



Residential Construction in the City of Montrose

1. Submit two (2) sets of plans (one (1) for the building department, one (1) to be returned to contractor).

Construction Documents shall include:

- Site Specific Stamped Engineered Foundation. Engineer must be registered in the State of Colorado. Foundation plan must have stamp and wet signature.
 - Floor framing.
 - Complete dimensioned floor plan with window and door schedule.
 - Roof framing.
 - Cross section showing construction from the bottom of footers through roof peak.
 - Two (2) elevation views.
 - Plot plan showing lot dimensions with distances from property lines to structure(s).
2. Complete Application for Building Permit.
 3. The Sewer-Water Connection Permit is required for connection to City utility services and will be signed at the time the Building Permit is issued.
 - *Please contact the Building Department at 240-1407 to request the installation of a water meter and/or E-1 pump.*
 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.
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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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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

	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.