

# TOWN OF WINDSOR

Permit # \_\_\_\_\_

301 Walnut Street – Windsor – CO, 80550 Phone (970) 674-2436 Fax (970) 674-2456 [www.windsorgov.com](http://www.windsorgov.com)

Property Owner		Phone	
Mailing Address		Owners email address	
Contractor - General	Business License #	Phone Mobile	
Contractor Mailing Address		Fax Email	
Electrical	Address		Business License#
Plumbing	Address		Business License#
Job Site Address			Heating: Business License#:
Subdivision			Filing
Distance to Property Lines (closest structure, including decks and covered patios): N _____ E _____ S _____ W _____			Lot
Required setbacks/offsets ( <b>Office use only</b> ): N _____ E _____ S _____ W _____			Block
<b>Type of Improvement</b>  <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Other _____		<b>PROPOSED USE:</b> <u>Commercial / Industrial</u>  <input type="checkbox"/> New Building <input type="checkbox"/> Shell Only <input type="checkbox"/> Remodel / Addition <input type="checkbox"/> Tenant Finish  Business Name: _____  Electrical Valuation: _____  \$ _____	
Estimated Value (Materials and labor) \$ _____  Type of Heat _____ Type of Mechanical _____ Type of Sewage Disposal _____ <input type="checkbox"/> Public <input type="checkbox"/> Septic Water Supply: _____ Tap Size _____ Supplier? _____		<b>Office Use Only</b> Valuation: \$ _____ <b>FEES:</b> Total SAFEbuilt \$ _____ Total Town \$ _____ Total Fees \$ _____  Lot Square Feet: _____ Zoning: _____ Open Space: _____ Use: _____ Plot Plan: To Engineer: _____ From Engineer: _____ Email HOA _____	
		<b>Square Footage</b> (Must be completed by applicant prior to submittal): Main Floor: _____ Add. Floors: _____ UF Basement: _____ Fin. Basement: _____ Crawlspace: _____ Covered Porch: _____ Decks: _____ Garage: _____	
Other Information: Describe in detail the proposed use (or proposed business name & product), type of construction, dimension, square footage, and materials, etc  _____  _____  _____			

## Notice

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the Town and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The Town or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit.

Buildings MUST conform with plans, as submitted to the Town. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working day's notice to perform such activities.

By my signature below, I acknowledge (1) that I am responsible for the payment of the plan review fee and the administrative review fee associated with this application regardless of whether I obtain the building permit or not, and regardless of any lapse in building permit approval; and (2) that before I am entitled to obtain a building permit for this property, I must pay any delinquent building permit fees associated with this property. Please see page 2 for additional notices regarding this building permit application.

Signature of applicant	Date	Town Engineer	Date
Building Inspector Plan Review	Date	Approved by Town Official	Date

## SUBMITTAL REQUIREMENTS:

### CONSTRUCTION DRAWINGS:

**Single Family and Two-Family residential building permits** - Submit 2 complete sets of construction drawings (including engineered, stamped foundation plans) and 2 plot plans as specified below. Submit 1 copy of ResCheck and Submit 1 copy Manual D and J.

**Residential Additions, Decks, Covered Patios, Basement Finishes** - 2 complete sets of construction drawings – see below if 2 copies of a plot plan would be required for your project.

**Commercial, Industrial or Multi-Family Residences** - Submit 2 complete sets and 1 electronic set of stamped construction drawings, and 2 complete sets and 1 electronic set of approved Planning Department site plans (including all pages of the site plan on record with the Town of Windsor).

**PLOT PLANS:** Please see the attached checklist for complete plot plan requirements for a single or two-family residence. The purpose of a **PLOT PLAN** is to make sure that the applicant does not place a structure within a utility easement or violate the Town's "**BUILDING LOCATION**" and "**OPEN SPACE**" regulations. Failure to attach a complete **PLOT PLAN** to the Building Permit Application will result in the permit not being processed. If a plot plan is necessary, you must also complete the **DISTANCE FROM LOT LINES** section of the building permit application. Delays in construction time and possible removal of a structure can result from incomplete or incorrect **APPLICATION** and **PLOT PLAN** submittals.

### YOU NEED A PLOT PLAN IF ANY OF THE FOLLOWING IS TRUE FOR YOUR PROJECT:

You are adding on to an existing structure. This means the addition of a room, garage, patio, deck, porch, etc.

You are placing a new structure on the lot. This includes a storage shed, play house or detached garage.

You are removing an existing structure and replacing it with a new one. A plot plan is still required even if the new structure is to be placed exactly in the same position as the one removed.

### INFORMATION AND CLARIFICATION OF THE BUILDING PERMIT APPLICATION FORM:

- Complete all of the sections of the **BUILDING PERMIT APPLICATION** as they pertain to your project.
- Please provide a **TELEPHONE NUMBER** where you can be reached during the day during regular business hours.
- Provide a complete **JOB SITE ADDRESS** and/or **DIRECTIONS** to the site if the address is inadequate.
- **TOTAL LAND AREA** means the total square footage of the lot.
- **TOTAL VALUE OF IMPROVEMENTS** means the fair market value of the dollar amount you would pay a contractor for materials and labor, regardless of whether or not you will be doing the work yourself.
- **NUMBER OF OFF-STREET PARKING SPACES** pertains to construction of new homes or businesses.
- Complete **RESIDENTIAL ONLY** if you are constructing a new home or apartment dwelling.
- **DESCRIBE** the project you are working on in such detail that the reader can clearly understand your project without having the building plans in hand.
- **DISTANCE FROM LOT LINES** is not required if you do not need a "plot plan" as described above. If you do need a plot plan, complete this section and attach the plot plans to the application.
- **SIGN AND DATE** the application.

### NOTICE

All buildings must conform with the adopted Building Codes and Windsor Zoning regulations. Building permits are not transferable. Buildings must conform with plans, as submitted to the Town. Any changes of plans or layout must be approved prior to the changes being made. **A FINAL INSPECTION** must be made within two (2) years of the date the permit was issued or a new permit must be obtained. **FOR INSPECTIONS CALL: SAFEbuilt, Inc.: (970) 674-1036.** Any change in the use or occupancy of a building or structure must be approved prior to proceeding with construction. SAFEbuilt, Inc. and the Town of Windsor are not liable for workmanship. In the event construction is not started within 180 days of the issuance of the permit, then the permit is automatically void. If no work is performed for a period of 180 continuous days, this shall also cause the permit to be void. In order to verify progress of work, an inspection by SAFEbuilt, Inc. is required. Permits are not transferable. Fees on voided permits are non-refundable.

. Once a permit is considered void, all fees paid for that permit are non-refundable. A new permit must be obtained to complete the original construction and full, current building permit fees must be paid prior to issuance.

If you have any questions concerning the building permit application, call the Planning Department at **(970) 674-2436**. If you have questions about **BUILDING CODE RESTRICTIONS**, or **PROPER CONSTRUCTION PROCEDURE**, call SAFEbuilt, Inc. at **(970) 686-7511** before you begin.

**SITE GRADING CERTIFICATIONS – ALL NEW CONSTRUCTION PROJECTS** - A Site Grading Certification shall be provided to and approved by the Town prior to issuance of a Certificate of Occupancy for all the following:

- New Single Family, Two-Family, or Multi-Family Residence
- New Commercial/Industrial Structure
- Addition to an existing Commercial/Industrial Structure

**TOWN OF WINDSOR**  
**BUILDING PERMIT PLOT PLAN COMPOSITION AND REQUIRED INFORMATION**

**GENERAL**

- ☐ Plot plans must be drawn to scale (typically 1" = 20') on letter or legal size paper. Ledger size (11" X17") is acceptable only for large lots that will not fit on legal size at 1"=20'. Submit 2 copies of the plot plan for single family and two family residential structures.
- ☐ Address, lot, block and subdivision on the plot plan as well as the building permit application.
- ☐ Street name(s) for all streets adjacent to the property.
- ☐ North arrow.
- ☐ Driveway location and width.
- ☐ Lot boundary dimensions.

**PLANNING DEPARTMENT ITEMS**

- ☐ Dimension the shortest distance from the structure to all property lines. Typically, property lines are not located at the sidewalk or street.
- ☐ Show all existing and proposed structures.
- ☐ Show, label and call out the width of all existing or proposed easements on the lot.
- ☐ All proposed porches, decks, patios, window wells, and cantilevers must be shown and labeled as such. Porches, decks and patios must be noted as "covered" or "uncovered".

**ENGINEERING DEPARTMENT ITEMS**

- ☐ All elevations shall be on the same datum as the subdivision grading plan.
- ☐ Lot corner spot elevations and any high point spot elevations on side lot lines or in the back yard, all in accordance with the approved final grading and drainage plan for the subdivision.
- ☐ Top of foundation elevation for the building and slab elevation at the front of the garage.
- ☐ Minimum opening elevation if specified on the subdivision grading plan.
- ☐ Drainage arrows to indicate the direction of flow to facilitate positive drainage away from the building and off the lot without being a detriment to adjacent property
- ☐ If a walkout basement is proposed identify the elevation of the walkout and grading to provide a minimum of 2% slope away from the walkout and off the lot.
- ☐ Some lots on collector streets have restrictions to prevent vehicles from backing out onto the street. These require either a horseshoe driveway or a "hammerhead" turnaround on the lot. Restrictions are noted on the plat and/or grading plan.
- ☐ Elevations and drainage patterns are not required on plot plans for additions.
- ☐ Driveways shall not exceed 10% slopes unless approved by the Town.
- ☐ Maximum slopes without retaining walls shall be 4 feet horizontal to 1 foot vertical. This may require stepping down the foundation on the sides of the building or installing siding down the foundation to provide for flatter slopes.
- ☐ If retaining walls are necessary or proposed shown them on the plot plan and include top and bottom of wall elevations.

**ADDITIONAL ITEMS FOR ESTATE LOTS**

**(1 Acre and up)**

- ☐ Existing edge of pavement location shown and labeled for any streets adjacent to the lot.
- ☐ Existing elevation of the edge of pavement at the points where the projected lot lines would intersect the edge of pavement and at the points of curvature on corner lots where the two streets intersect.
- ☐ Driveway culvert(s) shown and called out as specified on subdivision grading plan. Example — "18" RCP Driveway Culvert with Flared End Sections". Typically these are to be located between the existing edge of pavement and the property line.
- ☐ Driveway extension from the property line to the existing edge of pavement.
- ☐ Typical lot grading minimums:
  - 1) Determine the existing ground elevation at a point 10' away from the corner of the foundation that is at the highest existing ground. Set this as the high point for drainage around the house.
  - 2) Set the top of foundation a minimum of 1.5' above the high point elevation determined in No. 1. This provides 0.5' from the top of foundation to the ground at the foundation (UBC Code) and at least 1' of fall away from the foundation.
  - 3) Show spot elevations around the house to define a swale to carry flows around the house to where they can be daylighted back to existing ground.
  - 4) Provide at least 2% slope in the swales around the house if there is adequate natural slope. If the natural slope is less than 2% provide at least 1% slopes in the swales to a point where the swale can be daylighted to natural ground.
  - 5) Provide spot elevations and secondary culverts for the driveway if necessary to define any sag points in the driveway or secondary culverts necessary to carry flows across or under the driveway within the lot.

PLEASE read the following questions carefully, and check the appropriate boxes in the right-hand column below. If a description of the lot you wish to build on is not included on this form, and for any questions regarding this form, call the Stormwater Program Coordinator at 970-674-2490.

Is this building permit application for a single lot where the earth disturbance area will be equal to, or greater than, one acre (43,560 square feet) in size?

☐

YES



If checked, a Grading, Erosion and Sediment Control Plan permit is required. Call the Stormwater Program Coordinator for guidance.

☐

NO



Is the lot less than one acre in size?

YES

☐

Do you have other active building permits in the same subdivision, filing or phase as this building permit application?

NO

☐

No additional requirements for the Windsor Stormwater Program

☐

YES



Are the active building permits within a quarter mile of each other?

NO

☐

No additional requirements for the Windsor Stormwater Program

☐

YES



Is the combined square footage of all those lots within a quarter mile of the lot on this Building permit application EQUAL TO, OR GREATER THAN 43,560 square feet?

NO

☐

No additional requirements for the Windsor Stormwater Program

YES

☐

**Submit a SEPARATE** Erosion and Sediment Control plot plan with this application detailing the measures that will be implemented on the lot(s), the maintenance and stormwater inspection procedures and schedule, AND

\*\*\*\*\* COMPLETED INFORMATION ON THE NEXT PAGE\*\*\*\*\*

**TOTAL ACREAGE OF ALL LOTS COMBINED** \_\_\_\_\_  
**LOT INVENTORY MAP INCLUDED WITH APPLICATION** Yes ☐

**Certification:**

"I certify under penalty of law that this document and all attachments pertaining to stormwater management were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Operator Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Supervisor \_\_\_\_\_

Phone: \_\_\_\_\_

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

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

If you are submitting multiple building permit applications: one Erosion and Sediment Control plot plan and narrative of the implementation and maintenance of the control measures can be submitted if the lots are similar in size, elevation, and will all have similar erosion and sediment control measures and inspection schedules in place. INCLUDE A LOT INVENTORY MAP. You may submit or reference the narrative for Control Measures (or BMPs) detailed in [UDFCD Criteria Manual Vol. 3](#).

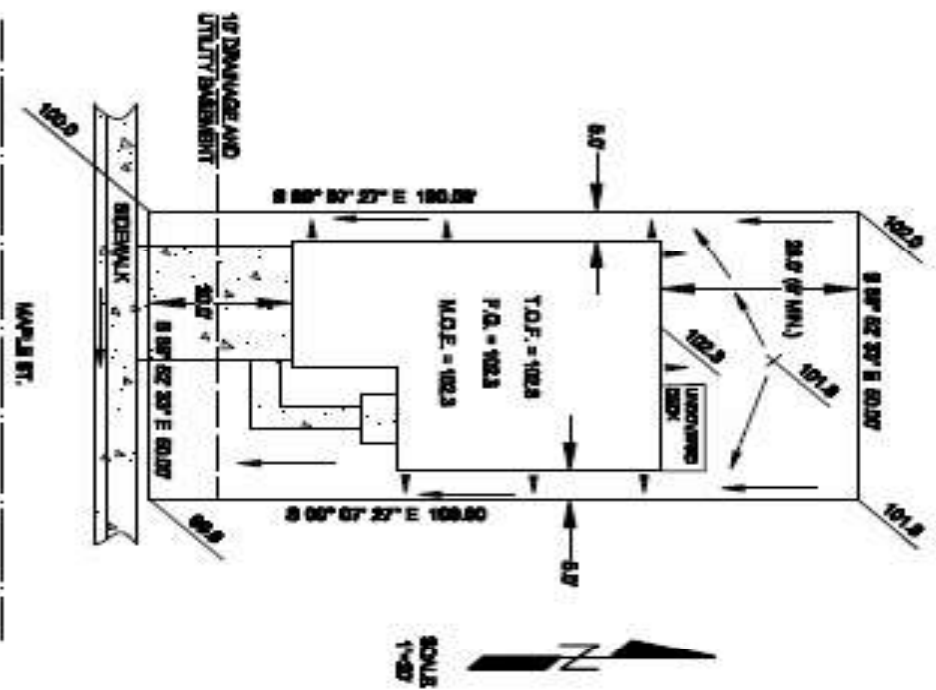
Submit a specific narrative and plot plan for any lot that will require additional or different control measures along with the building permit application appropriate to that lot (applies to hillside overlay, lots adjacent to State waters).

Groups of lots will be inspected for conformance with the Town of Windsor's MS4 requirements for Construction Sites by Safebuilt. Inspection fees will apply.

## SAMPLE PLOT PLANS

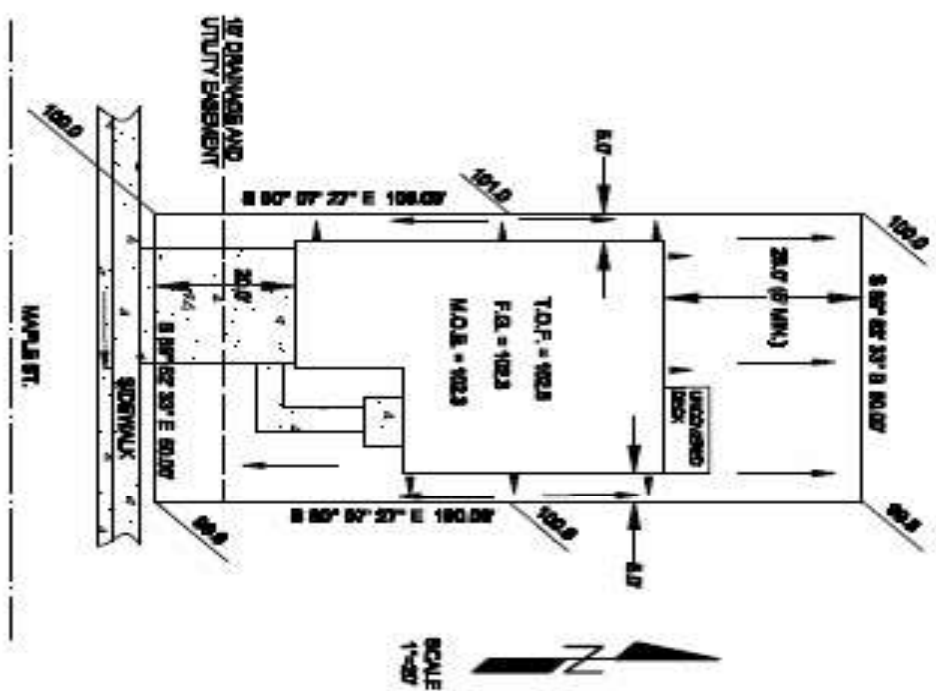
Follow the examples of the lot configurations shown below. Choose the one that best represents your lot and draw the plot plan with your dimensions. The dimensions and setbacks shown are for a Single Family (SF-1) Zone. Zones other than SF-1 have different regulations. Check with the Planning Department to determine your zoning designation.

**TYPE A GRADING**



1302 MAPLE ST.  
LOT 12, BLOCK 2, WESTBURY SUBDIVISION, 2ND FILING  
WINDSOR, CO.

**TYPE B GRADING**



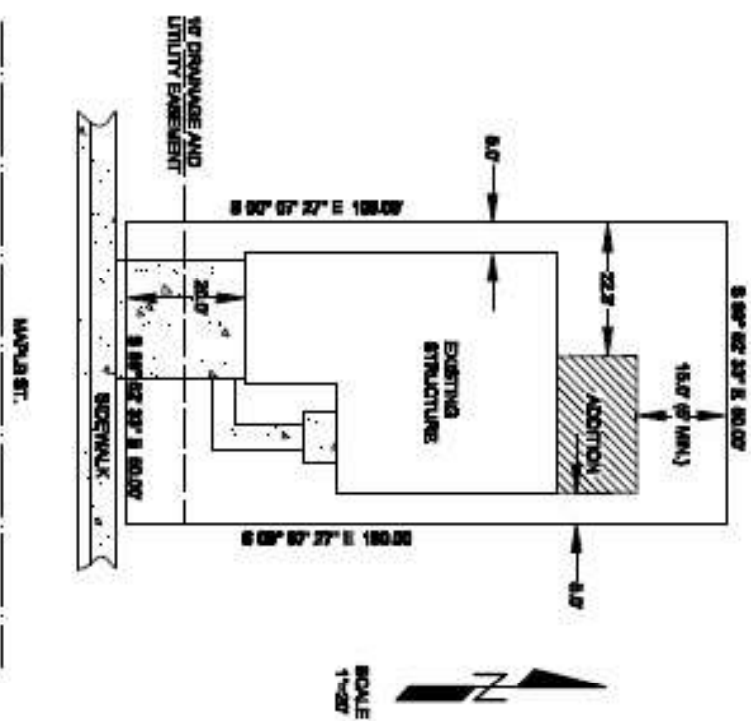
1302 MAPLE ST.  
LOT 12, BLOCK 2, WESTBURY SUBDIVISION, 2ND FILING  
WINDSOR, CO.

## SAMPLE PLOT PLANS

Follow the examples of the lot configurations shown below. Choose the one that best represents your lot and draw the plot plan with your dimensions. The dimensions and setbacks shown are for a Single Family (SF-1) Zone. Zones other than SF-1 have different regulations. Check with the Planning Department to determine your zoning designation.

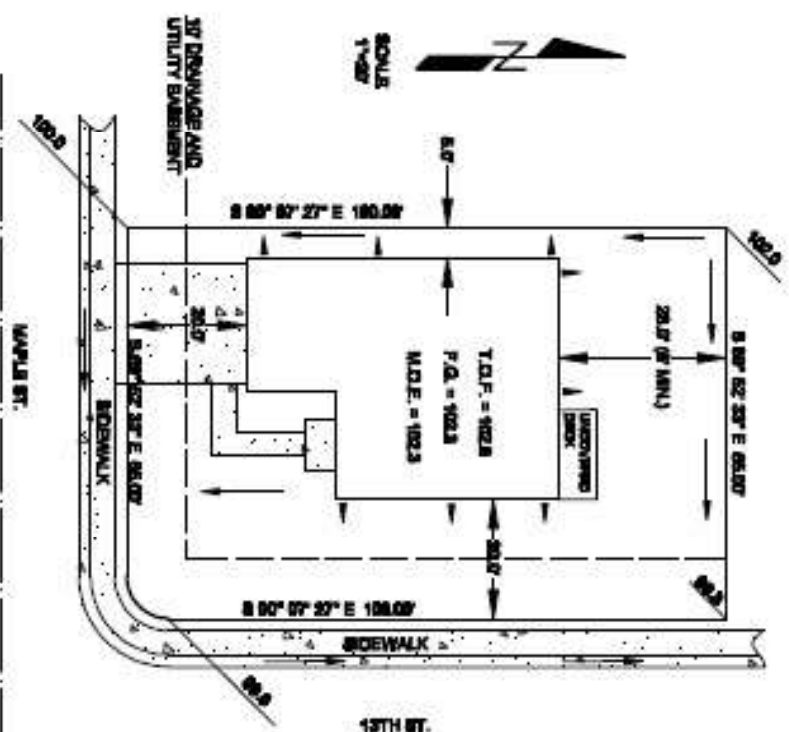
### ADDITION

NOTE: GRADING PLAN, DRAINAGE ARROWS & ELEVATIONS ARE NOT REQUIRED ON ADDITIONS IF EXISTING DRAINAGE WILL NOT BE ALTERED.



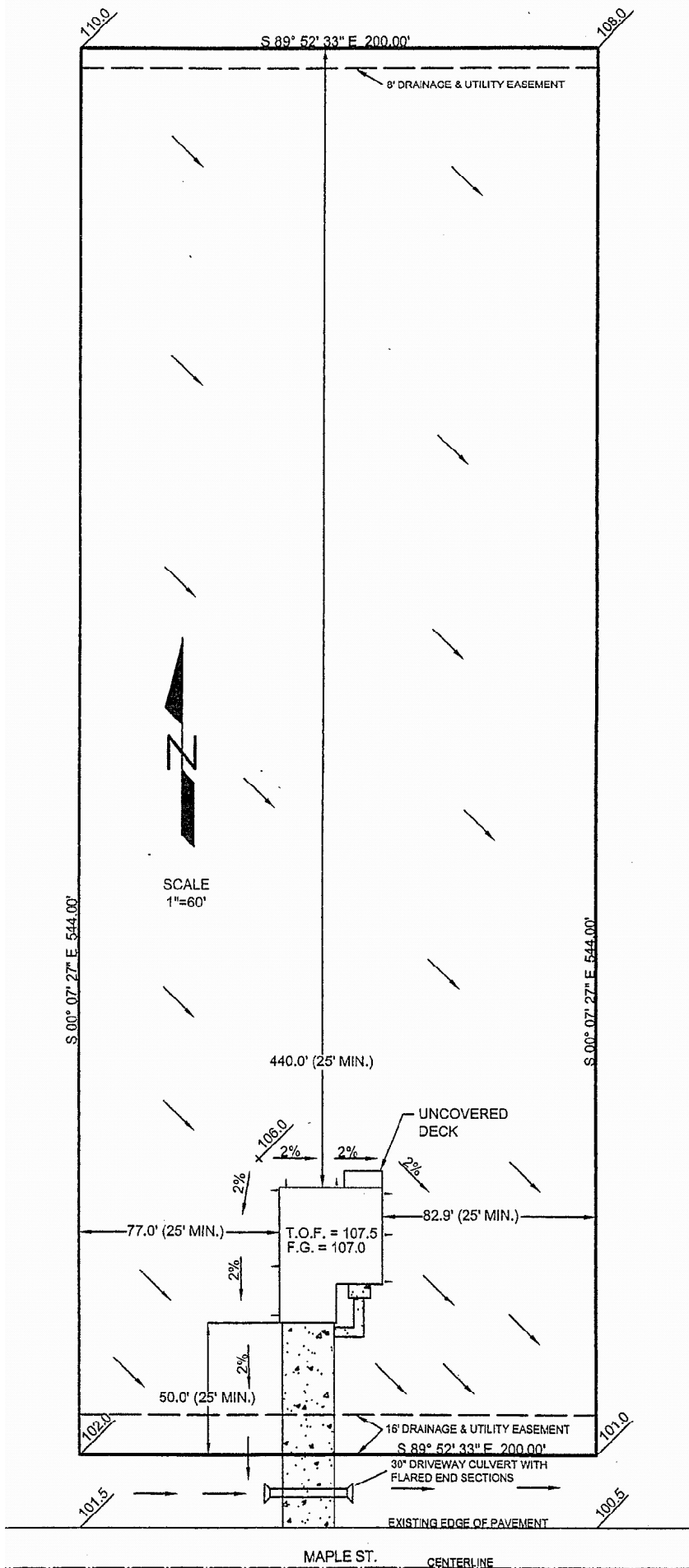
1302 MAPLE ST.  
LOT 12, BLOCK 2, WESTBURY SUBDIVISION, 2ND FILING  
WINDSOR, CO.

### CORNER LOT



1302 MAPLE ST.  
LOT 12, BLOCK 2, WESTBURY SUBDIVISION, 2ND FILING  
WINDSOR, CO.

## ESTATE LOT



1302 MAPLE STREET  
LOT 12, BLOCK 2,  
WESTBURY SUB - 2<sup>ND</sup> FILING  
WINDSOR, CO