

Outline for Issuance of Building Permit and Certificate of Occupancy by the Building Department

This document is intended to clarify the process by which Building Permits and Certificates of Occupancy are to be issued for building within the Town of Granby, Colorado. The intent of the Joint Building Services Department (the "Building Department") was to provide one-stop customer service to the building industry. As part of the Intergovernmental Agreement for Building Inspection Services, the Department is to provide plan review, building permit and inspection services. The building permits must be signed, and completed correctly to insure proper records (i.e. signature, addresses and complete names).

When a building application ("the Application") is completed and signed by an applicant ("the Applicant") and submitted to the Building Department, the application is to be sent via email by the Building Department to the Granby Sanitation District, the Town of Granby Manager or designee, and the Grand Fire Protection District (collectively "the Team").

Each Team member will review the Application for compliance with items relevant to that Team member, as well as, confirm the proper payments have been made by the Applicant to the Team member. The relevant compliance requirements and fees are contained in the "Town of Granby Building Permit Checklist" which shall be made available to the public on the Building Department's website under the Granby Forms section. In addition to the items provided for on the Town of Granby Building Permit Checklist, the Town of Granby will review the application for compliance with zoning and set-back regulations. The Town of Granby is not responsible for obtaining approval from any applicable owners association or similar entity.

After review and approval of the Application and receipt of the proper fees by each Team member related to such Application, the Granby Sanitation District, Town of Granby Manager or designee and the Grand Fire Protection District will separately provide confirmation via electronic communication to the Building Department that the Building Permit may be issued to the Applicant. The Building Department shall not issue a building permit without an email from each of the members of the Team confirming that a Building Permit may be issued.

After a Building Permit is issued and prior to the issuance of a Certificate of Occupancy the Building Department will conduct or cause to be conducted all applicable inspections. Upon satisfactory compliance with the relevant adopted building codes, the Building Permit Inspection Record is to be signed and dated by each of the required inspectors. Upon completion and sign-off of all the required inspections on the Building Permit Inspection Record the Applicant or Applicant's contractor shall provide the Building Permit Inspection Record to the Town of Granby manager or designee thereof. The Town Manager or his/her designee shall confirm that all the inspections required on the Building Permit Inspection Record have occurred and will provide final Town approval by initialing and dating an added line to the Building Permit Inspection Record entitled "Town of Granby Final".

Applicant or Applicant's contractor shall then submit the Building Permit Inspection Record card to the Building Department, at which time the Building Department shall issue a Certificate of Occupancy to the Applicant.