



Town(s) of Winter Park, Fraser & Granby
Building Division

POLICY AND PROCEDURE STATEMENT
BDP-19-01

Section(s) 107.3.1.1 2015 IBC and R106.3.1.1 2015 IRC
Survey Requirements

PURPOSE: To clarify the intent of the language that has been adopted and amended sections of the International Building and Residential Code(s) as it has been discovered that the adopted language in these codes has created inconsistencies in the inspection sequencing process.

In particular, the language “The Improvement Location Certificate (ILC) and Setback & Elevation Certificate shall be submitted for review and approval prior to requesting a rough framing inspection”.

ISSUE: Past practice from the Community Development Department has been to accept the ILC and Setback & Elevation forms prior to requesting a framing inspection. This current practice creates a situation whereby the framing of the structure begins prior to verification of the correct location of the foundation as reviewed through the permitting process.

This situation is being corrected through this policy statement, whereby the correct language in the abovereferenced code(s) shall read and be enforced as follows:

“An improvement location certificate (ILC) and a setback & elevation certificate completed by a licensed Colorado surveyor is required for all new foundations. If a variance has been granted that allows for construction of a foundation within established setbacks or if a foundation is located within 5 feet of the property line, an improvement survey plat (ISP) is required. The ILC/ISP and Setback & Elevation Certificate shall be submitted for review and approval prior to requesting a rough framing inspection.”

POLICY BDP-19-01 (Effective: March 15, 2019, and thereafter. Updated March 22, 2021):

This policy is further clarification that the Improvement Location Certificate (ILC) or Improvement Survey Plat (ISP) and Setback & Elevation Certificate is required prior to the beginning of framing to ensure that the project does not proceed beyond a manageable point where, if the foundation does need to be moved or relocated, that the issue can be addressed immediately.