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Date: February 24th, 2023

Subject: 2021 Building Code Adoption Policy

From: Routt County Regional Building Department

The Routt County Regional Building Department has put together the below policy to prepare in advance for the conversion from the 2018 to the 2021 Building Code Adoption. On January 1st, 2024 the 2021 Building Codes will replace our current 2018 Building Codes, and all permit applications received on or after January 1st, 2024 will be reviewed, issued, and inspected under this code edition.

Please take time to read the policy below on the new code adoption to help you and your clients prepare in advance for any current projects that are under design or have bids out on. As a reminder, please make sure to have all projects you wish to be reviewed under the 2018 Building Code submitted to our office along with full payment of the Plan Review Fees no later than midnight December 31st, 2023.

2021 Building Code Adoption Policy

1. All Completed Permit Applications that contain all required plans, drawings, and required submittal items that have been submitted prior to midnight January 1st, 2024 along with full payment of the Plan Review Fees will be reviewed under the current 2018 ICC Building Codes. We will not accept permit applications that do not contain a full set of drawings, plans, and required submittal items per your application type, incomplete applications will be rejected and not accepted under the 2018 ICC Building Codes. Please ensure your application is complete and contains all required submittal items and you have fully paid the Plan Review Fees to ensure your application is reviewed under the 2018 ICC Building Codes.
2. All Issued Existing Permit applications that were issued under the 2018 ICC Codes that have any changes or addendum's that may be submitted on these existing projects will be reviewed under the 2018 Codes even after the January 1st, 2024. Once your project has begun under the 2018 ICC Building Codes, it will remain under the 2018 code until the project is completed.
3. Plan Review Refund Policy: The Building Official may authorize refunding up to 80 percent of the Plan Review Fee paid upon receiving written request for the refund from the Permit Applicant and no Staff time has been expended reviewing the plans and permit application. Plan Reviews will start within two days of receiving full payment, so please be aware no refunds will be offered on Plan Review Fees once you pay them and the review has started. We also do not accept requests not to perform Plan Reviews on our project once you submit your application just to hold your application under the 2018 ICC Codes, we will accept your cancellation request but not a deferred review request.
4. All permit applications, once submitted to the Building Department, will be valid for 180 days thereafter. If you do not make the full payment and have an issued the permit within the 180-day grace period your permit application becomes expired. You then would need to re-submit a new permit application under the new 2021 Building Codes, and additionally you would need to pay for Plan Review Fees above and beyond the work we completed originally under the 2018 ICC Codes.

I appreciate your time and reading this policy and information on the Code Adoption process, please feel free to contact the Routt County Regional Building Department with any questions or concerns.

Sincerely,
Todd Carr, Building Official

Routt County Regional Building Department

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