

New Single-Family Home Building Permit Guide

FOR THE TOWN OF HOT SULPHUR SPRINGS

Updated November 2023

This guide provides an overview of the Town & County processes for building a new single-family home in the Town of Hot Sulphur Springs to assist in understanding the review process, approval requirements, time line and costs.



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ABOUT THIS GUIDE

WHAT IS IT?

This handout is intended as a guide for property owners, and builders interested in constructing a new single-family home (NSFH). Building a new home requires a number of approvals and permits to ensure the home is built safely and has adequate services. This handout is *NOT* intended to provide information on projects such as an addition, roof repair, demolition, electrical or plumbing work. Furthermore, if you are interested in building more than one home on a lot, this will require a different approval process. Please refer to the Hot Sulphur Springs Development Guide for more information on those approval processes.

HOW MUCH DOES IT COST?

Please refer to the Town's adopted fee schedule for fees and rates associated with building a NSFH. Note that this only covers the Town's administrative costs and does not specify construction costs that you will be responsible for to build your NSFH. A licensed professional will be able to help you better determine construction costs.

WHAT ARE THE STEPS?

Below is a step-by-step breakdown of what the process looks like when applying to construct a NSFH. A detailed breakdown of the permit process can be found on pages 2 - 3 of this guide.

COUNTY BUILDING DIVISION REVIEW

The Town has contracted with the Grand County Building Department to review and issue building permits and conduct inspections. When you submit your application to the Town, you will need to include a completed county building permit application. For information on the building permit application, please visit their [website](#). The Town will intake your application submittal package and review for compliance with Town zoning regulations. After zoning compliance is verified, the Town will then forward the submittal package to the County for their review of the plans against the adopted building codes. After issuance of the building permit, you will need to contact the County to schedule your inspections. For more information on the County's inspection process, please visit their [website](#).

HOW LONG DOES IT TAKE?

The length of time between application submission and the issuance of your certificate of occupancy (CO) will vary depending on the complexity of your project, the completeness and accuracy of your application, and your contractor's construction schedule. How many corrections are required and how quickly and completely you respond to review comments, will greatly impact the length of the review time. We estimate that generally projects will take between 12 - 16 weeks from submittal to permit issuance. As described above, more or less time should be expected.

STEP-BY-STEP PROCESS



Permit Process

To ensure you understand the process for building a NSFH in Hot Sulphur Springs, be sure to read below for details on this 7-step permit process. If you have any questions, you may reach out to the Town by emailing townclerk@townofhotsulphursprings.com for additional guidance.

STEP 1

RESEARCH PROPERTY AND MEET WITH STAFF

- Find out your property's zoning designation using the Town's [zoning map](#). Knowing the zoning classification will help you understand what is allowable and what development standards (such as setbacks, lot coverage, and height limitations) apply to your lot. *(Refer to Ch. 6 of Title 9)*
- Review the Town's Lot Design Standards and Criteria to be sure your project will meet these standards. This information can be found in the Town's municipal code. *(Refer to Ch. 10 of Title 10)*
- Use [Grand County Parcel Viewer Online Map](#) to obtain more detailed property information and any history about the site.
- Meet with Town Staff to verify whether any additional approvals are required for your project, and to determine if there are any additional restrictions or issues with the property.
- At this point, we recommend you contact the Town to see whether a Pre-application meeting is needed. A Pre-application meeting is set up for Staff to conduct a cursory review of the plans and provide general comments on the application materials.

STEP 2

PREPARE THE APPLICATION SUBMITTAL PACKAGE

- As part of your application package, prepare your design and construction plans. Designing a new house can be complicated. We recommend working with a qualified design professional to help create your plans.
- Check with your utility providers to make sure pre-approvals aren't needed.
- Refer to the application submittal checklist on page 4 of this guide to ensure your package is complete. Be sure to include a completed NSFH Application (*pages 5-6 of this guide*).
- Reference the County's [permit checklist](#) to ensure all listed submittal items for the County are included in your package. Pages 3 & 4 of the County's checklist include a sample plot and site plan.

STEP 3

SUBMIT BUILDING PERMIT APPLICATION

- Complete the NSFH permit application (*pages 5-6*). Combine this completed application with all other required submittal items into one PDF document and email to townclerk@townofhss.com. Or you may drop off a copy in-person at Town Hall.
- The local building permit fee must be paid at the time of submittal. Refer to the Town's adopted fee schedule for fee information.
- Town Staff will review your package for completeness and if the application is complete, the review process begins.

Permit Process

STEP 4

REVIEW AND REVISIONS TO APPLICATION

- Town Staff will review the application and confirm that the proposal meets the property's zoning district standards.
- If revisions are required to all or portions of the application materials, Town Staff will inform the applicant of the necessary revisions. Applicant must address all the required revisions and resubmit the application. Town Staff will review revised materials for conformance to code standards until all materials are approved.
- Once zoning compliance is met, the Town will forward the building application to the County.

STEP 5

PLANS APPROVED

5A) Building Permit

- County Staff review the application and materials for conformance to standards. If revisions are required, the County will notify the applicant. Applicant must address all required revisions.

5B) Water / Sewer Connection

- Any development within Town limits is required to connect to the Town's water and sewer. Therefore, you will need to complete the water/sewer section of the NSFH application (*page 7*).
- An address cannot be assigned until all water and sewer tap fees are paid.
- Note that this connection will require you to also obtain a right-of-way (ROW) Excavation permit.

5C) ROW Excavation Permit

- A ROW permit is required to excavate, cut, open or trench in or under any street, sidewalk, curb, gutter, curbside, alley right-of-way or other public place.
- You will need to complete the ROW excavation permit section of the NSFH application (*page 6*) to obtain a ROW permit.
- Note that generally no excavation of public improvements, including road, water and sewer, is allowed between October 31st to April 15th.

STEP 6

PERMIT ISSUED

- Once all necessary permits have been obtained, construction may begin on the home.
- When the project is ready, the County/contractor will call Town Public Works Department to issue a water meter. Tap fees shall be paid and ROW permit shall be issued before the water meter is issued.
- Through the course of construction, inspections will be needed to be conducted by the County building inspectors in accordance with the adopted building codes. Your contractor will need to coordinate inspections with the County at required milestones.

Permit Process

STEP 7

CERTIFICATE OF OCCUPANCY IS ISSUED

- Final inspections will be handled through the County and will require sign off from the Town Public Works Director before a Certificate of Occupancy is issued.
- Occupancy of the structure shall not take place unless, and until, a Certificate of Occupancy has been issued.

Note: A Certificate of Occupancy (CO) issued by a local authority indicates that a building meets building-code and all other state and local requirements.

NSFH Permit Application Checklist

The following items are required to be included with your NSFH application submittal package:

NSFH Permit Application (*pages 5-7*)

Grand County [Building Permit Application](#)

All items listed in the County's [Building Permit Application Checklist](#)

Contractor's Authorization Letter (*if applicable*)

Note all Grand County Forms can be found at <https://www.co.grand.co.us/1120/Applying-for-a-Building-Permit>

Notes:

- Incomplete submittal packages will not be accepted and may delay your project. Be sure to check with Town Staff if you have questions about the completeness of your submittal package.
- Plans and specifications shall be drawn to scale and shall provide sufficient detail and clarity to indicate the location, nature and extent of the work proposed.
- The application must show that the project is in compliance with the Town's zoning regulations.
- The Town may require plans to be prepared by an architect/engineer if information is found to be insufficient.
- Application submittal packages may be submitted in-person at Town Hall, or emailed as one combined PDF to townclerk@townofhss.com.

NSFH Permit Application

Project Name

CONTACT INFORMATION *(please attach any additional contacts)*

PROPERTY OWNER Phone Number Email

Address

CONTRACTOR Phone Number Email

Address

PROPERTY INFORMATION

Property Address *(if address not available, short legal or PIN Number)*

Existing Zoning Proposed Use

PROJECT INFORMATION

Description of proposed work *(attach additional information if needed)*

VALUATION

What is the value of the proposed work?

\$

NSFH Permit Application

ROW EXCAVATION

NAME AND PHONE # OF CONTACT AVAILABLE ON A 24-HR BASIS

Purpose of the proposed project and excavation (*attach additional information as needed*):

Length, width (square footage) of excavation:

A site plan showing the location and extent must be included with this application and has been included:

Yes

No

Excavation start date

Excavation end date

Gravel

Asphalt

Existing street surface is:

Was this an emergency repair?

Yes

No

\$

Application and Inspection Fee (non-refundable)

If you marked yes, note that this application must be submitted within 2 days from when the repair was initiated and within 5 days from the date the application was submitted, fees must be paid.

Bond, Letter of Credit, or cash deposit amount. This amount shall be set by the Public Works Director in a minimum amount as needed to restore the surface of the ground to its original condition.

Corporate letter of responsibility received.

NOTIFICATION OF COMPLETION/INSPECTIONS: While the permitted work is in progress, the Town shall be entitled to, but not obligated to, inspect the work and the surrounding area and the Permittee shall cooperate fully with such inspections. At least 24 hours in advance of leaving the site after completion of the Work, the Permittee must schedule an inspection by Public Works. The Public Works Director or his designee shall provide an inspection report with a written punchlist of all deficiencies, if any, that must be corrected prior to acceptance of the work for completion of the permit. The permittee shall complete the punchlist and schedule a final inspection within seven (7) calendar days, unless a written extension is approved by the Public Works Director or his designee. If there are no punchlist items, the completion inspection will be the final inspection. If the completion inspection is not the final inspection, the Permittee shall complete the punchlist and schedule a final inspection within seven (7) calendar days, unless a written extension is approved by Public Works. Failure to complete the punchlist items within the period approved by Public Works and schedule the final inspection is unlawful. If the Public Works inspector does not accept the corrected work at the final inspection, or the work is not completed, Public Works may either provide a reasonable extension of time to bring the work into compliance or assess a notice of violation.

STANDARDS: Any excavation, cut, trench or opening in or under any paved street shall be repaired with asphalt substantially similar to that used in the original pavement of the street. The asphalt and dirt shall have a compaction of ninety percent (90%), tested and approved by a certified person at Applicant/Permittee's expense. A copy of the testing results must be provided to the Town. Ditches, excavation, cuts or trenches must be dug pursuant to OSHA requirements.

SECURITY FOR PERFORMANCE: If the Permitted has fully complied with this permit, the security shall be partially released following review of the work by the Public Works Director and receipt of a sworn statement by Applicant that the work was performed in strict conformity with this permit and all accompanying standards. An amount deemed sufficient by the Public Works Director shall be retained to cover a two year warranty period to cover the costs that the Town would incur to cure any defective work, such retained amount to be released at the end of the two-year warranty period provided that the work survives the two-year warranty period without defect. Partial and complete release of the security must be requested, in writing, by the Permittee from the Town. The security shall be forfeited if the work does not comply with the Town Code and the requirements of this permit. In the event that a defect of the work is discovered or becomes evident during the two (2) year warranty period, then the two (2) year warranty period shall be extended until a date two (2) years after the date such work is repaired or corrected to the satisfaction of the Town and the retained security shall not be released until completion of the extended warranty period. If necessary, the security shall be renewed or extended to cover the additional warranty period.

AGREEMENT: The Applicant/Permittee acknowledges by signing below that they have received, reviewed, and understand the requirements set forth in the Town Code of Hot Sulphur Springs, Sections 7-1-1 through 7-1-20, a copy of which is attached hereto. Furthermore, the Applicant/Permittee certifies to the Town that all the information contained in the application is true. The Applicant/Permittee certifies that the work will be done in strict compliance with the Town Code, standard rules and regulations and with this Permit. Further, Applicant/Permittee hereby agrees to indemnify and hold harmless the Town, its employees, agents and elected officials from and against all claims, judgments, liability, damages or costs incurred as a result of the work that is the subject of this permit or which is completed in reliance on this permit.

Applicant/Permittee's Authorized Signature

Date

NSFH Permit Application

WATER/SEWER TAP CONNECTION

Water service line size desired:

3/4" 1" 1 1/4" 1 1/2" 2"
(\$10,000) (\$TBD) (\$TBD) (\$TBD) (\$TBD)

Type of material to be discharged into sewer:

Type of grease and sand trap to be used (if required) and fees
(to be filled in by Town water/sewer operator):

CERTIFICATION

Please carefully read and check the statements below. Your application cannot be accepted without the following certifications being acknowledged:

All work will be performed in strict compliance with the plans, specifications and procedures as found in the plans submitted with this permit request.

All required submittal items have been included with this application.

I hereby authorize that I am the owner of the subject property or I have been authorized by the owner(s) of the subject property to represent this application, and that the information provided is true and correct to the best of my knowledge.

Contractor Signature

Date

Property Owner Signature

Date

Information below to be filled out by Town Staff. Applicant, please do not write below this line.

Received By

Date

Fees Paid

Credit Card / Check Number