



Proudly Serving Rural Routt County * City of Steamboat Springs * Town of Hayden * Town of Oak Creek * Town of Yampa * Routt County School Districts

Routt County Building Department Property Owner Permit Application Form and Agreement

Property Owners Permit Applicant Checklist and Work Classifications Allowed

- **Property Owners of Residential Dwellings under the IRC:** Property owners of their primary single family home or accessory buildings associated with the single family home are exempt from taking a Contractor Exam and may be a Permit Applicant on projects that fall under the International Residential Building Code. The Owner applying for the permit must be listed as the Owner in the Routt County Assessors database, and this must be their primary home.
 - ❖ **Note:** Owners of Secondary Dwellings are not allowed to be a Permit Applicant for that dwelling unless they pass the applicable contractor exam.
- **Property Owners of Residential Dwellings for Groups R-2/R-3 under the IBC:** Property owners of a Residential Condominium or Live Work Unit that is their primary residence are exempt from taking a Contractor Exam and may be a Permit Applicant on projects that fall under the International Building Code when work being done meets the below requirements.
 - ❖ When performing work that involves interior alterations that are not enlarging or adding onto the existing space or square footage of the unit, nor altering the Structural or Fire integrity of the unit, neighboring units, or the primary building. Owners performing work under these conditions are exempt from taken the contractors exam.
 - ❖ **Note:** Owners of Residential Dwellings for Groups R-2/R-3 dwellings or live work units performing work that does meet work described above then must pass the applicable contractor exam to be a Permit Applicant.
 - ❖ **Note:** Owners of all other Commercial Buildings must pass the applicable contractor exam to be a Permit Applicant.

Routt County Regional Building Department

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us

Property Owners Insurance Requirements:

- Property Owners Performing New Construction of a Dwelling or Accessory Building, who are listed as the Legal Permit Applicant for this work, must provide a copy of General Commercial Liability Insurance Certificate with a \$1,000,000 minimum with the permit application. Insurance Certificates shall list Additional Insured as: Routt County Board of County Commissioners, 522 Lincoln Avenue, Steamboat Springs Colorado 80477.
- Property Owners Performing all other types of work including additions, decks, alterations or repairs, must provide and attach a copy of the Home Owners Insurance Policy with the permit application.

Property Owner Agreements as a Legal Permit Applicant:

- Property Owners acting as the Legal Permit Applicant on a Permit, are not allowed to compensate or enter into contracts that allows others to perform labor under the work description listed on the legal permit application.
- **Property Owners Investigation Fee:**
Property Owners who are listed as Legal Permit Applicant are subject to pay an Investigation Fee equal to the amount of the Permit/Plan Review Fee if contracting out work or compensating others to perform work listed under the work description the permit.

EXCEPTIONS:

- ❖ Property Owners who pass the applicable Contractor Exam and Register themselves as a Contractor and provide us a copy of the General Commercial Liability Certificate with a \$1,000,000 minimum.
- ❖ Contractors who are have been hired to perform the work on the Property Owners property who are listed as the Legal Permit Applicant on the permit they are performing work under. Contractors must be Registered with Routt County and meet all Contractor requirements to be registered.
- ❖ Sub-Contractors who are performing work under a Contractor who is listed as the Legal Permit Applicant.
- ❖ Work being performed by others that is Exempt from Permits under the Adopted Building Codes.

Routt County Building Department Property Owner Permit Applicant Registration Form

Owners First/Last Name: _____ Address: _____

Owners Phone Number: _____ City, State, Zip: _____

Owners Email: _____

Owner Requesting to be a Permit Applicant for:

Building Permit: _____ Electrical Permit: _____ Plumbing Permit: _____

Mechanical Permit: _____ Fuel Gas Permit: _____ Solar Permit: _____

Property Owner Permit Applicant Legal Agreement Section:

1. I am the owner of the residence, authorized by the permits as listed above.
 2. The residence is not intended for resale or short term or long-term rentals.
 3. I will perform all work myself and agree not to compensate others to perform labor under my permit work description.
 4. I will install and perform all work in accordance with the Routt County Adopted Codes applicable to the work being performed.
 5. If I choose to contract or hire others to perform any work listed under the work description of my permit(s), I agree prior to work being done by the contractor or individual I hired, to have them Register as the Legal Contractor and Permit Applicant in accordance with Routt County Building Department Policies.
 6. As the owner, I will not apply for more than one homeowner building permit, electrical permit, plumbing permit, mechanical permit, gas permit, or solar permit for a new Single Family Dwelling within any 36-month period (3 years).
 7. As the owner, I agree to pay an Investigation Fee equal to the amount of my original Permit/Plan Review Fee if I am contracting out work or compensating others to perform any work listed under the work description of any permits in which I am listed as the Permit Applicant.
- Exception:** Property Owners who meet exceptions listed on page 2 under Legal Section are not subject to investigation fee.
8. As a homeowner I agree I have read and understand the below State Statute.
COLORADO REVISED STATUTE - 12-23-119. Unauthorized practice – penalties
(2) Any person who practices or offers or attempts to practice the profession of an electrician without an active license commits a CLASS 2 MISDEMEANOR and shall be punished as provided in section 18-1.3-401 C.R.S., for the first offense, and, for the second or any subsequent offense, the person commits a CLASS 6 FELONY and shall be punished as provided in section 18-1.3-401, C.R.S.

As a homeowner and Legal Permit Applicant for all work being performed under this Permit(s), by signing and dating below I confirm I am agreeing to items 1-8 above under the Homeowner Permit Applicant Legal Agreement Section.

Owner Printed Name: _____ Insurance Certificate Attached: _____

Owner Legal Signature: _____ Date: _____

Routt County Regional Building Department

136 6th Street, Ste 201, Steamboat Springs, CO 80487 PH: 970-870-5566 Fax 970-870-5489 Email: Building@co.routt.co.us