

# Town of Breckenridge

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## Community Development Department New Construction Information Packet

### In this order:

1. Contact the Planning Department for a pre-application meeting at (970) 453-3160. During this call you can find out setback requirements, height limitations, zoning etc. from a planner.
2. Meet with a planner to discuss project. This is a Development Code requirement. At this time, the planner will point out any major problems with the proposal, or opportunities for improvement. This allows the planner to become familiar with the project and the applicant to become familiar with the planning process. It also allows an opportunity to point out potential problems and solutions prior to final planning documents. After this meeting, revisions may be needed to meet the Town's Development Code requirements
3. Applicant or architect makes revisions as needed.
4. Applicant submits a complete application to staff. Staff will review application for completeness, and if complete, schedule the application for review by the Planning Commission. Commission meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Class A and B applications are due by 9:00 AM least 50 days prior to the meeting at which they will be held. Class C applications are due by 9:00 AM least 15 days prior to the meeting at which they will be held. Note: submitting by the deadline is not a guarantee that a project will be discussed at the next meeting. The Planning Commission agendas fill up very quickly and projects are scheduled on a first come, first served basis. It is not uncommon for Planning Commission agendas to fill up several months before the meeting. It is always best to submit a project as soon as it is complete. Incomplete applications will not be accepted, and will not be scheduled for a Planning Commission hearing until a complete application is submitted. A list of required submittal materials may be obtained from the Planning Department.
5. Planner reviews the application (including site plan, floor plan, architecture, materials, colors, etc., for compliance with applicable codes). Note: this review does not include Building Department review for compliance with Building Codes, which happens at a later date. The planner will contact the applicant with an update, and may request plan changes to meet the Development Code.
6. Applicant makes and re-submits plan changes for review by the Planner.
7. The Planner writes a staff report, which is delivered to Planning Commissioners. Draft copies of staff reports will be provided to applicants by the Thursday before the meeting. Planning Commissioners read staff reports to prepare for meeting. (Copies of staff reports are available to the public on the Friday before a Planning Commission meeting).
8. Planning Commission meeting in Town Council chambers, Town Hall (usually 5:30 PM start). Planning staff will make a brief presentation, and the Applicant will also be given an opportunity to make a brief presentation. Since these are public meetings, the public will be given an opportunity to comment (Class A and B applications, and "call-ups" of Class C applications). After discussion, Planning Commission will motion to approve, approve with conditions, deny or continue the hearing to a later date.
9. If the project is denied or continued, the applicant should continue to work with the planner to address the Commission's concerns and make the necessary changes required to get the project approved. This will usually require plan changes and a re-submission of application materials. The deadlines listed in #4 above still apply, and the process repeats until the application is approved, denied or withdrawn.
10. The decision of the Planning Commission will be presented to the Town Council the following Tuesday as a Consent Calendar item. This meeting is also open to the public and the Applicant is welcome to attend. If the Town Council approves the project, a development permit will be mailed to the Owner, usually the following day. The Owner has 30 days in which to sign and return the development permit to the Planning Department. Failure to return the permit within 30 days may cause a loss of vesting in the project, and may reduce the duration of the permit's validity.
11. Once the development permit is signed and returned, the applicant may apply for a Building Permit. Please note, **NO SITE WORK (INCLUDING TREE REMOVAL) MAY TAKE PLACE UNTIL A BUILDING PERMIT IS ISSUED!**

12. No building or structure, regulated by the adopted code, shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate permit for each building, occupancy or structure has first been obtained from the Building Official. Nor shall any building, occupancy or structure have any portion of the interior or exterior remodeled without first obtaining a permit from the Building Official. A building permit will not be required for painting, papering and similar finish work.
13. A Building Permit Sign-Off Sheet (which may require signatures by the Water Department, Public Works Department, Finance Department, Environmental Health Department, Red, White & Blue Fire Department, Breckenridge Sanitation District, Town Engineer, and Planning Department), Architect's Statement of Compliance, and Building Permit Application will be required to be completed. In addition, two sets of wet-stamped and signed engineered construction drawings will be required, which include the following: Site Plan, Floor Plans, Roof and Floor Framing Plans, All Elevations, Foundation Plan, and Foundations details to scale. Please note that the Building Department will not accept an application or Sign-Off sheet unless all required information is complete and all required signatures are obtained on the Building Permit Sign-Off sheet.
14. The Chief Building Official will review the plans for compliance with all applicable building, electrical, plumbing, and mechanical codes. This process generally takes at least 14 days, but may take longer (or shorter) depending upon volume of applications, project complexity, etc. When review is completed, the Building Department Permit Technician will call the applicant or contractor. If you have not received a call, the permit is not yet ready. Starting construction (including tree removal and excavation) without a permit in-hand has severe consequences and penalties (i.e. stop work order, fines, etc.) PLEASE, DO NOT START WORK WITHOUT A PERMIT! Your water tap fees, building permit fees, plan review fees, and erosion control fees will be assessed and are due at the time of building permit issuance.
15. Project is constructed according to the approved plans. If plan changes are required, the Town Building and Planning Departments must first approve the changes before the contractor constructs these changes. Depending on the magnitude of the changes, another hearing before the Planning Commission and Town Council may be required. Subcontractors (Electrician, Plumber etc.) are also required to obtain necessary businesses licenses and permits for respective work. A Colorado licensed Master Plumber and Master Electrician must obtain these permits.
16. Various inspections are required throughout the construction process, including (but not limited to) footer, improvement location certificates, foundation wall, electrical, plumbing, building height survey, framing, underlayment & flashing, mechanical, drywall screws, fireplace chase, final plumbing, final electrical, final mechanical and final building inspection. Applicant must call the Building Inspection Request Line before 11pm the night before for inspections on a given day (inspections performed Monday-Friday, exclusive of holidays). Requests called in after 11pm will be performed the day after next business day.(Inspections scheduled online using the Citizen Access Portal also have a cut off time of 11pm.) A re-inspection fee may be charged if work is not ready for inspection, or if inspectors need to return a second time for the same inspection.
17. Prior to the Final Building Inspection, the applicant or contractor must obtain a green Certificate of Occupancy Sign-Off Sheet. To obtain a Certificate of Occupancy (and the right to occupy the property) the project must be inspected by the departments that signed the orange Building Permit Sign-Off Sheet. After all necessary signatures are obtained (other than Building Department), and the Certificate of Occupancy Sign-Off Sheet has been received by the Building Department, the applicant may call the inspection request line for a Final Building Inspection. The project must be complete, inside and out (including paint, carpet, wallpaper, tile, hardware, and cleaning) to request a final building inspection.
18. Projects that are completed in winter and do not have landscaping, exterior painting or paving complete may (at the discretion of the Town) post a cash deposit until the work is complete. Please note that this is only allowed in winter when this work is not possible. No interest is paid on these deposits, and applicants are encouraged to complete the work as soon as weather allows. Funds deposited will not be returned until the work is completed. If the work is not completed in a timely manner, the Town may use these funds to complete the work.