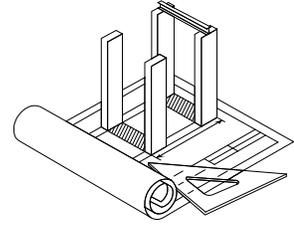


**CLEAR CREEK COUNTY BUILDING DEPARTMENT  
 PERMIT PROCEDURES AND REQUIREMENTS  
 FOR COMMERCIAL AND MULTI-FAMILY  
 DEVELOPMENTS**



After all of your other permits have been issued and your construction plans and site plan have been approved by the other Departments in the Land Use Group, you will then be ready to submit for your permit to build. Working in partnership with you, the Building Department staff will help you to reach your goal of developing your property.

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**Building Department Directory:**

Anna Easley, Secretary - 303-679-2333

Lynette Kelsey, Plans Examiner, Code Enforcement - 303-679-2343

Debra Kirkham, Building Official -303-679-2344

Fax - 303-569-1103

e-mail address - [bldg@co.clear-creek.co.us](mailto:bldg@co.clear-creek.co.us)

Web site - [www.co.clear-creek.co.us/index.aspx?nid=95](http://www.co.clear-creek.co.us/index.aspx?nid=95)

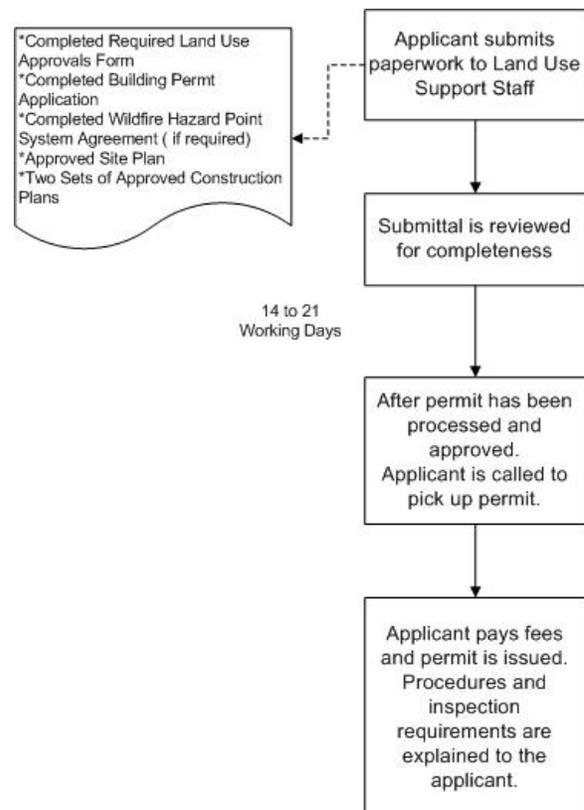
## BUILDING DEPARTMENT APPLICATION SUBMITTAL CHECK LIST AND FLOW CHART

### Required Submittal Documents and Land Use Approvals:

- Completed Required Land Use Approvals Form
- Completed Building Permit Application
- Completed Wildfire Hazard Point System Agreement, if required.
- Approved site plan
- Copy of completed Zoning Verification Form
- Setback Acknowledgement Form
- Construction Site Sanitation Agreement
- Two sets of construction plans. Detail shown on plans must be drawn to scale and include all of the following:
  - Wet stamp of Licensed Colorado Engineer or Architect on all pages showing structural detail;
  - Edition of the Code(s) used;
  - Snow load and wind load structure is designed for;
  - Energy Code Compliance;
  - Manual J, Manual D and Manual S calculations;
  - Soils report;
  - Floor plans of all floors, finished or unfinished;
  - Elevations of all sides of structure;
  - Complete detail for Engineered Foundation System;
  - Complete detail for all framing, incl. floor framing for all floors, roof framing or truss specs and layout from truss manufacturer, stair detail, decks, etc.;
  - Braced Wall design and anchoring to foundation;
  - Listing of all fasteners, hangers, etc.;
  - Cross section(s) of structure to show wall framing, all insulation detail including foundation/slab insulation, roof assembly, etc.;

- Window and door schedule, including U-factors;
- Detail of Thermal Envelope;
- Locations of all plumbing fixtures;
- Location of all water heaters, furnaces, boilers, wall heaters, etc.;
- Locations and types of gas, wood or pellet stoves, fire places or inserts;
- Locations of all required Smoke Detectors;
- Locations of all required Carbon Monoxide Detectors;
- "Class A" rated roof material or rated assembly;
- Rated assembly for all required fire resistive construction measures.

### Flow Chart:



## BUILDING CODE INFORMATION

The County has adopted the *2009 International Building, 2009 International Plumbing, 2009 International Mechanical, 2009 International Fuel Gas and 2009 International Energy Conservation Codes* for all proposed commercial and multi-family buildings. All construction must comply with these codes and your construction plans must be reviewed and stamped by a Colorado licensed engineer or architect. The Building Department will:

- ↻ process your building permit application,
- ↻ review your construction plans,
- ↻ calculate your fees,
- ↻ issue your permit upon payment of the fees,
- ↻ perform the necessary inspections, and
- ↻ provide you with a Certificate of Occupancy when all of the work has been completed in compliance with all applicable codes and regulations.

## WILDFIRE HAZARD MITIGATION

The Wildfire Hazard Mitigation Plan was originally adopted in 1995 as an amendment to our Building Code. It was established in order to address the increasing hazards of the spread of our development into the less accessible and more heavily forested areas of our County. The Plan is a four fold approach to reducing the hazards in those areas:

- 1 - requires all new development and re-roofing to use a "Class A" rated roof. Because wood shakes and wood shingles are not "Class A" rated materials, special rated assemblies are required for wood roofs;
- 2 - requires all new development and additions greater than 400 sq. ft. to develop a "Defensible Space" around the existing and/or proposed structure(s);
- 3 - for properties where either the access road or the proposed or existing driveway does not nor can not meet the minimum standards, additional mitigation must be done in order to reduce the hazards resulting from either a structure fire or wildfire. These measures are to protect both the residents of the property and the firefighters responding to the fire call. The Point System Agreement was developed to help the property owner achieve the additional mitigation.
- 4 - all structures 4400 sq. ft. or more must be equipped with an approved monitored automatic suppression system.

The Defensible Space Plan will be developed by the Site Development Inspector and is explained in detail in that Department's information packet. The Site Development Inspector will also determine, at the time of your driveway permit site visit, whether the Wildfire Hazard Point System Agreement will be required due to the access. The Building Department is then notified and the Agreement is initiated and mailed to the property owner or to the general contractor to be completed and later submitted with the building permit documents.

## CLIMATIC AND GEOGRAPHIC DESIGN REQUIREMENTS

The following criteria must be used to design for commercial and multi-family residential construction for Clear Creek County. This will ensure that buildings are designed to be strong enough to withstand the natural forces common to our mountainous county, such as snow, wind and flooding, and to support both comfort and energy conservation. You will need to provide the criteria to your licensed Engineer or Architect, so that your structure can be designed to be in compliance with the code requirements.

**\*\* THE SNOW LOAD, WIND LOAD AND ENERGY CONSERVATION COMPLIANCE MUST BE STATED ON ALL BUILDING CONSTRUCTION PLANS SUBMITTED WITH APPLICATIONS FOR BUILDING PERMITS. \*\***

**Climatic and Geographic Design Criteria Table**

Roof Snow Loads	Wind Speed (mph)	Seismic Design Category	Frost Line Depth	Climate Zone	Ice Shield Underlayment Required	Flood Hazard
Varies - See Table Below	Varies- see Section 1609.1.1	“B”	Minimum 36“	7	Yes; see Section R905.1	2007 FEMA Maps

## SNOW LOAD REQUIREMENTS FOR CLEAR CREEK COUNTY, COLORADO

The Snow Load design requirements for structures on your property will be determined by the elevation of your property. Please refer to the following table for the Snow Load requirements:

### Basic Roof Snow Load Design\*

**Roof Snow Load Requirements in Pounds per Square Foot (PSF)**

Elevation (feet above sea level)	Basic Snow Load (PSF)	Elevation (feet above sea level)	Basic Snow Load (PSF)
6,500 to 6,750	35	9,001 to 9,250	85
6,751 to 7,000	40	9,251 to 9,500	90
7,001 to 7,250	45	9,501 to 9,750	95
7,251 to 7,500	50	9,751 to 10,000	100
7,501 to 7,750	55	10,001 to 10,250	110
7,751 to 8,000	60	10,251 to 10,500	120
8,001 to 8,250	65	10,501 to 10,750	128
8,251 to 8,500	70	10,751 to 11,000	135
8,501 to 8,750	75	11,001 to 11,500	150
8,751 to 9,000	80		

Please note - No snow load reductions shall be approved.

## Wind Load Design

The Basic Wind Speed for Clear Creek County is 100 Mph, Exposure C. See Special Wind Map for areas requiring 110 MPH, Exposure C. Reference Section 1609.1.1\*

\*The Snow Load and Wind Load requirements for a specific property can be found on Clear Map, the County online mapping service at <http://map.co.clear-creek.co.us/SLV/Viewer.html?Viewer=ClearMap&LayerTheme=Wind Speeds>

## Energy Efficiency Requirements

All new commercial and multi family construction must comply with the *2009 International Energy Conservation Code* as adopted and amended by Clear Creek County. Due to our higher elevations and colder winters, our county is designated as **Climate Zone 7**. Any of the following three options may be used to design the multi family residential or commercial development to be in compliance with this Code.

**Option #1** - The Residential prescriptive requirements are found in Chapter 4 of the *2009 International Energy Conservation Code*;

The Commercial prescriptive requirements are found in Chapter 5 of the *2009 International Energy Conservation Code*.

**Efficient Heating Unit Sizing** - In order to ensure that the heating unit is sized correctly, Manual J and Manual D calculations are required to be submitted.

**Option #2** - As an alternative, compliance may also be demonstrated by using the calculation programs provided by the Department of Energy's Model Energy Code on their web site, <http://energycode.pnl.gov>. For this compliance method, ComCheck, MechCheck and Lighting Calculations must be submitted.

**Option #3** - Another alternative way to demonstrate compliance is through certification from an approved national, state or local energy efficiency program.

## REQUIRED BUILDING INSPECTIONS

After your permit has been approved and issued, you will begin construction and must have the construction inspected at various stages. You will receive complete instructions on how to request all of the necessary inspections when the permit is being issued. The inspections required by the *International Building Code* can be found on our Website at [www.co.clear-creek.co.us/index.aspx?NID=366](http://www.co.clear-creek.co.us/index.aspx?NID=366)

## TERM OF THE PERMIT

All construction and required inspections must be completed within two years of the date of issue or your permit will expire. If the project cannot be completed within that time frame, you may be eligible for an extension of an additional 180 days, provided the permit has not already expired and a letter explaining the delay and requesting the extension is submitted. **THE INTERNATIONAL BUILDING CODE ALLOWS ONLY ONE EXTENSION TO BE GRANTED.**

CLEAR CREEK COUNTY BUILDING DEPARTMENT  
P. O. BOX 2000  
GEORGETOWN, CO 80444

BUILDING PERMIT APPLICATION  
COMMERCIAL OR MULTI-FAMILY USES

This application will be accepted when fully filled out and signed by the owner of record or his(her) designated agent.

Owner(s): \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Use of Permit: \_\_\_\_\_

**BUILDING DIMENSIONS:**

Basement: Sq. Ft. \_\_\_\_\_; First Floor: Sq. Ft. \_\_\_\_\_;

Second Floor: Sq. Ft. \_\_\_\_\_; Third Floor: Sq. Ft. \_\_\_\_\_;

Mezzanine Level: Sq. Ft. \_\_\_\_\_; Atrium: Sq. Ft. \_\_\_\_\_;

Deck(s): Sq. Ft. \_\_\_\_\_; Covered Porch(es): Sq. Ft. \_\_\_\_\_;

Garage: Sq. Ft. \_\_\_\_\_  Attached  Detached;

Other (Description) \_\_\_\_\_

Number of Units, if Multi-Family \_\_\_\_\_

Type of Building:  Brick  Block  Frame \_\_\_\_\_ Other

Type of Heat:  Electric  LP Gas  Natural Gas \_\_\_\_\_ Other

Your Total Building Cost (materials and labor, but excluding cost of land) \_\_\_\_\_

Is this construction either directly or indirectly related to the gaming in Gilpin County? \_\_\_ Yes; \_\_\_ No.

I AGREE THAT THIS IS AN APPLICATION ONLY. THE DESIGNATED STRUCTURE WILL NOT BE OCCUPIED OR USED UNTIL A FINAL INSPECTION HAS BEEN APPROVED BY THE CLEAR CREEK COUNTY BUILDING OFFICIAL. I ACKNOWLEDGE THAT ALL WORK WILL BE DONE IN ACCORDANCE WITH THE 2009 INTERNATIONAL BUILDING CODE, 2009 INTERNATIONAL MECHANICAL CODE, 2009 INTERNATIONAL FUEL GAS CODE, 2009 INTERNATIONAL PLUMBING CODE AND 2009 INTERNATIONAL ENERGY COMPLIANCE CODE, AS ADOPTED BY THE CLEAR CREEK BOARD OF COUNTY COMMISSIONERS. A CERTIFICATE OF OCCUPANCY WILL NOT BE ISSUED UNTIL ALL WORK IS FOUND TO BE IN COMPLIANCE WITH THE CLEAR CREEK COUNTY BUILDING CODES AND REGULATIONS.

Owner/Applicant's Signature \_\_\_\_\_ DATE \_\_\_\_\_