



BUILDING PERMIT PACKET

City of Gunnison Building Office, 201 W. Virginia Ave., PO Box 239
Gunnison, CO 81230 Phone: (970) 641-8151 Fax: (970) 641-8156
Website: www.cityofgunnison-co.gov

ITEMS INCLUDED IN THIS PACKET:

- ✓ POLICY CRITERIA FOR BUILDING PERMIT ISSUANCE
- ✓ BUILDING PERMIT CHECKLIST
- ✓ BUILDING PERMIT APPLICATION
- ✓ AUTHORIZATION OF AGENT FORM (If the applicant is not the owner this form must be submitted)
- ✓ DIMENSIONAL STANDARDS CHART PER ZONE DISTRICT
- ✓ SITE PLAN EXAMPLE
- ✓ 10 TIPS FOR EFFICIENT RESIDENTIAL CONSTRUCTION

OTHER AVAILABLE DOCUMENTS

- ✓ WHO NEEDS A BUILDING PERMIT?
- ✓ MOBILE HOME PERMIT APPLICATION
- ✓ FLOOD PLAIN DEVELOPMENT PERMIT APPLICATION



MEMORANDUM

To: Building Construction Contractors & Concerned Citizens
From: Steven Westbay, Director-Community Development Department
Date: April 22, 2010
RE: Policy Criteria for Building Permit Issuance

This memorandum addresses the City of Gunnison Building Department administrative policy for issuing building permits on sites in the initial phase of development, which may be lacking adequate emergency vehicular access, lacking adequate water supply to meet fire flow needs, and lacking other city utility services.

In areas where city utilities have not been extended, the developer must obtain final subdivision approval or approval of a site specific development plan. Construction level engineer plans for the utility service extensions will need to be submitted Community Development Department for approval consideration. The developer will also be required to execute a development improvement agreement with the City.

Furthermore, it is the policy of the City of Gunnison Building Department that building permits may only be issued on parcels deemed by the Fire Marshal, Building Official and Community Development Director to have adequate emergency vehicular access, and are served by a central water system capable of providing adequate fire flow, as prescribed by the International Fire Code. This administrative policy does not imply a guarantee for issuance of Certificates of Occupancy (CO). Building occupancy will not be granted until all City utilities (water, sewer and electrical) are in place and functional.

Adequate access to a site shall be from a road system connected to an existing local, collector or arterial road within the city limits. Site access roads shall be completed to an all weather surface, with adequate lifts of compacted road base placed upon competent structural fill. Site access roads shall have a minimum section width of 22 feet.

The Community Development Director may waive building permit issuance requirements if it is demonstrated that life-safety issues have been adequately addressed. This policy directive is found to be in compliance with Section 101.3 (Intent) of the *International Building Code (2009)*. If you have any questions, please feel free to contact me.

Steve Westbay
Community Development Director
City of Gunnison
201 W Virginia
Gunnison, CO 81230

Phone: 970-641-8152
swestbay@cityofgunnison-co.gov



CITY OF GUNNISON **BUILDING PERMIT CHECKLIST**

PLEASE USE THIS CHECKLIST!

If information is missing

Your plans are **INCOMPLETE** and **CANNOT BE PROCESSED**

The following requirements are based on 2009 International Codes.

Three sets of all plans- drawn to scale – must be submitted for review.

PLAN CHECK ITEMS:

(This plan review does not relieve the project from full and complete compliance with all of the requirements of the International Codes. No engineering is provided by this review). **This is a partial checklist.**

SITE PLAN: (Reference City of Gunnison Municipal Code, 2006)

- North Arrow, scale and date of plan preparation.
- Lot size and shape (must show location of survey pins or submit location/improvement certificate if available).
- Location of all existing building improvements on site (if no improvement certificate is available)
- Location and dimensions of all proposed building improvements.
- Front, side, and rear setback distances (from existing and proposed improvements to property lines).
- Parking spaces with dimension.
- Building height and floor area.
- Percentage of lot coverage for each category: buildings, parking, access roads, and driveways, landscaping, and snow storage.
- Landscape plan prepared to the specifications of Article 15-9 (if applicable)
- Site drainage plans with final grade elevations and calculations (if applicable)
- Location & size of all new and existing utility lines on property (water, sewer, ditch, gas, electric, cable and meters, etc. and connections to public mains).
- Exact location of any easements on property and easement widths.
- Driveway and driveway width.
- City Zoning district
- Adjacent streets and alleys (names and locations).
- Other:

STANDARD ITEMS

- Four elevation views required on drawings.
- Plans to include all framing details.
- Foundation plan shall be stamped by a Colorado Licensed Engineer.
- Tabulate square footages of spaces on drawings (living areas, basement, garage, etc.).
- Plans must include fully dimensioned floor plans.

- Plans shall have documentation verifying compliance with the International Energy Conservation Code (insulation, air sealing, etc).
- Doors and windows must be scheduled.
- Plans must show ceiling heights.
- Building permit application to include owner name, address, and legal description
- Specify heating and cooling mechanicals on plans.

ENVIRONMENTAL HAZARDS

- Flood Plain Development Permit and Elevation Certificate. (if applicable)
- Geotechnical study if project is in a geologic hazard area.

STRUCTURAL

- Structural plans should be stamped by a Colorado licensed Architect or Engineer.
- Structural review-look for logical layout, reasonable sizes of components, and foundation placed for all bearing components. Review for compliance with City minimum standards.
- 36" to top of foundation wall or engineered system. Frost depth 30" to bottom of footing
- Headers for all openings over four feet aggregate concrete per standard no. F6.
- Trusses require certified drawings before installing.
- Show snow load designs per City of Gunnison Snow Load Design Standard (40 lbs.).
- Specify type and grade of wood materials to be used.
- Specify type of wall sheathing.
- Specify type of roof sheathing.
- Specify type of floor sheathing.
- Fireplace footing design required.

SAFETY:

- Smoke alarms in each sleeping room and central location in corridors. Hard wired with battery backup. Alarms are required on each floor.
 - CO Alarm required in buildings with solid fuel burning device and/ or attached garage, hard wired w/ battery back-up.
 - LP gas and appliances prohibited in areas of building below grade.
 - ½ inch gypsum board on garage side, except 5/8 inch type-x required below habitable rooms.
 - Door between garage and living space fire rated?
 - Chimney to be 2 feet higher than roof within 10 feet and spark arrestor.
 - Stair requirements.
 - o 7 ¾ max rise, minimum tread is 10 inches with ¾ - 1 ¼ inch nosing.
 - o Landings 36" minimum.
 - o Width 36" minimum.
 - o Headroom 6' 8" minimum for stairways.
 - Guardrails to be minimum 36" high with balusters <4" apart and to withstand horizontal force of 20 lbs. per linear foot when deck is 30" or more above grade. Comm. Height 42".
 - Basement egress emergency escape and rescue openings.
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MISCELLANEOUS CODE REQUIREMENTS:

- Waterproofing and drainage requirements for foundations and basements.
 - Doors minimum height 6' 8".
 - Windows- Low-E double pane at a max U-value of 0.35.
 - Every sleeping room- emergency escape and recue openings meeting code requirements.
 - Windows equal to 8% of the floor area in each bedroom.
 - Glazing in hazardous locations tempered?
 - Attic access 22' x 30" minimum.
 - Crawlspace access 18" x 24" minimum.
 - Pressure treated sill plates.
 - Anchor bolts ½" x 10", embed 7", at 6' on center max and within 12" of ends.
 - Wind bracing.
 - Attic/rafter ventilation.
 - Crawl space ventilation.
 - Show double top plate on all bearing walls.
 - Exterior deck framing, supports and deck surface to be decay resistive or pressure treated material
 - Handrails- stairways with 4 or more risers shall have handrails on at least one side at 34" to 38" above nose of tread.
 - Enclosed usable space under stairs shall be finished with ½" gypsum board construction.
 - Bathrooms shall be provided with mechanical ventilation.
 - Exhaust ducts- to be constructed of smooth noncombustible material.
 - Heating appliances in a garage- shall be located out of the normal path of vehicles, or a means of protection shall be provided. Units generating a spark of flame shall have pilot lights and burners 18" above the floor.
 - Gas fireplaces and/or fireplaces with gas burning appliances shall not be provided with dampers.
 - Fabricated wood burning appliances shall be installed in accordance with terms of listing. Provide listing number. EPA certification and installation instructions.
 - If the property is governed by a Homeowner's Association provide a letter of approval from the Architectural Review Committee.
 - Additional compliance items may be required in order to approve project.
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City of Gunnison Building Office
 201 W. Virginia Ave., PO Box 239, Gunnison, CO 81230
 Phone # (970) 641-8151 Fax # (970) 641-8156

BUILDING PERMIT APPLICATION

Contact Information	Owner Mailing	Name		Provide if applicable:	
		Address			
		City	State/Zip	Name	
		Phone #	Cell#	Address	
	Job Site Address	Street address:		City	State/Zip
		Legal Description		Phone #	Cell#
Addition		Name			
Lot No.		Blk.	Address		
Assessor Parcel No:			City	State/Zip	
			State License		
Permit Type	A. Action(s) Requested:			B. Mechanical/ Fuel Gas Permit Only	
	Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Garage <input type="checkbox"/> Addition <input type="checkbox"/>			Type of appliance:	
	New <input type="checkbox"/> Remodel <input type="checkbox"/> Storage <input type="checkbox"/> Other <input type="checkbox"/>			Cost of installation: \$	
	Manufactured Home <input type="checkbox"/> Certificate of Occupancy only <input type="checkbox"/>			Description of Work Requested /Comments:	
Installation / Replacement of Mechanical Unit only <input type="checkbox"/> (Complete Section B)					
Building Type	Brief description of project.			Construction Type:	
				<input type="checkbox"/> Standard wood framing, trusses, concrete foundation <input type="checkbox"/> Metal framing, concrete foundation <input type="checkbox"/> Block building <input type="checkbox"/> Manufactured <input type="checkbox"/> Alternative (describe)	
Planning & Zoning Information	Change of Use Information: Will the use of the structure change as a result of the project?			Zone District: R-1, R1M, R-2, R2M, R3, C, CBD, I, B-1, PUD	
	<input type="checkbox"/> No			Side Yard Setback :	Height:
	<input type="checkbox"/> Yes			Rear Yard Setback:	Area of Lot:
	Explain:			Landscape Plan: No <input type="checkbox"/> Yes <input type="checkbox"/> (Attach Plan)	
	Is the property governed by a Homeowner's Association (HOA)?			Storm Drain Plan: No <input type="checkbox"/> Yes <input type="checkbox"/> (Attach Plan)	
<input type="checkbox"/> No <input type="checkbox"/> Yes - Provide a copy of Architectural Review Approval					
Valuation & Square Footage	Estimated cost of the project. (Include material and labor)			Total square footage (SF) of structure*:	
	Owner's Valuation: \$			Residential SF*	Porch/ Deck SF
	For manufactured buildings, include cost of foundation and cost of unit: \$ _____			Garage SF	Commercial SF*
			*exterior dimensions of building (excluding garage and porches) for each floor		
Signature	Notice: Separate State issued permits are required for electrical and plumbing work. From the date of building permit issuance, the applicant has 180 days to commence work before the permit expires. By signing this application the applicant(s) acknowledges that the information provided above is true and correct and hereby agrees to comply with all provisions of laws, codes and ordinances governing this type of work and assumes responsibility for compliance with the approved plans.				
	Date	Applicant Name (Printed)		Applicant Signature	
			(LETTER OF AUTHORIZATION REQUIRED IF APPLICANT IS NOT THE OWNER)		
For Office Use Only	Building Code Construction Type: VB <input type="checkbox"/> Other: _____			Date Received:	
	Occupancy: R3 <input type="checkbox"/> Other: _____				
	Flood Plain: No <input type="checkbox"/> Yes <input type="checkbox"/> If yes - provide Elevation Certificate				
	Plan Review Complete <input type="checkbox"/>				
	Building Office Approval: _____				
BUILDING PERMIT # _____					
Date Paid/Issued: _____					

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AUTHORIZATION OF AGENT

I/We, the undersigned owner(s) of the following described real property located in the City of Gunnison, Colorado, hereby authorize the following individual(s):

Name	Address	Phone
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to act in my/our behalf concerning the application for action under the Land Development Code of the City of Gunnison.

Legal description and street address of the property for which application is being made:

Type(s) of permit applied for:

1) _____ 2) _____

3) _____ 4) _____

FIRST OWNER OF RECORD:

Printed Name of Property Owner

Signature of Property Owner

Date

SECOND OWNER OF RECORD:

Printed Name of Property Owner

Signature of Property Owner

Date

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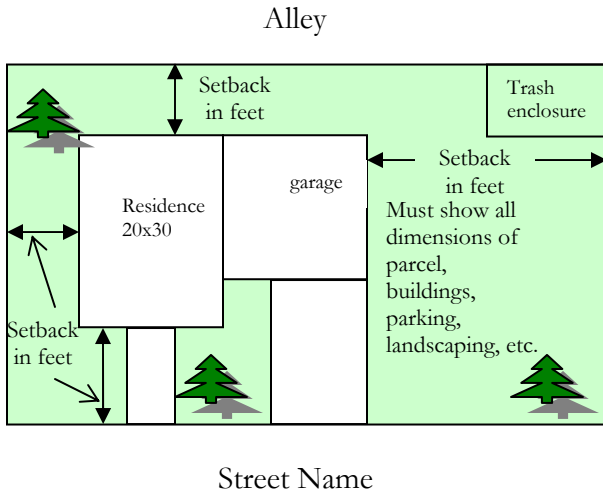
**CITY OF GUNNISON LAND DEVELOPMENT CODE, CHAPTER 15, TABLE 7-4
SCHEDULE OF DIMENSIONAL STANDARDS**

Dimensional Standard	R-1	R-1M	R-2	R-2M	R-3	B-1	CBD	C	I
Max. Density (units/acre)	3.5	6	12	16	30	12	N/A	16	N/A
Min. Lot Size (sq. ft.)	8,000	6,250	6,250	6,250	6,250	6,250	No Req	8,000	6,250
Min. Lot Frontage	64'	50'	50'	50'	50'	50'	No Req	50	50
Max. Lot Coverage: Structures	40%	40%	40%	45%	45%	40%	100%	50%	60%
Max. Lot Coverage: Uncovered Parking/Access	10%	10%	15%	20%	40%	15%	No Req	40%	30%
Min. Landscape Area	50%	50%	45%	35%	15%	45%	No Req	10%	10%
Min. Setback From Side Lot Line	10'	5'	5'	5'	5'	5'	No Req	5'	5**
Min. Setback From Rear Lot Line: Principal Bldg.	25'	10'	5'	5'	5'	5'	No Req	5'	5**
Min. Setback From Rear Lot Line: Accessory Bldg.	5'	5'	5'	5'	5'	5'	N/A	N/A	N/A
Min. Setback From Front Lot Line	15'	15'	15'	15'	15'	15'****	No Req	15'	0'
Max. Building Height	35'	35'	35'	35'	35'	35'	35'	35'	35'
Min. Building Width	24'	24'	20'	20'	20'	24'	No Req	No Req	No Req
Min. Floor Area (sq. ft.)	1,000	750	650	650	500(m.f.) 300 (eff.)	650 (m.f.) 300 (eff.)	500 (m.f.) 300 (eff.)	500(m.f.) 300 (eff.)	No Req
Min. Storage Area (sq. ft.)*	No req	No req	No req	32	32	32	32	32	No Req

Notes: * The minimum storage area standard applies to multi-family dwelling units.
 ** If the property adjoins a residential zone district, setbacks on the side and rear lot line shall be the same as those in the residential zone.
 *** Parking not allowed within front setback area in B-1 District

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CITY OF GUNNISON
SITE PLAN EXAMPLE
TO BE DRAWN TO SCALE



Refer to the City of Gunnison Municipal Code for specific zoning regulations.

Landscaping Plan:

(This should be included on site plan)

- Show details on site plan
- Dimensional calculations
- Cost Estimate
- Erosion Control Plan
- Maintenance Program

Site Address/Legal Description _____ Zone _____ sf parcel size		
Standard	Required	Actual
Structures (max)		
Uncovered parking/access (max)		
Landscaping (min)		
Live Cover 60% of required landscaping		
Snow Storage 2.5% of required parking		
#Trees		

10 Tips For Efficient Residential Construction



1. BUILDING DESIGN

Efficient building design will cut energy costs significantly. Take plenty of time to develop your building's design by constructing a scale model. This is an easy way to visualize and make changes to the house before the actual building process begins. A good architectural software program will provide significant help during the design phase. Google offers a free downloadable design program at www.sketchup.com. By putting living areas on the south side of the house you can take full advantage of the sun's potential through maximizing natural lighting and heating the areas used most often. The Governors Office of Energy Management and Conservation is a central resource for energy efficient design and construction located at www.buildingenergyinfo.org.

2. SITE ORIENTATION

Effectively orienting the house on the building site is an important part of taking advantage of the sun's heat. The best orientation to maximize solar glazing is within 5 degrees of true south. If this is not possible at your site, it is best to orient the south side of your home more to the east than the west to take advantage of the early morning sun versus the hotter sun of late afternoon. Ideally, the long side of the house with the most glazing should be the side facing south giving the house an east/west orientation. Note any potential obstructions such as trees, other structures, or ridgelines that may cause shading of your home from the South. A good tool to check shading on your site is the Solar Pathfinder www.solarpathfinder.com/. Spend time on the potential building site and observe wind patterns and seasonal sun movement.

3. THERMAL MASS

Utilizing thermal mass is a great way to take advantage of Gunnison Valley's sunny days. Thermal mass acts like a battery, collecting the warmth from the sun during the day and releasing it when you need it at night. This type of system requires a heat mass – which is most effectively achieved by a slab on grade exposed concrete and/or tile/stone covered floor on the entire first floor. Wood and carpet negate the mass storage effect, and reduce effectiveness of infloor heating systems as well. A monolithic frost protected shallow slab will help save money on excavation and forms, labor and concrete. Making your thermal storage concrete slab into a finished floor will save time and money. Davis brand mix in dyes are least toxic and affordable. Make sure to score the floor every 5 feet with a diamond blade saw to provide expansion and contraction cracking zones. Calculate the approximate amount of south facing glass needed by multiplying your entire square footage of the house by 12%. This number equals the amount of square footage of south glass you need to heat the floor without over or under heating the house. When choosing glazing types, consider low E to be the bare minimum, and try to aim for triple pane glazing for new windows. Cover existing windows at night with insulating mass such as insulating window shades, drapes, blinds, or quilts to keep in heat gained during the day.

4. CREATE A TIGHT BUILDING ENVELOPE

Hidden air leaks cause some of the largest heat losses in new and older homes. Make sure the building is well sealed by caulking corners and seams that allow air infiltration. Effectively seal all penetrations in walls such as outlets and switch boxes, plumbing pipes, drains, floors and roofs. Tape building wrap and foam board seams on the exterior walls and roof before siding and roof metal is installed. Also, don't forget to seal and insulate around any ductwork. Other common sites for air leakage include:

- Around new windows and around old window trim.
- Chimney penetrations through insulated ceilings and exterior walls.
- Fireplace dampers.
- Attic access hatches.
- Recessed lights and fans in insulated ceilings.
- Wiring penetrations through insulated floors, ceilings, and walls.
- Window, door, and baseboard moldings.
- Roof/ceiling joints, roof/roof joints, wall/floor joints.
- Crawlspace.
- Dropped ceilings above bathtubs and cabinets.

When building a tight building envelope it is necessary to incorporate a mechanical air-to-air heat exchange ventilation system, in order to circulate fresh air into your home in a controlled manner. This system also helps control humidity levels, which prevents mold and moisture problems in the building.

5. INSULATION

Insulate your building envelope with the best insulation available and to a higher R value than code requires. The key aspect of how well insulation performs is how it is installed. Make sure it is touching the cavity surface on all six sides, but not be crammed or bunched into the space. In the cold climate of Gunnison County properly installed and efficient insulation will pay for itself many times over. To learn about federal tax incentives for adding insulation, visit www.simplyinsulate.com.

Try to move beyond code requirements, as our super cold climate and high energy costs justify to insulate beyond minimums. Here are our recommendations:

- Request R30 in the rim joists and stem walls.
- Shoot for between R25 to R30 in the walls. Some ways to achieve this are:
 - Use closed cell spray foam in a 2x6 wall. (R 6 per inch, ask to see an independent report on R-value).
 - Insulate 2x6 cavity with fiberglass or cotton batts and install 1" (or more) of rigid foam board to the exterior of the building before siding.
 - Buy 8" Structural Insulated Panels (SIP's)
 - Build with natural straw bales that have an insulation value of around R40.

- Roof – try for R50 or more
 - Use raised heeled scissor trusses and insulate 20” or more (blown cellulose insulation is preferred.)
 - Use the thickest size SIP (Structural Insulated Panel) possible.
 - Spray 4” of foam in cavity, and then add R30 batts (R24+R30= R54)
- Slab on grade:
 - Use at least two inches of Dow Board (R10) underneath slabs.
 - Use at least R20 around the exterior perimeter. Glue two sheets of 2” Dow board together and then glue to wall using non-toxic glue.

6. WINDOWS AND DOORS

Up to 25% of heat loss in a building is through the windows and doors. Using low-e triple paned windows and insulated doors is more expensive, but they save a significant amount of energy in the long run. Windows should have a u-value of 0.35 or lower. Exterior doors with an insulated core are 60% more efficient than solid wood doors. Don’t overlook the efficiency of your doors – choose at least an R8 for your doors. Make sure your patio doors are as efficient as your windows – patio doors are much more airtight than sliding doors. Here are some good sites for more information about windows and doors.

- www.efficientwindows.org/ informs about tax credits for efficient windows.
- cpd.nfrc.org/pubsearch/psMain.asp has information from the National Fenestration Ratings Council. Check windows by make, model and manufacturer.
- www.magnetite.com/faq.html is a website for interior storm windows, a fast payback alternative to new windows.

7. DAYLIGHTING AND CFL’S

Effective use of daylight can help to cut down on electric use during the day. This includes using light shelves, putting windows on adjacent walls, skylights, and sun tubes.

For other lighting needs, compact fluorescent light bulbs (CFLs) are 4-6 times more efficient than incandescent light bulbs and last up to ten times longer, saving \$30 or more over the lifetime of the bulb. When changing out multiple bulbs in one room, select ENERGY STAR qualified bulbs with the same color and manufacturer to ensure more consistent light color. Make sure you choose the right light for the right place by reading the bulb’s packaging. For popular recessed ceiling fixtures, choose a CFL bulb made for this application. Make sure that CFL bulbs purchased for outside lighting are clearly labeled “Outdoor Use”, as they are designed for extreme temperatures. If the bulb will be directly exposed to moisture make sure it is “Wet Location” listed. In addition, only a handful of CFL bulbs currently work well on dimmer and remote switches, or come with a 3-way switching feature, but they are available.

Just like incandescent bulbs, you will find ENERGY STAR qualified CFL bulbs labeled soft white, cool white, or daylight. When selecting a new CFL bulb, it is a good idea to use the same color type as the incandescent you are replacing. Another way to do this is to look for the scientific color designation known as correlated color temperature (CCT)

measured in Kelvin (K) on the packaging: 2,700K, 3,000K, 5,100K, etc. Lower CCT numbers mean the light will be warmer white, while higher numbers mean it will be cooler light.

Here are a few websites that have a variety of bulbs to choose from:

www.buylighting.com, www.bulbbarn.com, and www.1000bulbs.com have a variety of bulbs to choose from. www.energystar.gov has a “savings calculator” where you can figure out the savings in your home if you changed over to CFL bulbs.

8. APPLIANCES

Choosing energy efficient appliances will reduce your home’s overall energy footprint while lowering your energy bill. Front loading, Energy Star qualified washers use 50% less energy than standard washers. A good resource is Energy Star’s “savings calculator” at www.energystar.gov. Here you can compare various appliances, product payback times and potential energy savings. Refrigerators that are Energy Star qualified use 15% less energy than required by federal standards and an amazing 40% less energy than conventional models sold in 2001. Energy Star qualified dishwashers use 25% less energy than federal minimum energy standards for energy consumption. In addition to using less energy, Energy Star dishwashers also use far less water. Visit www.aceee.org/consumerguide for reviews on all these different appliances.

9. SOLAR THERMAL AND SOLAR ELECTRIC SYSTEMS

When looking at other ways to reduce the cost of energy of a home, solar thermal (hot water) and solar electric (photovoltaic) systems are cost effective over the long term and make a huge difference on your home’s overall energy costs. In conjunction with implementing the above tips, it is possible to live in a home that produces as much energy as it uses. According to the US Department of Energy’s Energy Efficiency and Renewable Energy website www.eere.energy.gov, a solar hot water heating system can reduce the need for conventional hot water heating by up to two thirds. These systems work well in conjunction with on demand hot water heaters, high efficiency boilers, or side-arm systems as a pre-heat for domestic hot water (DHW). Solar electric systems will offset your total electrical usage when you subscribe to net-metering with your local electric provider, Gunnison County Electric Association (GCEA). www.energytaxincentives.org explains tax credits for both types of systems.

10. HEALTHY BUILDING MATERIALS

Making sure the building materials are from a local source when feasible is a great way to cut down on consumption during the building process. Also, choosing products that are not harmful to the environment and to the occupants of the house is very important. Look for low or zero VOC (Volatile Organic Compound) paints, stains, finishes, and grout sealants. You should request formaldehyde free OSB, plywood, adhesives, carpet, joint compound, and cabinets – just to name a few. Visit www.builtgreen.org or www.buildinggreen.com for more ideas on healthy building materials.