

Building Department May 2023 Newsletter

Permit Reports

The Building Department permit reports are now available online for you to review and can be found at <https://co-routtcounty2.civicplus.com/607/Newsletter-Permit-Reports>

Updates/Tips/Reminders

- **Permit Application Work Description Box:** Please remember that the “Work Description Box” is one of the most important part of any permit application you apply for, as it provides us a narrative on all the work your proposing to do under the application. We are asking for your support in providing better narratives on all permit applications, this may help process and review your permit faster if you take time type a good narrative.
Example Work Description on New Single Family Dwelling: New Single Family Home with attached garage 3600 SQ FT, 5 BR, 3 Full BA and 1 ½ BA with ground mount solar system.
Example Work Description on Alteration Permit: Interior and Exterior alteration work, will be adding 1 full BA, remodeling existing kitchen, office, and family room, also work includes removing existing windows and siding on the exterior, and installing new windows and siding, Electrician will be installing a new service panel under this project as well.
- **Type 1 Exhaust Hood Inspection Reminders:** All Type 1 Exhaust Duct Inspections are required to be done by use of a Smoke Bomb for both Field Constructed Welded Ducts and Factory Built UL Listed Ducts. This is our Department Policy with no exceptions being offered, so please plan ahead during construction to allow the smoke bomb test to be completed through our inspection processes.
- **Plan Review Turn-Around Times:** We have seen an increase in permit applications throughout the month of May into early June, however the Building Department staff with our Building Code Reviews are still meeting all published time-frames for reviews and addendums, as well as TCO/CO/CC Reviews. If other Departments are not completing their reviews by the deadline please contact them directly to inquire about the review.
 - ✓ Application or Addendum Processing Time: 24 to 48 Hours then review begins.
 - ✓ New Construction, Additions, Large Renovations: 10-Working Day Reviews unless the commercial building is greater than 10,000 SQ FT, then it’s 15-Work Day Reviews
 - ✓ Interior-Exterior Alterations and new Decks: 5-Working Day Reviews.
 - ✓ Addendums to Issued Permits: 5-Working Day Reviews
 - ✓ TCO/CO/CC Reviews are all 5-Working Days

Updates/Tips/Reminders

- **Commercial Projects Exit Signs on Egress Code Sheets:** We have seen great improvements since we all have worked together to ensure our Exit Signs are showing up on the Egress Plans, this has helped reduce some issues with the Electrical Engineer or Electrician ensuring they have added Exit Signs where required. We recommend taking time to show the Egress Plans to the Electricians when they begin rough in work, to ensure they know about all exit signs.
- **Sewer Lateral Main Photo Inspection Policy:** Please remember Plumbing Contractors can utilize our new Policy and take photos of the sewer lateral main entering the building and submit this for a photo inspection under their Plumbing Permit only, we will not accept it under a Building Permit, you must have an Issued Plumbing Permit. This photo inspection can only be used when you're simply stubbing through the main sanitary line from the cleanout into the building and capped. Photo to show building site from the street, then a photo of the sanitary line with air gauge showing it's holding air, also show any sleeves if installed when it passes through a foundation wall. Email the Permit Number along with Photos to building@co.routt.co.us.
- **Scheduling Final Building Inspections:** Please remember that before you schedule your Building Final Inspections, ensure all or your Trade Permits for Electrical, Plumbing, Mechanical, and Gas are also being scheduled by your sub-contractors for the same day if they have not been previously completed. This will help us expedite your TCO/CO/CC Review if you take time to ensure all trade permits are also scheduled, please use the Portal Page to check the status of your Trade Permits to see if they need a final inspection or not.
- **CityView Required Submittals for Permit Applications:** We have provided a short punch list of common mistakes that are found during application verification process, this ultimately costs time as we cannot start a plan review until we have a full submittal and items are uploaded properly.
 - ✓ List Code Edition Years on the Plans and ensure if done by a Professional their stamp is on the plans.
 - ✓ Submittal Types: We have specific submittal categories such as Architectural, Structural, Site Plan, MEP's, Civil, and others, it is critical that you do not upload Structural Plans with the Architectural Plans or under the Architectural Category, please ensure you have separate files ready to upload to each specific category when your applying. This will ultimately save you time, as we will reject your application and request you to take this approach if we receive combined submittals.
 - ✓ Addendums on Issued Permits: Please remember when uploading addendums on issued permits, you must provide us the full set of plans for the submittal type you're uploading, not a single sheet. Example, you have changes to Sheet A1.0 and A2.0 on your architectural plans, you have to upload the entire architectural set of plans so sheets A1.0, A2.0, A3.0, A4.0 and so forth. Plus you need to provide us a written narrative telling us what sheets have changes to them. This will help us expedite your review, and reduce time asking you to resubmit the addendum.

