



Residential Construction in the City of Montrose (Revised August 2020)

1. Submit all documents electronically in PDF format to buildingservices@ci.montrose.co.us . Paper submittals will no longer be accepted.

Construction Documents shall include:

- Completed building permit application, signed and dated.
 - Site Specific Stamped Engineered Foundation. Engineer must be registered in the State of Colorado. Foundation plan must have stamp and signature.
 - Floor framing.
 - Complete dimensioned floor plan.
 - Window and door schedule.
 - Roof framing (can be obtained from truss company).
 - Cross section showing construction from the bottom of footers through roof peak.
 - Minimum of two (2) elevation views.
 - Plot plan showing lot dimensions with distances from property lines to structure(s).
2. The Sewer-Water Connection Permit will be generated by staff.
 - *Please contact the Building Department at 240-1407 to request the installation of a water meter and/or E-1 pump. The site must be ready for the meter to be installed. A backflow preventer is required.*
 3. Submit stormwater permitting information directly to Steve Taylor in the City Engineering Department (staylor@cityofmontrose.org, 970-240-1497).
 4. Once the Building Permit is issued construction may begin.
 - *If construction is started before a Permit has been issued, an investigation fee will be imposed.*
 5. Written approval must be secured from the building official before any changes are made in construction of the building that are not shown on the plans submitted.

PLEASE NOTE:

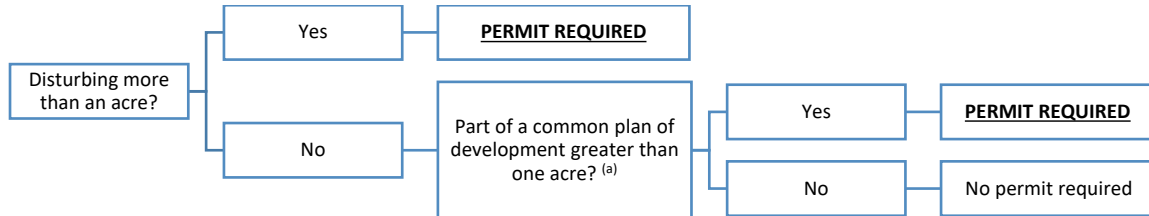
- *All structures with a door opening greater than six (6) feet in width are considered capable of housing a vehicle and must have a hard surfaced driveway.*
 - *One (1) driveway permitted per lot; minimum width twelve (12) feet.*
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CONSTRUCTION STORMWATER PERMIT INFORMATION

Do I need a construction stormwater permit?

Is your construction project:



(a) Defined as a contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules, but remain related, such as within the same subdivision, neighborhood, or commercial park. For the purposes of this definition “contiguous” means construction activities located within ¼ mile of each other.

How do I get a permit?

Permits are obtained from the Colorado Department of Public Health and Environment (CDPHE) using their Colorado Environmental Online Services (CEOS) application system at: colorado.gov/cdphe/wqcd → Permits & Authorizations → Clean Water Permitting Sectors → Construction → Construction Permitting → COR400000 → CEOS Login. A step-by-step guidance document for using the CEOS system is available online on the City’s stormwater website. Please note that paper applications are no longer accepted by the state.

What else do I need to do as part of this permit?

Prepare a Stormwater Management Plan (SWMP). A SWMP narrative and site map template is available on the City’s stormwater website at www.cityofmontrose.org/stormwater. This template is intended as a starting point and should be modified to meet permit requirements for the construction site to be permitted.

Submit SWMP and Proof of Permit Application. Email a copy of the SWMP and proof of permit application to stormwater@ci.montrose.co.us. These documents will need to be approved by the City prior to issuance of a building permit.

Implement, Inspect, and Maintain Control Measures. Control measures identified in the SWMP and required by the permit shall be implemented prior to construction. Typical erosion control measures used on building sites are shown on the following page. It will also be necessary to routinely inspect the site in accordance with the permit and to maintain/repair any inadequate control measures. Sample inspection forms are included on the City’s stormwater webpage.

Maintain Records. A copy of the SWMP and inspection reports must be available on the project site at all times. The City will also perform inspections of the site at least every 45 days and CDPHE will inspect approximately 10% of all permits within the City each year.

Closeout upon Completion. Once a site is stabilized or sold to a homeowner, the permit may be closed out. Application for closeout is available on the same CDPHE webpage as the original permit application.

INSPECTION REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

Under no circumstances will a unit be occupied prior to the issuance of the certificate of occupancy or approval in writing from the building official or designated representative.

NOTE: Construction lot must have address clearly posted.

1. All necessary permits must be procured prior to construction work.
2. It is your responsibility to ensure inspections are called for and approved prior to work continuation. Inspection Hours are 9:00-11:00 a.m. and 1:30-3:30 p.m.
3. Notification 24 hours prior to inspection:
 - a. Foundation – on all work not requiring an engineered foundation.
 - b. Set back inspection on all engineered foundations.

NOTE: Engineer must inspect and provide letter of approval for foundation to the permit file before a frame inspection will be conducted.

- c. Plumbing inspection (except for lateral to building) to be made prior to covering and shall be made with water or air pressure test.
Rough-in inspection of plumbing to be made prior to covering trench.
- d. Gas Inspections – after installation of all piping, vents, ducts and appurtenances are made and air tested to 20 psi for not less than two (2) hours. Piping must be complete and tested through the gas meter yolk.
- e. Framing inspection - after house is dried in, before installation of house wrap and all interior walls, ceilings, and partitions are exposed. Electrical, plumbing, gas and mechanical ductwork must be installed prior to this inspection. Letter certifying foundation must be on file.
- f. Electrical Inspections – will be done by the State Electrical Inspector prior to insulation inspection. Electrical Inspector phone number is (855) 454-0065.
- g. Insulation Inspection – prior to wallboard installation. Insulation must be exposed. Power pack, blown in insulation is rated at R3.5 per inch unless otherwise certified.
- h. Wallboard inspection whenever material is hung and prior to wallboard joints and fasteners being taped and finished.
- i. Final inspections to be made after building is finished, but prior to occupancy. The certificate of occupancy will be issued at this time if all discrepancies have been corrected to the satisfaction of the building inspector. Address must be posted on building and a final electrical inspection form must be on site before the Certificate of Occupancy is issued.

The City Utility Billing Department may require owners to make a deposit on the new service and have utilities placed in their names.



Residential Building Permit Application

Received on:
Address ID:
Permit Number:

Construction Address		
Subdivision	Lot Number	Block Number

Owner's Name:		
Address:		
City	State	Zip
Phone Number		
Email		

Contractor Name:		
Address:		
City	State	Zip
Phone Number		
Email		

Use of Building

Engineer:	Phone:
	Email:

Zoning District:

Total Cost of Project

NOTE: An investigation fee will be imposed if construction commenced prior to issuance of building permit

Type of Project (Check Only One)	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Remodel
<input type="checkbox"/> Addition	<input type="checkbox"/>

PROJECT INCLUDES: <input type="checkbox"/> Plumbing <input type="checkbox"/> Gas
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	YES	NO
Will this property disturb land over 1/2 acre?		
Is this lot in the flood plain?		

Plan <i>Same As</i> address:
<i>Same As</i> plan permit no. and date issued:

Description of work:

Square Footage of Proposed New Building or Addition	
Structure	Size Finished
Basement:	Sq. Ft.
Main Floor:	Sq. Ft.
2 nd Floor/Bonus:	Sq. Ft.
Garage:	Sq. Ft.

Setbacks (Distance of Project to Property Line)				
	Front	Side	Side	Rear
Required:	Ft.	Ft.	Ft.	Ft.
Proposed:	Ft.	Ft.	Ft.	Ft.

Certification: I hereby acknowledge that I have read this application and state the above is correct and agree to comply with all City ordinances and State Laws regulating building construction and zoning.

Applicant (Please Print)	Signature	<input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Agent	Date
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NOTE: NO CHECKS WILL BE ACCEPTED WITH ANY WAIVER LANGUAGE FOR ENDORSEMENT.