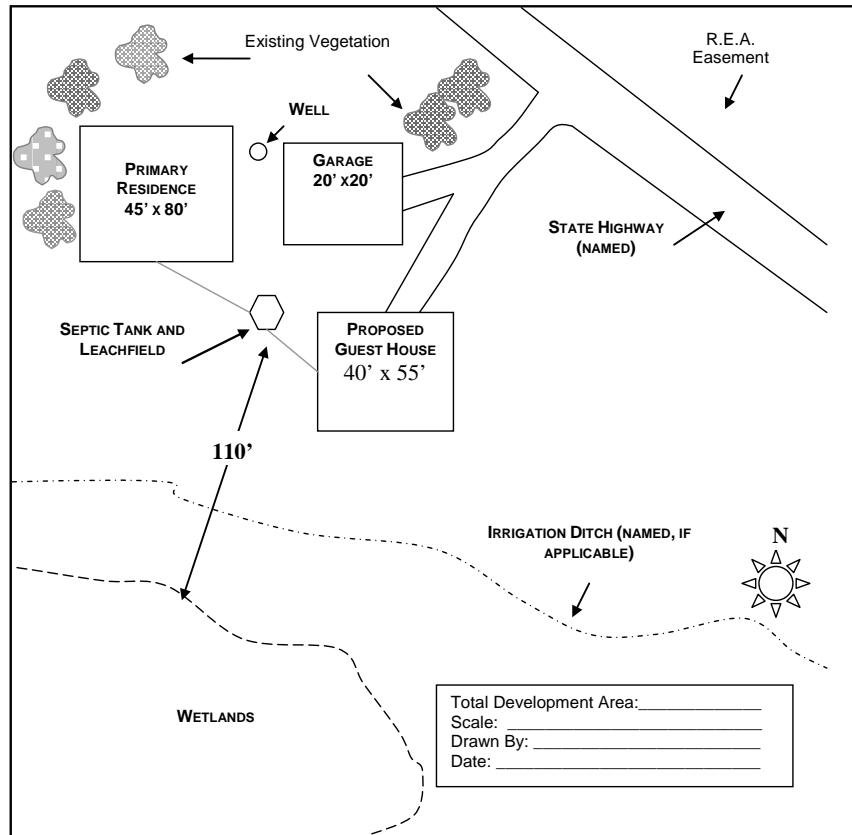
- 1. LEGALLY SUBDIVIDED LOT.** The building site must be on a legally subdivided lot. Only one residence may be built on a parcel, unless a Land Use Change Permit allowing more than one residence has been approved.
- 2. EXTERIOR LIGHTING.** An exterior lighting plan showing locations and types of all exterior lights must be submitted with any Building Permit application. All exterior lighting must comply with *Gunnison County Land Use Resolution* Section 13-114: *Exterior Lighting* (a copy of which is included in this packet).
- 3. FLOODPLAIN DEVELOPMENT PERMITS.** In flood hazard areas, a Floodplain Development Permit is required in addition to a Building Permit, and before construction can begin. The lowest floor must be one foot above base flood elevations, and the structure must be designed and constructed in compliance with the *Gunnison County Land Use Resolution* and all other applicable state and federal regulations. A copy of the Permit application and the Floodplain Development Information Sheet are available in the Community Development Department, or on the Department's website.
- 4. GEOTECHNICAL STUDY.** In areas with unstable soils, or which are located in geologic hazard areas, a geotechnical study may be required in compliance with the *Gunnison County Land Use Resolution*. Foundations and structures shall be designed in accordance with the findings and recommendations of the geotechnical study, and those plans may be required to be reviewed by the Colorado Geological Survey.

5. **WASTEWATER TREATMENT AND POTABLE WATER.** All proposed building sites shall have a source of potable water and a system of sewage disposal, either central sewer or an on-site wastewater treatment system (OWTS). If an OWTS is needed, the building permit will be withheld until the OWTS permit is issued. If central water and/or sewer is available, proof of paid tap fees is required prior to building permit issuance.
6. **CRESTED BUTTE FIRE PROTECTION DISTRICT.** For property located within the Crested Butte Fire Protection District please contact the District at 970-349-5333 to obtain information and guidance on their requirements for fire and life safety protection. A map of the Crested Butte Fire Protection District can be found on the County's GIS Interactive Map page.

**GENERAL SUBMITTAL REQUIREMENTS.** The following are items that are required to be submitted with your Building Permit application:

1. **BUILDING CONSTRUCTION PLANS.** An electronic set of building construction plans that are stamped and signed by a Colorado licensed professional engineer or architect shall be submitted as part of a complete application. Building construction plans shall include, and may not be limited to, the following, as applicable to the project:
  - **FOUNDATION PLAN:** That details the of size, height and reinforcement used in footers, foundation walls, piers, pads, etc.
  - **COMPLETE FLOOR PLAN:** Include dimensions and uses of each room, and window and door locations and sizes. Provide the Gross Floor Area per story, including basements and/or loft areas measured from the interior of the exterior walls.
  - **FRAMING PLAN/CROSS SECTION:** Include structural component makeup of proposed building, including species and grade of lumber, size and spacing of rafters, joists, studs, construction materials, and thickness of walls and roofs. Design roof live load and wind load need to be included on the plans.
  - **ELEVATION PLAN:** Show finished grade and all sides of the structure.
  - **ENERGY EFFICIENCY PLAN:** Construction documents that show in sufficient detail pertinent data and features of the building, systems, and equipment. Details shall include, but are not limited to, the following as applicable:
    1. Insulation materials and their R-values;
    2. Fenestration U-factors;
    3. Air sealing details;
    4. Mechanical system design criteria;
    5. Mechanical and service water heating system and equipment types, sizes, and efficiencies; and
    6. Duct sealing, duct and pipe insulation and location.
  - **MECHANICAL PLAN:** Indicate the type of heating, including hot water. Show location of mechanical room equipment and other heating appliances, such as stoves. Additional information, such as heat loss calculation, equipment identification and rating, location and size of main flue vent, supply and return air outlets, will be required at the time of the rough framing inspection.

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2. **SITE PLAN:** Include location and distance from lot lines to existing and proposed structures, well, irrigation ditches, and on-site wastewater treatment systems (OWTS). Indicate the exact distances or provide the indicated scale on the site plan. It must be legible, signed and dated by whoever draws it and must show the following:
- SETBACKS.** With some exceptions, which can be identified by the plan reviewer, all elements of the plan must meet setback requirements (a copy of setback requirements is included in this packet). Additionally, a subdivision's protective covenants may be more restrictive, in which case the setbacks required by the covenants should be followed.
  - ROADS AND EASEMENTS.** Existing roads; rights-of-way and easements, including their widths.
  - WATERBODIES.** Including streams, rivers, wetlands areas, lakes, etc.
  - STRUCTURES.** Proposed and existing structures, their location and sizes.
  - DITCHES.** Irrigation ditches.
  - DRAINAGE.** Drainage patterns on and off your property.
  - EXISTING AND PROPOSED UTILITIES.** All existing and proposed utility lines that will serve the property, including water lines, sewer lines, power lines (overhead and/or buried).
  - ADJACENT OWNERS AND USES.** Adjacent land owners and uses.
  - PROPERTY BOUNDARIES.** Site plans shall show the entire property boundaries (for large parcels please include the entire property boundary and also a close-up of the proposed development area)
  - WATER SUPPLY.** Existing and/or proposed well locations and/or water service lines.
  - SEWAGE TREATMENT.** Existing or proposed septic system(s) and/or sewer lines.
  - ACCESS AND PARKING.** Parking areas and driveway access locations.
  - GEOLOGIC HAZARD AREAS AND FLOODPLAINS.** The Community Development Department will help you check the geologic hazard and flood plain maps. If your building site is located in any of those hazard areas, include a copy in your application of the hazard area map showing the site location.

3. **WARRANTY DEED.** A copy of the recorded Warranty Deed for your property (can be obtained from the Gunnison County Clerk and Recorder's Office).
4. **EXTERIOR LIGHTING PLAN:** Show locations of all exterior lights, a description of the lighting fixtures, and information on how the lighting complies with *Gunnison County Land Use Resolution* Section 13-114: *Exterior Lighting*. **All applicants must sign the attached *Acknowledgement and Agreement to Comply with Exterior Lighting Requirements*** on the Building Permit Application Form.

**OTHER SUBMITTAL REQUIREMENTS AS APPLICABLE:**

1. **SNOWLOAD.** Snowfall amounts vary widely in Gunnison County, and structural design may differ depending upon snowload for particular elevations. All new construction placed in unincorporated Gunnison County shall be constructed so as to meet the snow load requirements at the proposed building site. The value of ground snow loads at building sites shall be determined through "2016 Colorado Design Snowloads", Prepared by the Structural Engineers Association of Colorado Snow Load Committee. The report can be found at: <https://seacolorado.org/publications/>. The report provides the recommended design ground snowloads which are intended to be used with ASCE 7 procedures for structural design. Once the ground snowload at the building site is determined, it must then be converted to roof snow loads according to ASCE 7, with appropriate treatment of exposure to wind, thermal properties of the roof, roof slope, unbalanced snow loads, drifting, and risk exposure.
2. **SOLID FUEL BURNING DEVICES.** *Gunnison County Land Use Resolution* Section 13-107: *Installation of Solid Fuel Burning Devices* regulates the approval of these devices. Wood- burning stoves and pellet stoves are required to comply with the emissions performance standards adopted by the Colorado Department of Public Health and Environment Air Quality Control Commission. A list of the approved solid fuel-burning devices is available at the Community Development Department.
3. **HOMEOWNER'S ASSOCIATION APPROVAL.** If the parcel is located in a subdivision that has a homeowners' association, written approval of the proposed development is required by the association.
4. **TAP FEES.** A receipt showing that **tap fees** for water and/or sewer service have been paid, if the property is served by a central water supply or sewer system.
5. **LETTER OF OWNER'S CONSENT.** A letter from the owner acknowledging that a person other than the owner may apply for and sign for permits.
6. **RADON GAS MITIGATION:** Gunnison County has adopted Appendix F: RADON CONTROL METHODS of the 2015 International Residential Code. Construction plans for passive radon gas mitigation systems are required on all new residential structures. After construction is complete, radon levels should be checked to determine if the system needs to be activated.
7. **CARBON MONOXIDE DETECTORS:** Carbon Monoxide detectors shall be installed in all new construction, additions, remodels and renovations where gas appliances are installed or where an attached garage is proposed or existing. Detectors shall receive primary power from the buildings wiring and be equipped with a battery backup. Detectors shall be installed outside of each separate sleeping area and in the immediate vicinity of the each sleeping area.

<p><b>Plumbing Permit:</b> (Your plumbing contractor can obtain this permit for you)</p>	<p><b>Examining Board of Plumbers, State of Colorado</b> <b>Andy Clark, Plumbing Inspector</b> (303) 869-3471 Phone (855) 470-4719 Toll Free Phone (303) 869-0397 Fax (855) 515-8197 Toll Free Fax Website to obtain or check permits online: <a href="http://www.dora.state.co.us/Plumbing/">http://www.dora.state.co.us/Plumbing/</a></p>
<p><b>Electrical Permit:</b> (Your electrical contractor can obtain this permit for you)</p>	<p><b>Colorado State Electrical Inspector</b> <b>Dustin Behounek, Electrical Inspector</b> (303) 869-3462 Phone (855) 470-4716 Toll Free (303) 869-0350 Fax (855) 515-8194 Fax Toll Free <b>To obtain or check permits online:</b> <a href="http://www.dora.state.co.us/electrical/">http://www.dora.state.co.us/electrical/</a></p>
<p><b>Driveway Access Permit</b> ( for development that accesses Gunnison County roads) and <b>Reclamation Permits:</b></p>	<p><b>Gunnison County Public Works Department</b> 195 Basin Park Drive Gunnison, CO 81230 (970) 641-0044</p>
<p><b>Highway Access Permit</b> (for development that accesses Colorado and Federal highways):</p>	<p><b>Colorado Department of Transportation</b> 222 So. 6<sup>th</sup> Street, Room 317 Grand Junction, CO 81501-2769 (970) 248-7225 Website: <a href="http://www.dot.state.co.us/AccessPermits/index.htm">http://www.dot.state.co.us/AccessPermits/index.htm</a></p>
<p><b>Well Permit</b> (Your well driller can also obtain the permit for you):</p>	<p><b>Colorado Division of Water Resources</b> 818 Centennial Building 1313 Sherman Street Denver, CO 80203 (303) 855-3581, or in Montrose, (970) 249-6622 Website for information about well permits: <a href="http://water.state.co.us/groundwater/groundwater.asp">http://water.state.co.us/groundwater/groundwater.asp</a></p>
<p><b>On-site Wastewater Treatment Systems (OWTS)</b></p>	<p><b>Gunnison County Environmental Health Office</b> 221 N. Wisconsin Street, Suite D Gunnison, CO 81230 (970) 641-0360 <a href="mailto:planning@gunnisoncounty.org">planning@gunnisoncounty.org</a></p>
<p><b>Dos Rios Water Treatment Plant</b> (water and sewer line locates):</p>	<p><b>Dos Rios Water Treatment Plant</b> 38130 W. Highway 50 Gunnison, CO 81230 Mark Templeton (970) 641-8565</p>
<p><b>Crested Butte Fire Protection District:</b></p>	<p><b>Crested Butte Fire Protection District</b> 306 Maroon Avenue, PO Box 1009 Crested Butte, CO 81224 (970) 349-5333 Ric Ems, Fire Marshal</p>

**Energy Efficiency: Information Regarding Air Sealing and Insulation Requirements for Dwellings**

Gunnison County has adopted the International Residential Code, 2015 edition for the construction of one- and two-family dwellings, townhouses and residential accessory structures. Chapter 11 covers the required energy efficiency provisions. Construction document plan details need to include the following:

**Building thermal envelope:** The basement walls, exterior walls, floor, roof and any other building elements that enclose conditioned space or provide a boundary between conditioned space and exempt or unconditioned space. The Building thermal envelope needs to be depicted on the drawings.

**Insulation and fenestration criteria:** Compliance for our climate zone 7 can be shown by meeting the prescriptive R-value table value or greater which includes a requirement for continuous wall insulation, the U-factor alternative for which an assembly is calculated and the U-factor is less than the U-factor table value, or a combination of the R-value and U-factor tables is also permissible. The total UA alternative method can also be used and is commonly presented as a REScheck report. REScheck can be convenient for certain projects because it allows trade-offs between items to achieve overall compliance and it can also be the path to eliminate the need for continuous wall insulation.

<https://www.energycodes.gov/rescheck>

Fenestration and Insulation R-value by component						
Fenestration U-factor max.	Ceiling R-value	Wood frame wall R-value	Floor R-value	Basement wall R-value <sup>a</sup>	Slab R-value and depth	Crawl space wall R-value <sup>a</sup>
0.32	49	20cavity+5continuous or or 13cav+10cont	38	15/19	10, 4ft unless heated then 15,4ft	15/19

a. "15/19" means R-15 continuous on the interior or exterior or R-19 cavity insulation on the interior

U-factor alternative-Equivalent U-Factors for assemblies					
Fenestration U-factor max	Ceiling U-factor max	Frame wall U-factor max	Floor U-factor max	Basement wall U-factor max	Crawl space wall U-factor max
0.32	0.026	0.045	0.028	0.050	0.055

**Mechanical Ventilation:** Whole-house mechanical ventilation systems are required. A balanced ventilation system is recommended (supply and exhaust air) and heat recovery or energy recovery ventilation systems are encouraged. Local exhaust fans are permitted to serve as such a system so long as the required ventilation rate for the floor area and number of bedrooms is provided.

Dwelling Unit Floor Area (SF)	Number of Bedrooms			
	0-1	2-3	4-5	6-7
	Airflow in CFM continuous rate			



<1,500	30	45	60	75
1,501-3,000	45	60	75	90
3,001-4,500	60	75	90	105
4,501-6,000	90	105	120	135

The system is permitted to operate intermittently where the system has controls that enable operation for not less than 25-percent of each 4-hour segment and the ventilation rate prescribed for continuous operation is multiplied by the factor determined in the table below.

Intermittent Whole-House Mechanical Ventilation Rate Factors					
Run time % in each 4-hour segment	25%	33%	50%	66%	75%
Factor	4	3	2	1.5	1.3

**Air Sealing Details:** The proposed air barrier components and plan for air sealing need to be included on the plans. The building thermal envelope needs to be constructed to limit air leakage and the components of the building thermal envelope need to be installed to the criteria of the following table. Dwellings and buildings need to be tested and verified as having an air leakage rate not exceeding three air changes per house at 50 Pascals of pressure before the final building inspection can be approved and the Certificate of Occupancy can be issued.

Air Barrier, Air Sealing, and Insulation Installation		
Component	Air Barrier Criteria	Insulation Installation Criteria
General	A continuous air barrier shall be installed in the building envelope. Breaks or joints in the air barrier shall be sealed.	Air-permeable insulation shall not be used as a sealing material.
Ceiling/Attic	The air barrier in any dropped ceiling or soffit shall be aligned with the insulation and any gaps in the air barrier shall be sealed. Access openings, drop-down stairs or knee wall doors to unconditioned attic space shall be sealed.	The insulation in any dropped ceiling/soffit shall be aligned with the air barrier.
Walls	The junction of the foundation and sill plate shall be sealed. The junction of the top plate and the top of exterior walls shall be sealed. Knee walls shall be sealed.	Cavities within corners and headers of frame walls shall be insulated by completely filling the cavity with a material having an R-value of not less than R-3/inch. Exterior thermal

		envelope insulation shall be in substantial contact and continuous alignment with the air barrier.
Windows, Skylights and doors	The space between framing and skylights, and the jambs of windows and doors, shall be sealed.	
Rim joists	Rim joists shall include an air barrier when in conditioned space. The junction of the rim board to the sill plate and the rim board and the subfloor shall be air sealed.	Rim joists shall be insulated so that the insulation maintains permanent contact with the exterior rim board.
Floors, including cantilevered floors and floors above garages	The air barrier shall be installed at any exposed edge of insulation.	Floor framing cavity insulation shall be installed to maintain permanent contact with the underside of subfloor decking. Alternatively, floor framing cavity insulation shall be in contact with the top side of sheathing, or continuous insulation installed on the underside of floor framing and extending from the bottom to the top of all perimeter floor framing members.
Basement, crawl space, and slab foundations	Exposed earth in crawl spaces shall be covered with a 6-mil polyethylene soil-gas-retarder. Penetrations through concrete foundation walls and slabs shall be air sealed.	Insulation shall be permanently attached to the walls.
Shafts, penetrations	Duct or flue shafts and other similar penetrations to exterior or unconditioned space shall be sealed to allow for expansion, contraction and mechanical vibration. Utility penetrations of the air barrier shall be caulked, gasketed or otherwise sealed and shall allow for expansion, contraction, and mechanical vibration.	Insulation shall be fitted tightly around utilities passing through shafts and penetrations in the building thermal envelope to maintain required R-Value.
Narrow Cavities	Narrow cavities of 1 inch or less that are not able to be insulated shall be air sealed.	Batts to be installed in narrow cavities shall be cut to fit or narrow cavities shall be filled with insulation that on installation conforms to the available cavity space.

Garage separation	Air sealing shall be provided between the garage and conditioned spaces.	
Recessed lighting	Recessed lighting fixtures installed in the building thermal envelope shall be air sealed.	Recessed light fixtures installed in the building thermal envelope shall be airtight and IC rated, and shall be buried or surrounded with insulation.
Plumbing, wiring or other obstructions	All holes created by wiring, plumbing or other obstructions in the air barrier assembly shall be air sealed.	Insulation shall be installed to fill the available space and surrounding wiring, plumbing, or other obstructions, unless required R-value can be met by installing insulation and air barrier systems completely to the exterior side of the obstructions.
Shower/tub on exterior wall	The air barrier installed at exterior walls adjacent to showers and tubs shall separate them from the showers and tubs.	Exterior walls adjacent to showers and tubs shall be insulated.
Electrical/phone box on exterior wall	The air barrier shall be installed behind electrical and communication boxes. Alternatively, air-sealed boxes shall be installed.	
HVAC register boots	HVAC supply and return register boots that penetrate building thermal envelope shall be sealed to the subfloor, wall covering or ceiling penetrated by the boot.	
Concealed sprinklers	Where required to be sealed, concealed fire sprinklers shall only be sealed in a manner that is recommended by the manufacturer. Caulking or other adhesive sealants shall not be used to fill voids between fire sprinkler cover plates and walls or ceilings.	



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## INFORMATION SHEET: SETBACKS

SETBACK TYPE	MINIMUM PROPERTY LINE SETBACK
<b>RESIDENTIAL SETBACKS</b>	
Single family	Front: 25 Side/Rear: 15
Townhomes, condominiums and other multiple family buildings	Front: 25 feet Side/Rear: 15 feet Separate multiple-family buildings within a single Project may be constructed a minimum of ten feet from other buildings within the single Project.
Zero Lot Line developments	Residences may be constructed on the property line, pursuant to Section 13-104: C: <b>Zero Lot Line Developments</b>
<b>BUSINESS AND COMMERCIAL SETBACKS</b>	
Adjoining all other non-residential	15 feet
Adjoining residential	50 feet
Outdoor Vending Operation	35 feet from a residential property boundary
<b>INDUSTRIAL SETBACKS</b>	
Adjoining other industrial	15 feet
Adjoining business or commercial	100 feet
Adjoining residential areas, agricultural areas or public lands	300 feet
<b>LIGHT INDUSTRIAL SETBACKS</b>	
Adjoining residential	50 feet
Adjoining business and commercial	15 feet
Adjoining other light industrial	15 feet
Adjoining industrial	15 feet
<b>SETBACKS FROM ROADS:</b>	
When width of right-of-way is known, measurement shall be from edge of right-of-way; when unknown, measurement shall be from the road center line, and an additional 40 feet added to the requirements for setbacks from roads.	
Federal highways	40 feet
State highways	40 feet• Land uses that access onto either federal or state highways shall comply with the Colorado Highway Access Code
County and other public roads	40 feet
Platted subdivision development roads	25 feet



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 Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

**Information Sheet: Workforce Housing Linkage Fee**

In 2006, the Gunnison County Board of Commissioners adopted a “workforce housing linkage fee” for all new residential, commercial and industrial construction. The fees were adopted to fund “Workforce Housing,” providing residences for people who earn their living in Gunnison County in professional or service capacities (i.e., health care service providers, waiters, janitors, teachers, small business owners, baristas, ski instructors and mechanics).

Gunnison County also calls workforce housing “Essential Housing,” because these employees are essential to the wellbeing of the community and it is critical that the county has reasonably-priced housing available for them. In an economy that continues to see high real estate costs, it has become impossible for many workers to continue to live in and around Crested Butte and Mt. Crested Butte. Even in other parts of the county, housing costs are rising and housing availability for low and moderate income workers has been limited

Funding this workforce housing through linkage fees is part of an overall housing program to ensure that the community is able to keep its service and professional employees by providing rental and homeownership opportunities for people who are employed in Gunnison County whose annual incomes do not exceed 120 percent of the area median income established by the U.S. Department of Housing. The fees are deposited into the Gunnison County Housing Fee Fund, administered by the Gunnison County Board of Commissioners.

**What is a “Workforce Housing Linkage Fee” and why has it been added to Building Permit fees?**

Studies conducted over the past 15 years in Gunnison County have shown that development results in new jobs, and those additional jobs often create the need for additional housing, including housing affordable to working residents (the “workforce”) who earn low or moderate incomes. The fee has been added to Building Permit fees because new construction creates the new jobs that create the need for new affordable housing. The fee is used to help produce that affordable housing.

**Who pays the fee and when is the fee collected?**

The fee is added to the fee collected for a Building Permit for new construction, or for an addition that is larger than 500 square feet, for any commercial, industrial or residential building in Gunnison County outside the City of Gunnison and towns of Crested Butte, Mt. Crested Butte, Marble and Pitkin.

**How much is the fee?**

Residential fees for the County are charged only on wholly new residences, or on the square footage of additions to existing residences. For additions, the fee is based on the incremental additional square footage added to a home. The fee is the difference between the fee for the square footage of a new home equal in size to the subject home after the addition has been completed and the fee for a new home equal in size to the existing home.

**For example: 800 square foot addition to an existing 2000 square foot home:**

Square footage of home after the addition = calculated fee **2,800 square feet = \$2,808**  
 Square footage of home before addition = calculated fee **2,000 square feet = \$ 581**

Calculated Fee for home after addition	<b>\$2,808</b>
Calculated Fee for home before addition	<b><u>\$ 581</u></b>
Fee for addition	<b>\$2,227</b>

### **How to calculate the fee.**

Go to <http://www.gunnisoncounty.org/409/Application-Forms>. Under Application Forms from the Building Office use the "Linkage Fee Calculation Worksheet" to determine the fee that you would pay. Contact the Community Development Department with any questions on how to use the worksheet.

### **Is anything exempt from the fee?**

1. Homes for households earning less than 120 percent of the Area Median Income.
2. Residences that are deed-restricted to households qualified by the Gunnison County Housing Authority (GCHA).
3. Reconstruction of a pre-existing structure so long as the reconstruction is no more than 500 square feet larger than the original structure.
4. The addition of 500 square feet or less to an existing structure.
5. Integrated secondary residence that is deed-restricted for residents who earn less than 120 percent of the Area Median Income.
6. Mobile homes, if they are deed-restricted for residents who earn less than 120 percent of the Area Median Income.
7. The Workforce Housing Linkage Fee may be waived if an Essential Housing unit is constructed, that is equal or greater in value to the Essential Housing fee for the project. See BOCC Resolution 2017-30.

### **How will the money be used?**

The funds will be used to buy land, install infrastructure and build new essential housing, rehabilitate and preserve older homes for essential housing, support for first-time homebuyer programs, provide for some administration expenses, and assist with financing essential housing developments for private and non-profit developers.

### **Why should more homes, especially at affordable sales prices or rental rates, be built?**

For many years, Gunnison County has had fewer affordable homes than needed for low and moderate income families. The problem is worsening because development of affordable housing is not keeping up with job growth, and land prices and building costs are escalating so fast that purchasing a modest home is no longer possible for most residents. There is an urgent need for actual affordable housing units for sale or rent, and for land on which to build them.

### **What is the Gunnison County Housing Fee Fund?**

As linkage fees are collected by the county, they are deposited into the fund, which the Gunnison County Board of Commissioners manages. This is a restricted fund that can be used only for essential housing. GCHA and its Advisory Board will solicit proposals from private, public, and nonprofit developers for projects that will create new or preserve existing essential housing, leveraging fee fund dollars with public and private investment dollars. Annually, the GCHA and its Advisory Board will issue reports on how much money was collected and how it was used.

### **Where to go for help?**

- For help in determining if your household and your construction project may be exempt because of the level of your income, please contact our office at (970) 641-0360.



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## Exterior Lighting Information Sheet

Gunnison County residents and visitors enjoy the dark skies of our mostly-rural landscape. Regulations for the unincorporated areas of Gunnison County are included within a section of the *Gunnison County Land Use Resolution* and are intended to protect those dark skies while ensuring that property owners are able to have lighting systems that provide adequate security. The following section from the *Resolution* regulates locations, types and sizes of lighting fixtures.

### SECTION 13-114: EXTERIOR LIGHTING

- A. PURPOSE.** The purpose of this Section is to provide standards for exterior lighting that assure the safety, utility and security appropriate to development and that prevent night lighting that adversely impacts adjacent properties and neighborhoods or unduly illuminates the night sky enjoyed by residents and visitors of Gunnison County. A secondary purpose is to avoid exterior night lighting that distracts and interferes with safe, quick and accurate vision of drivers and pedestrians. (Illustrations in this Section are courtesy of Dark Sky, International, and the New England Light Pollution Advisory Group (NELPAG).)
- B. APPLICABILITY.**
1. **GENERAL.** Except as otherwise exempted by this Section, the requirements of this Section shall apply to all land uses in Gunnison County, subject to Section 1-106: *Partially Exempted Land Use Changes*, and Section 1-108: *Nonconforming Uses*.
  2. **EXEMPTIONS.** The following uses are exempted from the requirements and review standards of this Section:
    - a. **AGRICULTURAL OPERATIONS.** Exterior lighting whose primary purpose is essential to the efficient functioning or security of an agricultural operation shall be exempted from the standards of this Section, though agricultural operations are encouraged to comply.
    - b. **FEDERAL, STATE AND COUNTY CONSTRUCTION PROJECTS.** Federal, State and County construction projects, during the course of construction.
    - c. **SPECIAL EVENTS.** Lighting that is temporarily installed or operated as part of a special event, pursuant to Section 9-501: *Special Events*.
    - d. **EMERGENCY LIGHTING.** Lighting fixtures used temporarily for emergency purposes.
    - e. **SPECIALIZED LIGHTING.** Lighting necessary for public safety, such as runway lighting of airports, and traffic control signals.
- C. NONCONFORMING FIXTURES.** Fixtures that were nonconforming as of July 1, 2004, shall be replaced when:
1. **LIGHT IS DAMAGED BEYOND REPAIR.** When the light fixture is damaged beyond repair and must be replaced, it shall comply with the standards of this Section.

**2. STRUCTURE IS EXPANDED OR REPLACED.**

When a structure is replaced, or expanded by 50 percent or more of square footage as calculated by the applicable building code adopted by Gunnison County, all light fixtures shall be replaced and shall comply with the standards of this Section.

**D. STANDARDS.** Exterior lighting shall meet the following standards:

- 1. EXTERIOR LIGHTING FIXTURES SHALL BE FULL CUTOFF/FULLY-SHIELDED, SHIELDED BY ROOF ELEMENT OR EFFECTIVELY RECESSED.** Except as otherwise restricted in this Section, all exterior lighting fixtures, including those used to illuminate roadways, parking lots, walkways and buildings, used for residential, commercial, or industrial purposes shall be of the full cutoff/fully shielded type or be shielded by a roof element so that there is the effect of a full cutoff/fully-shielded light fixture. All fixtures that are installed in recessed locations shall maintain this full cutoff/fully-shielded characteristic.

**2. EXTERIOR LIGHTING LIMITED TO FUNCTIONAL USES.**

Exterior lighting shall be limited to functional applications such as illumination of doorways, garage doors, decks, terraced levels, walkways or hot tubs and recreational areas when in use.

- 3. MOTION SENSOR LIGHTS ALLOWED FOR COMMERCIAL, INDUSTRIAL OR RESIDENTIAL ACCESS FOR SECURITY PURPOSES.** A maximum of two motion sensor fixtures is allowed as reasonably required to provide lighting for access security. These are permitted where the sensor will be triggered by activity only within the owner's property lines.

- 4. FLOOD LIGHTING LIMITED.** Floodlighting is only permitted when it is down-directed (45 degrees or less from vertical as illustrated in Figure 10: *Examples of Floodlighting*) so that the light source is not visible from adjacent and/or neighboring properties, and shall be full cutoff/fully shielded. Ground-mounted floodlighting of a structure is prohibited.

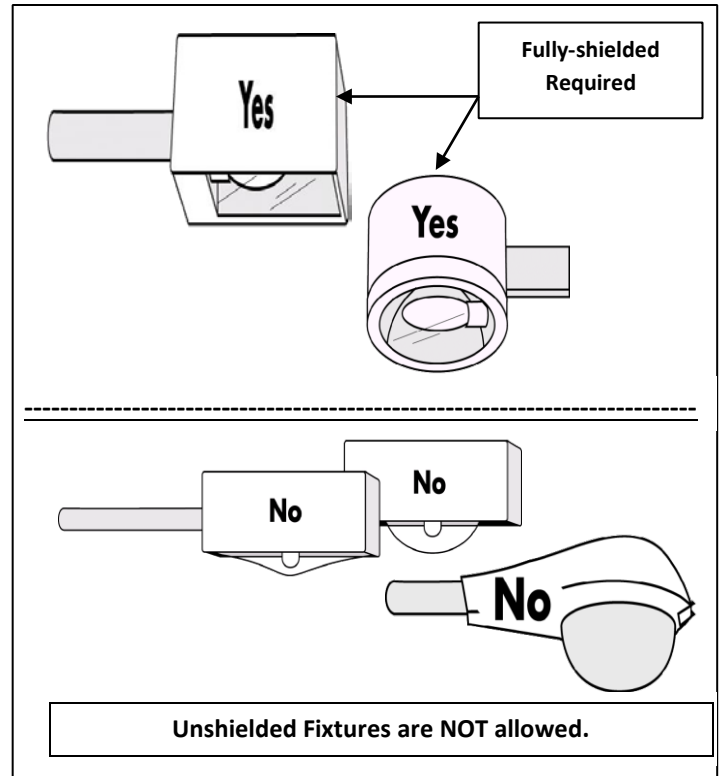
- 5. HEIGHT LIMITATION FOR POLE-MOUNTED FIXTURES.** Pole-mounted fixtures (as measured from grade to the bottom face of a fixture) shall be no higher than 35 feet and the fixture shall be a full cutoff/fully shielded, nonadjustable and directed down.

- 6. ILLUMINATION OF BUILDING FAÇADE AND LANDSCAPING PROHIBITED.** Lights that are used for the primary purpose of illuminating a building façade or landscaping are prohibited except for illuminating a building entrance, or for other purposes required by the *National Electrical Code*.

- 7. BLINKING, FLASHING AND LIGHTS OF CHANGING INTENSITY PROHIBITED.** Blinking, flashing or exterior lights that change in intensity are prohibited, except for temporary holiday displays, traffic control devices authorized by a federal, state or local government, or lights required by regulations of the Federal Aviation Administration for air traffic control and warning purposes.

- 8. INTERFERENCE WITH SAFE MOVEMENT OF MOTOR VEHICLES PROHIBITED.** No exterior lighting shall be installed or used in any way that interferes with the safe movement of motor vehicles. The following are prohibited:

- a. LIGHTING NOT DESIGNED FOR ROADWAY OR PEDESTRIAN WAY.** Any exterior lighting not designed for roadway or pedestrian way illumination that produces incident or reflected light that could be disturbing to the operator of a motor vehicle; and





- b. **LIGHTING THAT MAY BE CONFUSED WITH TRAFFIC CONTROL DEVICES.** Any exterior lighting that may be confused with, or may be construed to be a traffic control device, except as authorized by a state, federal or local government.
9. **MERCURY VAPOR LIGHT FIXTURES.** Installation of new mercury vapor light fixtures is prohibited, and replacement of mercury vapor light fixtures existing as of July 1, 2004 with fixtures that comply with the standards of this Section is encouraged.
10. **TEMPORARY HOLIDAY DISPLAYS.** Winter holiday lighting shall be allowed between November 15 and March 30. All other lighting associated with any national, local or religious holiday or celebration shall be allowed two weeks before the holiday, and extinguished within two weeks after the holiday. A waiver from these time restrictions may be requested from the Board, which may elect to conduct a public hearing on the request before making its decision. The applicant shall be billed and shall be responsible for paying for the actual cost of publication of all applicable public hearing notices as required pursuant to Section 3-112: *Notice of Public Hearing*.



## **NOTICE REGARDING U.S. FISH AND WILDLIFE SERVICE DETERMINATION THAT GUNNISON SAGE-GROUSE IS A THREATENED SPECIES**

- The U.S. Fish and Wildlife Service has determined, effective December 22, 2014, threatened species status under the Endangered Species Act of 1973, as amended, for the Gunnison Sage-grouse.
- Gunnison County approval of this County permit is not U.S. Fish and Wildlife Service approval of any activity described or authorized by this County permit.
- Gunnison County is not and does not act as your representative with regard to consultation with the U.S. Fish and Wildlife Service or performance of U.S. Fish and Wildlife Service requirements.





**Gunnison County, CO**  
**Community Development Department**  
 221 N. Wisconsin St. Ste. D, Gunnison, CO 81230  
 Phone: (970) 641-0360  
 Website: <https://www.gunnisoncounty.org/144/Community-and-Economic-Development>  
 Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

**BUILDING PERMIT APPLICATION**

SUBMIT COMPLETE APPLICATION PACKETS BY EMAIL TO [PLANNING@GUNNISONCOUNTY.ORG](mailto:PLANNING@GUNNISONCOUNTY.ORG)

**OWNER:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**CONTACT PHONE NUMBER(S):** \_\_\_\_\_  
**EMAIL ADDRESS(ES):** \_\_\_\_\_

LEGAL DESCRIPTION OF BUILDING SITE AND/OR EXISTING ADDRESS (IF THE PROPERTY IS LOCATED IN A SUBDIVISION, INCLUDE LOT AND BLK): \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
**PHONE DAY:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

WHO IS SUBMITTING PLANS? OWNER:  CONTRACTOR:  REPRESENTATIVE:

DESCRIBE THE TYPE AND USE OF THE BUILDING(S) THAT YOU ARE REQUESTING A PERMIT FOR (i.e., one-family dwelling, detached garage, townhome units, commercial, industrial, utility, residential accessory, etc.):

**INCLUDE THE FOLLOWING ITEMS IN THE APPLICATION SUBMITTAL:**

- **FOUNDATION PLAN:** That details the of size, height and reinforcement used in footers, foundation walls, piers, pads, etc.
- **COMPLETE FLOOR PLAN:** Include dimensions and uses of each room, and window and door locations and sizes. Provide the Gross Floor Area per story, including basements and/or loft areas measured from the interior of the exterior walls.
- **FRAMING PLAN/CROSS SECTION:** Include structural component makeup of proposed building, including species and grade of lumber, size and spacing of rafters, joists, studs, construction materials, and thickness of walls and roofs. Design roof live load and wind load need to be included on the plans.
- **ELEVATION PLAN:** Show finished grade and all sides of the structure.
- **ENERGY EFFICIENCY PLAN:** Construction documents that show in sufficient detail pertinent data and features of the building, systems, and equipment. Details shall include, but are not limited to, the following as applicable:
  1. Insulation materials and their R-values;
  2. Fenestration U-factors;
  3. Air sealing details;
  4. Mechanical system design criteria;

- 5. Mechanical and service water heating system and equipment types, sizes, and efficiencies; and
- 6. Duct sealing, duct and pipe insulation and location.
- **MECHANICAL PLAN:** Indicate the type of heating, including hot water. Show location of mechanical room equipment and other heating appliances, such as stoves. Additional information, such as heat loss calculation, equipment identification and rating, location and size of main flue vent, supply and return air outlets, will be required at the time of the rough framing inspection.
- **EXTERIOR LIGHTING**-Include details as described on page 6
- **SITE PLAN** –Include details as described on page 5
- **WARRANTY DEED**
- **WASTEWATER TREATMENT:** If your building is going to be served by an on-site wastewater treatment system, **have you obtained an OWTS permit? If not, have you applied?**
- **TAP FEES.** If your building site is to be served by a district, municipal or private central wastewater treatment or water supply system, you must submit a receipt of payment of the tap fees.
- **SOLID FUEL BURNING DEVICE IDENTIFICATION FORM**
- **LETTER OF OWNER'S CONSENT.** If applicable.
- **HOMEOWNERS' ASSOCIATION APPROVAL.** If the parcel is located in a subdivision that has a homeowners' association, written approval of the proposed development is required by the association.  

**Project is located in a subdivision that has a homeowners' association.**     Yes     No
- **FLOODPLAIN DEVELOPMENT PERMIT AND ELEVATION CERTIFICATE (IF LOCATED IN OR NEAR A 100 YEAR FLOODPLAIN).** If your building site is in or near a floodplain, an Elevation Certificate must be completed and submitted by a Colorado licensed professional engineer.
- **GEOTECHNICAL REPORT.** If the parcel is located in a geohazard location a geotechnical report is required. The structural and foundation plans will need to reference the recommendations of the report.
- **WILDFIRE MITIGATION PLAN.** If the parcel is located in either high or extreme wildfire hazards a wildfire mitigation plan will be required, steep slopes also determine the wildfire hazard rating.

<p><b>DRIVEWAY ACCESS PERMIT and RECLAMATION PERMIT, or WAIVER OF PERMIT</b>  <b>Gunnison County Public Works Department</b></p> <p>1) Project is within the sage grouse occupied habitat boundary.    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>2) Project is outside the sage grouse occupied habitat boundary BUT at or above the total of 10,000 square feet of ground disturbance.    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>3) Driveway Existing    <input type="checkbox"/> Yes    <input type="checkbox"/> No                  Driveway New    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>
<p><b>FIRE PROTECTION SYSTEMS</b>  <b>CRESTED BUTTE FIRE PROTECTION DISTRICT</b></p> <p>The Crested Butte Fire Protection District requires that you obtain information regarding driveway access and any required fire protection systems. <b>Have you completed this process?</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>

**ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH EXTERIOR LIGHTING REQUIREMENTS**

I have read the following Section 13-114: Exterior Lighting of the Gunnison County Land Use Resolution. I agree to comply with these standards and realize that exterior lights that are installed are subject to inspection by Gunnison County.

**SIGNATURE OF OWNER OR CONTRACTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please be advised that the Community Development Department may require additional information.**



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Email: [planning@gunnisoncounty.org](mailto:planning@gunnisoncounty.org)

**AGREEMENT AND CONSENT OF PROPERTY OWNER FOR REPRESENTATION BY OTHER PERSON DURING THE PERMITTING AND DEVELOPMENT PROCESS**

I/We, \_\_\_\_\_ Owner(s) of the described property. (If this property is in a trust, please identify all of the beneficiaries) hereby authorize \_\_\_\_\_ as our representative through the permitting and development process and give authorization for this representative to act on our behalf during the project and to be the primary person to be contacted as necessary by the Community Development Department for our property located at the following address and legal description:

\_\_\_\_\_  
Signature of Owner/s

\_\_\_\_\_  
Signature of Owner/s



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**SOLID-FUEL BURNING DEVICE (WOODSTOVE)  
 OR GAS APPLIANCE IDENTIFICATION**

**PARCEL NO.:** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:** \_\_\_\_\_

**STREET ADDRESS OF PROPERTY:** \_\_\_\_\_

**NAME OF OWNER OF PROPERTY:** \_\_\_\_\_

**LIST ALL DEVICES OR APPLICANCES THAT ARE/WILL BE ON THE PARCEL (INCLUDE DEVICES IN GARAGES, SHOPS, ACCESSORY BUILDINGS, ETC.) BY TYPE OF BUILDING:**

SINGLE FAMILY RESIDENTIAL     MULTI-FAMILY RESIDENTIAL     DUPLEX  
 SLEEPING QUARTERS     GARAGE/WORKSHOP     COMMERCIAL  
 OTHER \_\_\_\_\_

\*If you do not know this information you may contact the Gunnison County Assessor's Office at 970-641-1085. This FUEL BURNING DEVICE Identification will not be accepted without correct parcel number and legal description.

TYPE OF DEVICE	Room in which device is located	EXISTING DEVICE	NEW DEVICE	Make & Model No. of Device
EPA Certified Solid Fuel Burning Device				
Rumford-style Fireplace				
Gas Log Fireplace (Meets all codes for burning wood, but is used w/ gas logs. Not allowed in sleeping rooms.)				
Gas Fireplace Appliance				

If any devices are being removed, please describe (i.e. "old woodstove removed from living room").

**SIGNED:** \_\_\_\_\_  
 (Owner or Contractor)

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_