

# ROUTT COUNTY PLANNING COMMISSION AGENDA

**May 6, 2021  
6:00 PM**

Due to the COVID-19 pandemic, this hearing will be conducted through the Zoom application. You may access this meeting by clicking [here](#).

Live audio is available by calling (669) 900-6833.

Meeting ID: 880 7418 8565

Password: 12345

## 1. CALL TO ORDER

## 2. PUBLIC COMMENT

Members of the public may address the Planning Commission on items not on the agenda. (Comments regarding items on the agenda will be taken during that agenda item.)

## 3. ITEMS FOR CONSIDERATION

### A. Fake Item

Activity #:	PL-20-114
Petition:	sketch subdivision
Applicant:	Routt County
Legal:	lot 9
Location:	lot 9

Documents:

[Building Plan Review Final CO Sign-Off Responsibilities.pdf](#)

## 4. ADMINISTRATOR'S REPORT

Administrator's Report may include the reading of future Planning Commission agendas and recent Board of County Commissioner decisions.

## 5. ADJOURNMENT

Agenda packets can be accessed at [www.co.routt.co.us/AgendaCenter](http://www.co.routt.co.us/AgendaCenter).

All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners' Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request as soon as possible prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.



## ROUTT COUNTY REGIONAL BUILDING DEPARTMENT

136 6<sup>th</sup> Street \* P.O. Box 773840 \* Steamboat Springs CO80477  
(970)870-5566 \* FAX (970)870-5489\* Email: Building@co.routt.co.us

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### Plan Review/Final Inspections/C.O. Process Improvements

#### Plan Review Process

1. Building Department reviews Permit Applications to make sure all required checklist, plans, and submittals are provided prior to accepting the permit application.
2. Building Department will review the type of Building Permit Application submitted to verify which Departments need to review and select the time-frame for the plan review to be completed.
  - A. **Over the Counter/Same Day Building Permits:** Windows, doors, roofing, and siding.  
**Requirements Below**
    - Property is not classified as Historic within the City of Steamboat
    - No decrease in window area for commercial properties and no reduction in access for entryways.
    - Building Department must review all egress openings to confirm proper size is met along with tempered glass requirements where needed.
    - All new openings must be reviewed by Building Department for structural requirements.
  - B. **5-Day Plan Review and Approval on Building Permits:** Building Permits that are minor interior renovations of existing space and do not involve any change in the existing footprint of the building, except for exterior decks that are constructed without roofs.  
**Exceptions below that may increase Plan Review Time:**
    - Significant Residential/Commercial Interior alterations that involve complete gut/remodel of the existing space or building.
    - Change in occupancy use that may affect zoning requirements.
    - Significant structural alterations
    - Significant changes to Fire Alarm/Sprinkler System
  - C. **10-Day Plan Review and Approval on Building Permits:** All Building Permits that involve changes to the existing footprint of the building, including additions and all new residential and commercial construction projects.  
**Note:** New Commercial Buildings in excess of 10,000 Square Feet may take up to 15-days to complete the review process.

- D. Notification of Plan Review Deadline:** The Building Department will be responsible for providing the deadline for completion of the review with the Blue Beam Invitation that is sent out to each Department.
- E. Grade and Fill Permit Review Time Frame: What should we use for review time and is it different for minor, medium, and major.**

### **Plan Review Comments/Tracking/Report**

- View Point has generated a Plan Review Summary Report that can be generated upon completion of the plan review process. The report incorporates each Departments review comments and can be printed out and provided to the Applicant, Contractor, Consultant, or owner at the time of Permit Issuance.
- Any attachments that are relevant to your Plan Review comments should be placed in the “DOCS” folder in View Point. Examples would be Variances, Special Approval Conditions, Utility Fees, Final Plan Review Letters, City Use Tax Information.

### **Departments Responsibilities**

1. When the Plan Review/Blue Beam session is started and sent out, Each Department is responsible to post a comment in View Point that you have received the invitation and have started your Plan Review process.
  - Outcome: Reduced complaints from the public that the Plans are not being opened up or viewed until day 6 or 9. Re-submittal requests or additional information needed could be requested by day 2 or 3 to allow the applicant time to make changes and still meet our 10-day deadline.
2. Throughout the Plan Review Process, all Departments must post their comments and track any correspondence or request made to the applicant in the comments box under the Plan Review Tab for their Department.
  - Upon Completion: Any attachments that are relevant to your Plan Review comments should be placed in the “DOCS” folder in View Point. Examples would be Variances, Special Approval Conditions, Utility Fees, Final Plan Review Letters, City Use Tax Information.
  - Outcome: The Building Department receives multiple requests throughout the Plan Review Process from many parties associated with the permit application wanting information on the status of the permit. We will be able to provide them with exact status if the comments and information are entered and attached avoiding time delays and emails looking for answers. Additionally this may cut down on phone calls if the applicant or others can view this information online.
3. Upon Final Completion of the Plan Review:

- A. Each Department must email Malea, Todd, and the Applicant making all of us aware that your Department has approved the permit to be issued.
- B. Place this comment that final approval has been granted in View Point along with any special conditions.
- C. If your Department needs to be involved in the Final Inspection/CO Signoff upon completion of the project you will need to add this to your final comments in the Plan Review Tab.
  - Outcome: The Building Department and the applicant are made aware immediately when each Department has completed the review. Permit can be issued immediately and no delays to the applicant. Your entry in View Point marks the completion date of the Plan Review to help track and provide data back to the Public, BCC, City Council, and Building Oversight Committee on our performance.
- D. Before permit issuance Building Department staff will set-up the CO Sign-Off tab and add the Departments that need to perform final inspections or provide final approvals.
  - Outcome: Applicant and others can view in advance, which Departments need to provide final inspections and approval without calling or asking. This also allows them to plan in advance for these inspections.
- E. Staff Must use Blue Beam to review all plans and documents, do not go into View Point and Open up documents to review, this may not be the correct documents, only use what is uploaded to the Blue Beam Session.
- F. Most Departments/Agencies place their stamp of approval on the drawings in Blue Beam upon completion, at minimum many place the stamp on the front page. The Building Department places our stamp. This is an important step and I feel each reviewing Department/Agency should place a stamp at minimum on the front page of the record set drawings upon completion.

### **Final Inspection Process/CO Sign-Off**

1. Building Department is requested to perform final inspections by the applicant. Upon completing the final inspections and approving our inspection staff makes the applicant aware that other Departments/Agencies may still have to approve or perform final inspections. Inspection staff notifies the Building Department Permit Technician the applicant is seeking a COA or CO.
2. Building Department Permit Technicians or Staff will send out an email to all Departments/Agencies who need to approve for a COA or CO, and the applicant is included in the email as well.
3. All Departments/Agencies must respond within 24-hours to Building Department Staff and the Applicant with detailed information on the request for the COA or CO.

- All Departments/Agencies shall include any Conditional Approvals that may need to be placed on a TCA or TCO, and also provide the Building Department Staff with the expiration date of the TCA or TCO and this should be a justifiable time period that takes into account weather or work that can only be done seasonally.
  - Departments and Agencies also need to place these temporary approvals and conditions in View Point under their Department in the comment boxes. You can use the drop down box and conditionally approve, your button will turn green but it will state conditionally approved. Building Department staff references the conditionally approved to know that conditions still apply and this is only a temporary approval.
  - All Departments/Agencies that do not have any conditional approvals and can provide full approval should make this clear in the email response to Building Department Staff and the Applicant. They also place this comment in View Point and Approve your Departments button by selecting approved.
  - City Use Tax: Upon approval from City Finance to issue the TCA or TCO the applicant will be allowed 90 days to complete the Use Tax Reconciliation Process.
4. The Building Department is responsible for composing the COA/CO or TCA/TCO and providing the applicant with this Certificate.
- The Building Department is responsible for tracking all TCA/TCO and sending out notices one month in advance to the applicant informing them their certificate is about to expire and they must complete the remaining conditions and get final inspections completed and approved to avoid being out of compliance.
5. Building Department will track all Temporary Certificates of Occupancies each month. The Building Department will be responsible for notifying the applicant 30-days in advance of the expiration date by email and by mail. We will inform them of the remaining items they have left to complete in order to obtain the Permanent Certificate of Occupancy.
- NOTE:** The Building Department will only grant an extension of time on a Temporary Certificate of Occupancy under justifiable conditions that must be presented to us in writing, reviewed, verified, and approved by Department having authority prior to extending the time.

**Time-Frame/Turn-Around Time for Final Inspection/Approvals**

- Residential Projects: 4-Working Days
- Commercial Projects: 5-Working Days
- Supporting information for applicants is needed to combine City/County Processes to make them aware in advance of the requirements. Then outreach/education.

- Communication: Utilize the COO Sign-Off Tab and place comments within your Departments Tab early, if possible at time of permit issuance so this is visible for the public as soon as possible. We can refer applicants to this section to help educate them on what is required.
- TCA or TCO: Utilizing this option when Life Safety factors have been met, and finish details are left to complete, financials, landscaping, surety, etc.

#### **City Engineering Inspections and Scheduling:**

- City Engineering Division: The Building Department will start to accept inspection requests on behalf of the City Engineering Division for Grade and Fill Permits, Construction Site Management related to Building Permits.
- Building Department Inspection Staff will enter the inspections received through our Inspection Hotline/Online Inspection scheduling and enter these inspections directly into the Engineering Division Inspection calendar on View Point.
- Building Department Electrical Inspector upon completing the permanent electrical service inspection will automatically enter an initial inspection for construction site management on the Engineering Divisions inspection calendar.
- Building Department Newsletter: Will notify applicants in October letter that all initial inspections for construction site management need to be done prior to November 1<sup>st</sup> deadline.
- Engineering Division will begin recording all inspection information into View Point when they perform inspections. This information will then be available with all other inspection records to help make the applicants aware of what has been done and what is left.
- **County Road and Bridge Department: Would you like to utilize View Point**

#### **City Water/Sewer and Mount Werner:**

- Are now entering their inspection results for water/sewer main approvals on project in View Point under Rough Plumbing. This improvement helps inspection staff and the public know who has approved and what portions of the water/sewer line has been tested and inspected.
- Building Department Inspection Staff: Are now checking final fixture counts for the City of Steamboat Springs. Comments are being placed under Final Plumbing Inspection and noted that fixtures are per plans and plant investment form.
- City Water/Sewer: Places approved Plant Investment Form in the DOCs folder in View Point for inspectors and applicant to view and reference.