

Town of Gypsum Building Department

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Gypsum, Co 81637
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INSTRUCTION TO PROSPECTIVE BUILDERS IN THE TOWN OF GYPSUM

Obtaining a permit for construction within The Town of Gypsum can be relatively simple procedure. Allow up to three week, sooner if workload allows, from the time you submit your application until your permit is issued, following these basic guidelines:

NO START OF CONSTRUCTION WILL BE ALLOWED UNTIL A PERMIT HAS BEEN MADE AND APPROVED BY THE TOWN OF GYPSUM BUILDING DEPARTMENT.

Construction Hours: From 7:00 a.m. to 7:00 p.m. Monday through Saturday and 9:00 a.m. to 5:00 p.m. on Sunday. All developers, contractors and homeowners are reminded to control dusts and weeds at construction sites. Town roads are to be cleaned at least once a week unless directed otherwise by the Town, dust control must be maintained at all times (including weekends), and weed growth must be controlled as well. Nuisance citation will be issued if items are not properly maintained.

Codes: The following codes are currently in effect within the Town of Gypsum the 2015 International Building Code (IBC), 2015 International Residential Code (IRC), 2015 International Mechanical Code (IMC), 2015 International Fuel Gas Code , 2015 International Plumbing Code (IPC), 2015 International Fire Code, 2014 National Electrical Code, Local Urban Wildlife Regulations, Colorado Manufactured Home Installation Program State of Colorado, Current Edition of NFPA Standards, Uniform Code for the Abatement of Dangerous Building and amendments to the various volumes.

Gas: Natural gas is available from Black Hills Energy 1.800.563.0012

Buried Cable Locates: 1.800.922.1987

Sewer And Water: Water Dedication (if applicable) \$7,000.00
Water Tap: \$6,000.00 in Town / \$12,000.00 out of Town
Sewer Tap: \$7,000.00
Meter & Yoke for standard residential ¾" connection and Commercial meters \$450.00. Lines over 50' are charged On a per case basis.
*Applicable for 3,000 square feet total livable space (Finished/unfinished)
*Additional charges for increased square footage

Telephone: Century Link: 800.261.7649
San Isabel Telecom: 888.384.4430 (Buckhorn Valley/Chatfield Corners area)

Electricity: Provide by Holy Cross Electric Association. 970.328.6360

Soils Test: Soils test by Colorado Licensed Engineer are required for all projects and must be site specific. If the test comes in showing Soils below 1500 PSF and Engineered Stamped Foundation Plan is required. Otherwise Engineered Stamped Plans are required at the request of the Building Official.

Engineering: Snow Loads (40psf), wind 90-mph exposure 3 second gust (B), frost depth (42"), Seismic Category C

Septic System: Contact Eagle County Health Department at 970.328.8730

Improvement Location Survey: Required before a Temporary Certificate of Occupancy or Certificate of Occupancy can be issued

Special Design Review Area: If your property is located in a development other than Eagle River Estate or Bertoch you will need a letter or stamped set of approved plans from the design review board at the time of building permit submittal

Basic Zoning Requirements: Medium and high density residential home require a minimum of 25 foot front set back, 10 feet sides and rear set backs. These setbacks include overhangs, projections and decks. Structures cannot be placed in an easement. Building height for the principal building is 33 feet and accessory building is 20 feet.

Permit Application: Legal description of property, ie. Platted subdivision name, lot and block number and street address. Plans three (3) copies of residential, four (4) copies of commercial project plans and specifications are required. One set will be retained for the file of the building department, one set will be returned to the applicant for posting at the job site. One set of commercial will be reviewed by fire Chief. Required drawings shall be presented on substantial paper which is suitable for reproduction and in name and scale. Minimum drawings to be submitted are as follows: (1) site plan (Preferred scale 1" = 10'), Must include all easements, utility or otherwise, Landscaping, Drainage, existing buildings, ECT. (See attached check list). (2) Foundation plan (preferred scale ¼" = 1') Must be designed and stamped by a Colorado Registered Engineer. (3) Floor Plan (preferred scale ¼" = 1'). (4) typical building section(s). (5) Building Elevations (preferred scale ¼" = 1'). (6) Detailed Plumbing and Mechanical plans (preferred scale ¼" = 1'), exception to this item single family residence. (7) Specifications, if in sufficient detail may be included on plans otherwise a detailed list of materials, headers, joist, rafter ect. Must be attached to plans. Pay particular attention to the 40 PSF snow load requirement.

Flood Plain: A flood plain permit may be required depending on your properties location, contact building or zoning department for further information.

Streets, Sidewalks, Public Places and Public Utilities: Contacts Public Works Director (970.524.5024) or Town Engineer (970.524.7689). No person shall construct, reconstruct, use, or increase the level of use of any vehicular access to or from any public highway, street or road without first receiving written approval of the Town Planning Commission. It shall be unlawful for any person to dig up, cut, break excavate in or under the surface of any purpose or to place, deposit, or leave upon any street any excavated material obstruction or tending to interfere with the free use of the street, unless such be allowed November 15th through April 15th of each calendar year, except as specifically allowed by the Town of Gypsum. Any person who violates the requirements of this Street Excavation Ordinance may be fined not more than three hundred dollars per violation. Separate violations will be deemed to occur each day a person is in violation.

Change Orders: If during the progress of the construction of the project, changes in construction methods, materials and /or designs are made or requested to be made, written approval of the said change must be obtained from the Building Department **BEFORE IT TAKES PLACE**. Failure to comply with this regulation could result in stoppage of the work until such time as the change has been approved and inspected by this department.

Fees: Building permit and plan check fees are to be paid at time of application. Use tax, water/sewer tap fees, water dedication fees (if applicable) and any other fees are due at the permit issuance.

Use Tax: Residential: Based upon 50% of the project value (materials and labor) and taxed at a 3% rate.

UBC or HUD Homes: These homes are not to be delivered and set until a Building Permit is issued (this also applies to mobile home parks).

Parking Permits: Construction Parking permits are available at three per construction site on an as needed basis. Contact Town Hall for detail.

Sign Permits: Required for all permanent signs for Commercial & Light Industrial Business. See Town Planner for application.

Building Plan Requirements

Structures are to comply with the 2015 International Residential Code (IRC)

- * Plans must be approved by appropriate Design Review Board Prior to submitting them to the Elevation above sea level must be marked on application.
- * Three (3) complete sets of plans for Residential Projects
- * Title Block, on first page, consisting of:
 - Legal Description of Work Site
 - Platted Subdivision Name
 - Lot & Block Number
 - Street Address of Job
 - Name of person who prepared plans
 - Name of owner
- * Site Plan must include all easements, utilities or otherwise, landscaping, drainage, and existing Building, ECT.
- * Footing and Foundation Plans: **(may require Engineer's or Architect's stamp)**
- * Framing Plans: **(may require Engineer's or Architect's stamp)**
- * Include Plan view, sections, and note location and sizes of all openings:
Windows, Doors, Vents, ECT.
- * Floor Plans should provide the following information: Room usage, location and size of Windows and doors, type and thickness of drywall used. Location of lights, fan outlets, GFI's Smoke detectors. Fire rated walls and assemblies, exit corridors and safety glazing. Basements should show location of above items plus: stairs, Furnace, water heater, crawl Space access and any other pertinent information.
- * Elevations:

Shall show dimensions, grade levels, windows, doors, roof coverings, guardrails, steps, Stairs, basement lines, decks, patio covers, and porches, and identification of exterior Materials.

- * Building and wall sections:
Section through building showing framing details, flooring, decking, basement walls, Floor and foundation. A typical wall section should note all pertinent information and Extend from foundation to roof.
- * Star detail:
Cross section drawing of each type of stair used showing the rise and run, headroom Clearance from nose to tread, and handrail and baluster details.

Preferred scale for site plan: 1"= 10'
Preferred scale for all other plans: ¼" = 1'

Required drawings shall be presented on substantial paper (no small than 8 ½"x11"), which is suitable for reproduction and in sufficient detail to clearly indicate the scope of the project. Name and scale shall be identified on each page of each drawing.

Note: Additional information may be required by the Plans Examiner.

Selected Zoning Regulations

Requirements for residential building and properties:

Maximum lot coverage: MF, SF/HD & SF/MD not exceed ½ of the total lot area and Includes all buildings, structures and accessory buildings.

Maximum Building Height: MF, SF/HD, SF/MD & SF/LD
33' principal building and 20' accessory building ("Height"
Means the distance measured vertically from any point on a
Proposed or existing roof or eave to the existing roof or eave
To the existing or finished grade, whichever is more restrictive?
Located directly below said point of the roof or eave).

Set Backs:	SF/HD & SF/MD			SF/LD		
	Front	side	rear	front	side	rear
	25'	10'	10'	25'	10' or ½ of building	Height whichever is Greater

Set back are measured from the property line

Storage sheds less than 120 square feet may be placed up to 3 feet from a rear or side property line if they are not on a permanent foundation and are easily moved. **Absolutely no structures may be placed on easements**

Note: Where there are no set back requirements, there is still a requirement to provide enough space for fire protection, parking, delivery routes and sidewalks.

Residential-	studio & one bedroom	2 spaces per dwelling unit
	Two bedroom & MF	2.5 spaces per dwelling unit plus 1 more for every Eight units
	SF, Duplex & MF	4.0 space per dwelling unit for up to 3 bedrooms, Add one space per bedroom over 3 bedrooms.

Inspections Required

Information required when requesting an Inspection

1. 24 hour inspection request notice required (970.524.7688).
2. Permit number required
3. Job name required
4. Job address required
5. Type of inspection
6. Date inspection wanted

A. **Footing Inspection: Made prior to placement of concrete.** To be made after all column or Or wall footing are excavated, forms erected, and any required reinforcing steel is in place.

Reference code section Chapter 4 foundation

Notes:

1. Concrete to be a minimum of 2500 psi.
2. Foundations shall bear on solid undisturbed soil.
3. Soils report is required
4. Footing shall be minimum of 42 inches below finish grade.

B. **Foundation Wall Inspection: Made prior to placement of concrete.** To be made after all forms are set overlapping reinforcing steel is tied together per approved plans.

Notes: Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any requires forms erected and any required reinforcing steel is in place and prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.

C. **Groundwork Inspection: Made prior to complete installation of base course.** To be made after all under slab mechanical or electrical components and plumbing piping have been installed. All material shall be adequately supported and installed according to the code and/or listing.

Notes:

2. The water service line (from the curb stop to the first valve in the house) shall be inspected by the Public Works Department. The exterior sanitary sewer line may be inspected by the Public Works Department at the time of the sewer tap inspection.

D. **Backfill Inspection: Made prior to backfilling of foundations.** To be made after

Foundation drain and waterproofing of foundation have been accomplished.
Foundations shall be adequately supported before backfilling begins.

Reference code section R-405 & R- 406

Notes:

1. Drain shall be provided around all concrete or masonry foundations enclosing habitable or usable or unable spaces located below grade.
2. Drains shall discharge by gravity or mechanical means. If the drain connects to a sump pit, a pump piped to discharge to daylight will be required.
3. Gravel or crushed stone shall extend one foot beyond the outside edge of the footing and six inches above the top of the footings. Perforated drainage pipe
Drains shall be covered with a minimum of six inches of material and shall have
A minimum of 2" of material beneath the drain, unless it rests directly on the footing
4. Town of Gypsum has determined that all foundation walls may be habitable
Rooms located below grade in the future (finished basement); therefore, all are to be
waterproofed with membranes extending from the edge of the footing to the finished
grade(R-406.2). The membrane shall consist of two-ply hot mopped felts, six mil polyvinyl
chloride, 55-pound roll roofing or equivalent material approved by the Building Official.
5. All poured concrete foundation walls enclosing basements shall be damp-proofed
In accordance with section R-406.1.

E. Throat Inspection(masonry fireplaces only): **Made after the firebox is built and
The 1st flute liner is in place.**

Note: Construction of chimney may not continue until this inspection is approved.

F. Rough-in/Framing Inspection: **Made prior to the installation of insulating material, Gypsum
wallboard, and /or exterior wall covering that conceals fasteners for exterior wall
covering that conceals fasteners for exterior wall sheathing.**

Notes:

1. This inspection is required after all framing, fire stopping and bracing are in place and
After all electrical wiring, piping, mechanical duct work, vents and chimneys are completed and
ready for rough-in inspection.
2. If desired and requested in advance, a single, courtesy "preliminary framing
Inspection" will be performed. As all trades are not installed at this time, no
Approval can be given. However, any deficiencies will be noted in a written
Report, which will be referenced when the complete rough-in inspection is
Performed.
3. Gas line and electrical service inspection(s) may be additionally requested with
The rough-in inspections or any other time before final inspection as long no concealment of
piping or service and grounding conductors.

G. Electric and gas service inspections: **For gas service made when the gas line
Installation is complete and the required pressure test is in place and holding pressure.
For electric service, made when the service equipment, including
System grounding is in place.**

H. Lath: All exterior openings exposed to the weather shall be flashed.

- I. Insulation: Insulation to be installed to the Town of Gypsum minimum requirements
- J. Drywall: Installed per 2015 International Residential Code.
- K. **“Temporary Certificate of Occupancy”(TCO): Shall mean a certificate that may, but is not required to be issued by the Town of Gypsum Official, authorizing a structure for which a certificate of occupancy has not been issued, to be temporarily occupied as hereinafter provided. A TCO shall not be issued unless the following components, if they are a part of the approved plan for the project, are complete and approved by the Town of Gypsum Building Official.**

Notes:

1. Kitchen Operative
2. One bathroom operative as per approved plans
3. All smoke detectors installed per the Code and operative
4. The following life safety items are fully installed;
 - a. Address numbers
 - b. Handrails
 - c. Guardrails
 - d. Decks
 - e. Stairs
 - f. Separation between the garage and house complete with a self closing minimum 20 minute rated and labeled door or 1 3/8 inch solid wood or 1 3/8 inch solid or honeycomb core steel door. Any opening into the garage ceiling for attic access shall have a minimum 20 minute rating or the drywall on the way to the roof sheathing.
5. Furnace/boiler is operable
6. Final electrical approval
7. Final plumbing and mechanical approval
8. Fire Department review and approval of Commercial or Multi-family projects where required
9. Culvert under driveway installed per Town of Gypsum specifications (as located on the approved drawings), and the on-site drainage improvements are cleaned to allow water to flow freely
10. Positive drainage away from the structure at all location that does not adversely affect neighboring property.
11. All-weather surfaced driveway and sidewalk to front door installed.
12. The TCO shall have a time period of up to, but not more than 90 days from the date issuance. If weather does not completion within the previously described 90 day time period. The extension of the TCO shall not extend longer than July 1st of the following year.
13. The TCO shall be posted in a conspicuous place on the premises until final approval for occupancy is completed.
14. A deposit of \$1500.00 shall be paid to the Town of Gypsum prior to a TCO for a residential unit being issued. If landscaping or other items have not been completed the permit holder will be held in violation of this chapter and be summoned to court.
15. A deposit of 3000.00 shall be paid to the Town of Gypsum prior to a TCO being issued for a commercial structure. If landscaping or other items have not been completed by the permit holder will be held in violation of this chapter and be summoned to court.
16. The TCO for a Commercial or Multi-Family dwelling shall have a time period of up to, but not more than 90 day time period. The extension of the TCO shall not extend longer than the July 1st of the following year.
17. A completed and approved inspection by the Town of Gypsum Public Works Department.

Final Inspection: Means the final inspection of all buildings and structures which are subject of the provisions of this chapter that must occur when such buildings and structures are deemed complete and includes the final approval obtained from the Town of Gypsum before any such building or structure is ready and available for occupancy or use. By way of explanation and not limitation final inspection approval for one and two family dwelling units will be granted only where the following components of a project are deemed complete and are in full compliance with all provisions of this chapter including the Code, and approved by the Town of Gypsum Building Official.

Notes:

1. Kitchen operative
2. All bathrooms complete and operative as per the approval plans
3. All smoke detectors installed per the Code and operative
4. The following life safety items are fully installed:
 - a. Address numbers
 - b. Handrails
 - c. Guardrails
 - d. Decks
 - e. Stairs
 - f. Separation between the garage and house complete with a self closing Minimum 20 minute rated and labeled door or 1 3/8 inch solid wood or 1 Ceiling for attic access shall have a minimum 20 minute rating or the drywall on The garage side shall extend all the way to the roof sheathing
5. Furnace/boiler is operable
6. Final electrical approval
7. Final plumbing and mechanical approval
8. Fire Department review and approval of commercial or multi-family projects where required.
9. Culvert under driveway installed per Town of Gypsum specifications (as located on the approved drawings), and the on-site drainage improvements are cleaned to allow water to flow freely.
10. Positive drainage away from the structure at all locations that does not adversely affect neighboring property.
11. All-weather surfaced driveway and sidewalk to front door installed.
12. There shall be sufficient roadway access for emergency vehicles.
13. A completed and approved inspection by the Town of Gypsum Public Works Department.
14. A completed and approved inspection by the Planning and Engineering Department for commercial projects or multi-family projects and as needed for one and two family dwellings.
15. All required permits are issued.
16. All weather surfaced and sidewalk to front door driveway installed.
17. Landscaping or re-vegetation for erosion control complete.
18. The exterior of the building is completed, including roof assembly and parking area, as per approved plans.
19. Where applicable, design and review boards' approval required prior to C.O. being issued.

Certificate of Occupancy shall mean no building or structure shall be used or occupied and no change in the existing occupancy classification of a Certificate of Occupancy therefore as provided herein, expect that the Building Department may at it's discretion, issued a Temporary Certificate of Occupancy.* Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificate presuming to give authority to violate or cancel the provisions of this code of other ordinances of the jurisdiction shall not be valid.

Water Connection Requirements and Regulations

I, the undersigned, acknowledge and understand that I am required to abide by Gypsum Municipal Code, Title 13 in order to connect to the Town's water system. The following information is being provided for informational purposes only and does not depict the full code. A complete section of this code or any other section is available upon request for a nominal fee.

Section 13.04.040 Conditions of Water Service: No physical connection may be made or modified to any such facilities or to any extension thereof for any purpose unless a license shall have first been relinquishment of title to water, water right or successive use of water by the Town of Gypsum. A license is required for each and every premise using water.

Section 13.04050 Eligibility for Water Service

Section 13.04.060 Application for a Water Service License

Section 13.040.080 System development Charges and Tapping Fees

Section 13.04.130 Standards and Installation or Plumbing and Plumbing Fixtures

Section 13.04.220 Tap Activation

Section 13.04.260 Water Meter Requirements: All new taps to the Town of Gypsum water works system shall require the installation and utilization of a water meter as approved by Water Department. The cost of purchase and installation shall be the responsibility of the license, however, ownership and maintenance responsibility of the meter shall immediately pass to the Water Department.

Section 13.04.270 Access to water Meters

Section 13.04.280 Metered Uses: The Town requires the metering of all water used to service stock watering tanks and all temporary uses of water from the water works system
It is illegal for anyone other than Town personal to install a water meter; and to turn on and /or shut off water at the curb stop.

I further understand that failure to abide by these requirements and regulations will lead to a \$1,000 fine and/or non-authorization, by the Town, to perform work within the Town of Gypsum.

Address of Building _____

Signature _____

Printed Name _____

Note: This form must be signed and returned with your Building Permit Application.

Town of Gypsum Permit Fee Schedule

How do I calculate fees for my permit?

1. Determine the valuation. All residential fees are figured off \$125.00 per square foot for finished areas, \$41.00 per square foot for unfinished areas and \$24.30 per square foot for garages and other out buildings and basement finish \$20.00 per square foot. Commercial valuations are figured off of the actual material and labor costs of construction.
2. Using the valuation, calculate the base permit fee using the table for the correct Permit type (building plumbing, ECT.)
3. Calculate the plan review fee (% of the permit fee)
4. Calculate the construction use tax for residential projects only
5. Calculate the water and sewer tap fees for new construction only (Contact the Town of Gypsum for rates depending on the square footage and location of construction)
6. Calculate applicable impact fees for commercial and multi-family construction only

Building Permit Fees:

Total Valuation

\$1.00 to \$500.00: \$23.50

\$501.00 to \$2,000.00: \$23.50 for the first \$500.00 plus \$3.05 for each additional \$1000.00 or fraction there and including \$2000.00

\$2,001.00 to 25,000.00: \$69.25 for the first \$2,000.00 plus \$14.00 for each Additional \$1,000.00 or fraction thereof, to and including \$50,000.00

\$50,001.00 to \$100,000.00: \$643.75 for the first \$50,000.00 plus \$7.00 for each Additional \$1,000.00 or fraction thereof, to including \$100,000.00

\$100,001.00 to \$500,000.00: \$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00

\$500,001 to \$1,000,000.00: \$3233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00

\$1,000,001.00 and up \$5608.75 for the first \$1,000,000.00 plus 3.65 for each additional \$1,000.00 or fraction thereof.

Plan Review Fee: 65% of Permit Fee

Construction Use Tax:

For Residential projects only. To calculate divide the total project valuation by 2 and then multiply by 3 %

Mechanical:

Permit Fee: \$20.00 per \$1,000.00 valuation

Plan Review Fee: 25% of Permit Fee for Commercial projects only

Plumbing:

Permit Fee: \$20.00 per \$1,000.00 valuation

Plan Review Fee: 25% of Permit fee Commercial projects only

Electrical:

Electrical permits are calculated with different methods. Residential projects are calculated based on the square footage of the project. All others (**Commercial, including hotels**) are calculated based on the valuation. Re-inspections are \$50 per visit.

Residential(for the issuance of a residential electrical permit based on the enclosed living area for the construction of, or the remodeling of, or addition to a single family home,home,duplex,condominium,town house, and modular units on abasement):

1 to 1,000 square feet: \$50.00

1,001 to 1,500 square feet: \$72.00

1,501 to 2,000 square feet: \$89.00

Over 2,000 square feet: \$89.00 for the first 2,000 square feet plus \$4.00 for each

Additional 100 square feet, or fraction thereof.

Commercial(for the issuance of a commercial electrical permit, service hook ups to modular homes and temporary construction meters, the fee shall be computed on the total valuation of electrical installation as follows):

\$1.00 to \$2,000.00: \$50.00

\$2,001.00 to \$50,000.00: \$50.00 for the first \$2,000.00 plus \$18.00 for each

Additional \$1,000.00 or fraction thereof and including \$50,000.00

\$50,000.00 to \$500,000.00: \$50.00 for the first \$2,000.00 plus \$17.00 for each

Additional \$1,000.00 or fraction thereof, to and including \$500,000.00

More than \$500,000.00: \$50 for the first \$2,000.00 plus \$16.00 for each additional \$1,000 or fraction thereof.

Plan review Fee: 25% of the Permit fee for Commercial Projects only

Impact Fees:

Fire Impact:

Gypsum Fire: Commercial \$553.91 per 1,000 sq. feet Residential: \$1,107.82 per unit Temp or Extended stay: \$1,211.20

Eagle Fire: Commercial \$658.59 per 1,000 Sq. Ft Residential \$1,317.19 per unit Temp or Extended Stay: \$1440.10

Other and Miscellaneous Fee:

Utility Inspection: \$75.00

Meter and Yoke:

\$450.00 for Residential

\$450.00 for Commercial

Additional fees charged at time of installation for meter pits or service lines longer than 50'

HUD and UBC Fee: \$550.00

HUD AND UBC Insignia: \$70.00

Engineering Fee:

Commercial Projects: \$350.00

Residential Projects: \$150.00

Irrigation Water Fees:

Charged when potable water is used for irrigation purposes. Fees are determined at time of building permit submittal and are based on square footage of irrigated area.

School Impact Fees:

To be determined by the Planning Department

Revisions: \$47.00/hour, minimum three hours

Re-Inspections: \$47.00

Roofing/Siding:

Roofing: \$47.00

Siding: \$94.00

Plus use tax 3% of half of valuation

Fire Sprinkler and Fire Alarm Permit Fees

For the issuance of each permit: \$20.00 per \$1,000 valuation

Fire Sprinkler Permit and/or Fire Alarm Plan Check Fee

65% of the Fire Sprinkler and /or Fire Alarm Permit

Town of Gypsum Site Plan Checklist

Applicant's Name (please print): _____

Physical Address: _____

Lot: _____ Block: _____ Subdivision: _____

Please read the following checklist carefully. Every line must either be checked or marked N/A if the item does not apply to the specific project. If you are building in **Airport Gateway, Chatfield Corners, Cotton Ranch, Eagle River Estates, Horse Pasture, Willowstone or Valley Airpark** you must submit three (3) copies of the site plan and construction plans to the appropriate Design Review Board (DRB) for approval and signature. The DRB will keep one (1) set of plans and the other to must be submitted with a Building Permit Application to the Town.

The plan **MUST BE ON AN 8 1/2" X 11" PAPER OR LARGER and MUST BE DRAWN TO SCALE** (scale size must be noted on the plans). The site plan must include the following (where relevant):

1. _____ Applicant's name and address
2. _____ Legal description and street address of property (i.e., Subdivision, Lot, Block, Filing, ECT.)
3. _____ Direction of North and scale of drawing
4. _____ Graphic and dimensional information for property lines, existing utility location, all Easements and required setback
5. _____ Location of driveway and all adjacent streets, show proposed driveway (**Must be Provided or permit will not be issued**).
6. _____ Proposed and existing structures, including shed, barns, decks and patios existing Utilities. Show parking spaces and snow storage area.
7. _____ Location of 100 year floodplain and floodway, streams, creeks, springs, ponds, ditches or Other water features.
8. _____ Existing topography, elevation points, and proposed grading scheme, including positive Drainage around all structures (**Must be provided or permit will not be issued**).
9. _____ Location of any existing or proposed wells, septic tanks or leach fields on this or Adjacent properties and relative separation distances.
10. _____ Proposed and existing landscape plan including proposed soil stabilization method. Erosion and sediment control measures may be required during construction period (**Must be provided or permit will not be issued**).

Additional information may be required. An example site plan is attached.

Note: This form must be signed and returned with your Building Permit Application.

I fully understand that failure to supply the information listed above may result in Rejection of the permit application submittal, or cause undue delay in plan review. Applicants

Signature: _____ Date: _____

Certificate of Occupancy Inspection

I, the undersigned, by signing this statement acknowledge and understand that before occupancy or use of any building or structure takes place a Certificate of Occupancy or occupancy is issued, it is only valid for 90 days. A Certificate of Occupancy can only be obtained after the following have taken place:

1. The Town of Gypsum Building Inspector has approved a **C.O. Inspection**.
2. All construction debris and materials have been removed (including trailer frames for modular or mobile homes).
3. Any necessary landscaping requirements have been met (erosion control provided in front, back and side areas).
4. All fees and charges made by The Town of Gypsum must be paid (tap fees, inspection charges, water meter, ECT...)

Note: Design Review Board approval (if applicable) must be obtained prior to scheduling a C.O. Inspection.

I also understand that the use of or dwelling in a building structure without having obtained a Certificate of Occupancy (C.O.) can lead to a fine not to exceed \$100.00 per day. If the 90 days expires on a Temporary Certificate of Occupancy (T.C.O.), this may also constitute a similar fine.

Print Name

Address of Building

Signature

Date

The above signature also verifies that I received the following information:

- Site Plan Checklist
- Instructions on how to obtain a Building Permit

Note: This form must be signed and returned with your Building Permit Application

**Manufactured Housing Installation Program Inspection Agency
Application for Installation Authorization, Inspection, and Insignia**

Date of Application: _____

Installer Information: Check one and Fill out that section only

<input type="checkbox"/> Owner Installation		<input type="checkbox"/> Registered Installation ID #	
Owner Name:		Name:	
Mailing Address:		Mailing Address:	
City:	Zip:	City:	Zip:
Phone:		Phone:	
Fax:		Fax:	
Cell:		Cell:	
Owners Name:			

Location Information

Approximate Set Date:	
Site Address:	
City:	County:
<u>Include Map to Site with Application</u>	
Note: The Division of Housing will not inspect Installation within Participating Jurisdictions or Area Covered by Independent Certified Inspectors.	

Unit Information

<input type="checkbox"/> New	<input type="checkbox"/> Used
Dealer's Name:	
Dealer's Phone:	
HUD Label:	* Unit Serial #

Office Use	
Authorization Fee: \$	
Inspection Fee: \$	
Insignia Fee: \$	Name on Check:
Total: \$	Check Number:

Insignia#	Insignia Installed:
Inspector:	

Notify Inspection Agency In Advance for Inspection

HOA/DRB/METRO DISTRICT CONTACTS

Brightwater Club

METRO DISTRICT – Eric Eaves 970- 926-6060

Buckhorn Valley

HOA – Liz Jones 970-524-5055

Chatfield Corners

HOA– Jill Baron 970-309-7699

METRO DISTRICT Deb Bracht 970-926-6060

Cotton Ranch

HOA- Larry Britt lsbritt10@gmail.com

DRB - Leah Mayer 970-376-6623

METRO DISTRICT - Sissy Olson 970-926-6060

Gypsum Estates

Karen Redmon Accounting 970-524-1330 or gypsumestates@gmail.com

Horse Pasture

DRB- Dick Mayne 970-524-719

Sky Legend

HOA – Ron Quinby 970-471-5214

DRB – Leah Mayer 970-376-6623

METRO DISTRICT – Sissy Olsen 970-926-6060

Stratton Flats

HOA/DRB –

Willowstone

HOA - Michael Pukas 970-390-4931