



TOWN OF BRECKENRIDGE  
PUBLIC WORKS

**TOWN OF BRECKENRIDGE PUBLIC WORKS DEPARTMENT INFORMATION SHEET**

Excavation & Encroachment Permit; Application for Building Permit; Certificate of Occupancy Permit

**Excavation & Encroachment Permit**

All owners/contractors intending on excavating or encroaching in or into the Town right-of-way must apply for and be issued an Excavation & Encroachment Permit **PRIOR** to the start of work. Permits are available May 1 – October 31.

**Excavation & Encroachment Permits are required for, but not limited to, the following activities:**

- *Installing, repairing, and/or abandoning of water, sewer, electric, gas, telephone, cable, communications and/or any other utility or facility.*
- *Installing, repairing, and/or abandoning of manholes, storm drains, sidewalks, and/or any facility located in the Town's right of way.*
- *Cutting into any portion of asphalt, concrete, curb & gutter, or other surface owned and/or maintained by the Town.*
- *Encroaching into any Town right-of-way, including but not limited to staging dumpsters, construction materials, equipment, and vehicles.*
- *Closing of any street, sidewalk, or other Town right-of-way.*
- *Boring under or in any street, sidewalk, or other Town right-of-way.*
- *Any activity where work will be performed in the Town right-of-way.*

Working without a permit will result in:

- *Work will be red flagged and discontinued.*
- *Fines will be assessed.*
- *If applicable, the Certificate of Occupancy will not be signed.*

**Applying for an Excavation & Encroachment Permit:**

- *A Town of **Breckenridge Business License** is required to work in the right-of-way. Contact the Finance Division at (970) 453-3182 for more information.*
- *Complete a **Contractor Application**.*
- *Complete an **Excavation & Encroachment Permit** with appropriate documents.*
- *Schedule an appointment with Engineering for approval of the permit. Contact numbers can be found at the bottom of this document.*
- *Pay all permit fees prior to the start of work and arrange for bond.*

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**Application for Building Permit**

***A Public Works representative will be required to sign off on most Building Permit Applications. No appointment is necessary. Public Works will:***

- *Record contact and project information.*
- *Review plans and work to be performed.*
- *Identify and discuss any work that will require additional permitting or inspection by the Public Works Department.*
- *Review of construction parking and site criteria. See attached sheet for additional construction parking information.*

- *Parking along the roadway may be allowed if limited to one side and does not cause narrowing of road or other dangerous conditions.*
- *Contractor/owner is responsible for road and shoulder damage caused by parking and deliveries.*
- *Parking must allow for adequate snow removal from road.*
- *A Traffic Control Plan may be required for any work, which interferes with road travel.*
- *Detention of wash water from sidewalk construction required.*
- *Detention of runoff in curb required.*
- *No parking or staging in roadway. No materials stored in right-of-way without an approved Excavation & Encroachment Permit.*
- *Dirt and debris must be removed from the road as necessary.*

***Additional follow up and contact will be made by the Streets & Parks, Engineering, and/or Water Departments during the construction process as necessary.***

### **Public Works Certificate of Occupancy (CO)**

***A Public Works representative will be required to sign off on most Certificates of Occupancy.***

- *Owner/contractor is required to schedule an inspection with the Streets & Parks Manager, Water Department, and/or Engineering. Allow a minimum of 3 days for any inspection request. Contact numbers can be found at the bottom of this document.*
- *Public Works will inspect the right-of-way for encroachment or excavation verifying work has been satisfactorily completed.*
- ***ALL FEES AND BONDS APPLICABLE TO PUBLIC WORKS MUST BE PAID IN FULL PRIOR TO SIGNING THE CO.***

### **Public Works Contact Information**

**Public Works Department**

P.O. Box 168

1095 Airport Road

Breckenridge, CO 80424

Main phone: (970) 453-3170

Fax: (970) 453-1513

[www.townofbreckenridge.com](http://www.townofbreckenridge.com)

**Water Inspection Line**

Phone: (970) 547-4304

**Jared Kouba, Construction Inspector**

Phone: (970) 453-3163

Email: [jaredk@townofbreckenridge.com](mailto:jaredk@townofbreckenridge.com)

**Scott Jackman, Streets & Parks Manager**

Phone: (970) 453-3373

Email: [sjackman@townofbreckenridge.com](mailto:sjackman@townofbreckenridge.com)