

Town of Granby Building Permit Checklist

This document contains important information for those needing a building permit for construction within the boundaries of the Town of Granby. Further details on town procedures and ordinances may be obtained from Town Staff or the Winter Park/Fraser/Granby Building Department. The building department is located at the Winter Park Town Hall and we can be reached at 970-726-8081.

Before a Town of Granby building permit is issued, all of the following must be submitted and paid. All applicable forms for your project can be obtained from the Town of Granby's website at www.townofgranby.com or the Town of Winter Park's website at www.wpgov.com. Building permit applications and all required documentation can be submitted either at the Town of Granby Town Hall or Winter Park Town Hall. Please submit the following documentation for review and approval.

1. A fully completed and signed Town of Granby building permit application.
2. Three sets of construction drawings, including an approved site plan and soils report if applicable.
3. If applicable, the Water Plant Investment Fee (Water Tap Fee) must be paid prior to permit issuance. The rates for the Town of Granby North Service and South Service Area and tap fee agreement forms can be located on our websites.

All engineering documentation on water system requirements must be provided by a licensed plumber or water engineer and paid for by the builder/developer. In the event the Town of Granby determines that review of such design or engineering is necessary, the cost for such review will be borne by the applicant.

4. Proof of payment of necessary sewer tap must also be submitted. In the Town of Granby, the Granby Sanitation District provides wastewater services (not the Town). The Granby Sanitation District office is located at: 3493 County Road 57, P.O. Box 560, Granby, Colorado, 80446-0560. Their telephone number is 970-887-2052.

1 Single Family Equivalent (SFE)	\$9,690.00
Each additional SFE the Sanitation District	\$9,690.00 - as determined by

There are a few areas within the corporate limits where water and sewer may not be through the Town of Granby and/or the Granby Sanitation District.

5. Fire Impact fees, when applicable must be paid to the Grand Fire Protection District prior to a building permit being issued. Please contact Grand Fire Protection District #1 at 970-887-3380 or visit their website at www.grandfire.org for more information.

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6. A signed and notarized Property Owner Affidavit or Contractor Insurance. This form must be signed by the property owner and notarized prior to permit issuance.
7. If your construction project is located in the subdivisions of Grand Elk or Granby Ranch, approval must be obtained from the appropriate HOA and any associated fees must be paid prior to building permit submittal. For construction projects in Grand Elk, contact Brian Dornbush at 970-887-3003. Projects in Granby Ranch, contact Lacey Ochoa for HOA approvals at Lochoa@granbyranch.com and Fran Mejer with the Metro District for the Capital Facilities Fee at fmejer@comcast.net.
8. Use tax must be paid on all construction materials related to your project. Checks must be made payable to the Town of Granby before a building permit will be issued. The Use Tax Valuation Sheet adopted with Resolution 2006-01-10B will be used wherever applicable to determine the 4% use tax. (See use tax calculation sheet).

Use Tax was adopted by the Town of Granby in 1981, Ordinance No. 342, by an election of its citizens. The philosophy of use tax is to serve as an “in-lieu-of” sales tax to make the local merchants more cost competitive because of lower sales tax rated charged elsewhere and to capture tax revenues which are otherwise lost to the Town, when building materials are purchased outside the Town. The overwhelming majority of the revenue needed to pay for municipal services is derived from sales and use tax.

9. **DO NOT PURCHASE ANY MATERIALS BEFORE PAYING USE TAX OR HAVING YOUR BUILDING PERMIT ISSUED TO YOU.** Please remember to show proof of payment for Granby use tax to avoid being double taxed once you begin purchasing building materials for your project. When purchasing building materials, present your building permit (showing “use tax paid”). You should not be charged municipal (local) sales tax on these purchases by the vendor. Explain to the vendor that they would be double taxing you and that is contrary to Colorado Revised Statute. If the vendor still insists on charging local sales tax on construction-related purchases (tax other than for the State of Colorado or the County involved), save your receipts, note the building permit number, date of purchase and construction site location for presentation to **THE TREASURER OF THAT MUNICIPALITY FOR A REFUND, ANY TAX PAID (DOUBLE TAXATION) TO THE OTHER MUNICIPALITIES WILL BE YOUR RESPONSIBILITY TO COLLECT FROM THEM.**