



**A Guide to Obtaining a Building Permit
for a Single-Family or Two-Family
Attached Home (Duplex) in
the Town of Winter Park**





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Building a Single-Family or Attached Two-Family (Duplex) Home

I WANT TO BUILD MY HOME

Building a home in Winter Park is an exciting endeavor. This packet has been created to assist you in understanding the process from the beginning when drawings are just being developed to when you move into your home. We look forward to working with you and making this process as easy as possible.

The following sections outline the process starting with the Minor Site Plan process, obtaining a Building Permit, what to do after you have a Permit, what inspections are required, and finally, obtaining a Certificate of Occupancy so you can move into your new home.



Example of Revegetated Yard



Example of Tracking Pad and Limit of Disturbance



Example of Revegetated Yard

MINOR SITE PLAN SUBMITTAL PROCESS

The Town has adopted design regulations for detached single-family and attached two-family (duplex) homes. To ensure projects are in harmony with the regulations, the Planning Commission reviews Minor Site Plan Applications. Based on Town staff's recommendation, the Planning Commission reviews the project for acceptance or denial.

2021 Update to the Design Guidelines

The goals of the 2021 Update to the Design Guidelines are to promote quality development, address safety issues, and conserve the natural setting. You and your architect should review this document prior to planning and designing your home.

Minor Site Plan Application Form

This form should be reviewed prior to creating your building plans. The form lists the content and format of the submittal requirements to initiate the Minor Site Plan process. An incomplete application will not be accepted, so thoroughly review and initial each section.

If you're building in a homeowner's association, you must get their approval prior to submitting to the Town.

The form, along with the required drawings must be submitted electronically to permits@wpgov.com at least three weeks prior to the Planning Commission hearing you wish to attend. There is a \$100 submittal fee.

Single-Family/Two-Family Attached Deposit Agreement

The Town requires a signed agreement and a \$2,000.00 deposit upon Minor Site Plan Application submittal. The agreement and deposit is required to ensure the outside of the structure is completed within 12 months of building permit issuance and that revegetation occurs within 24 months of issuance. This deposit is divided equally between building exterior and landscaping/revegetation. The building exterior deposit will be refunded upon Certificate of Occupancy, the landscaping deposit will be refunded once the disturbed areas have been revegetated and native grass has successfully been established.

Planning Commission Meeting

After staff has reviewed your submittal package, a staff report will be sent to the Commission for review and recommendation. The Planning Commission meets on the second and fourth Tuesdays of the month. The Commission will review the staff report and render a decision. Your attendance is not required but having a representative at the meeting is helpful to answer any questions the Commission may have.

Forms, Fees, and Deposits Due at Time of Submittal

- Minor Site Plan Application Form
- Minor Site Plan Fee—\$100.00
- Single-Family/Two-Family Attached (Duplex) Deposit Agreement
- Single-Family/Two-Family Attached Deposit—\$2,000.00

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- Driveway Permit Application & Deposit—\$50.00 fee and \$1,000.00 deposit

Documents to Help You Design Your Home

1. Unified Development Code (UDC)
2. 2021 Update to Design Guidelines
3. Recommended Plant List—UDC Article 7.A, *Recommended Plant List*
4. Building Height Measurement - UDC Sec. 3-A-7, *Measurements, Computations, and Exceptions*
5. Parking and Driveway - UDC Article 3.H, *Parking, Loading, and Access*
6. Revegetation / Erosion Control / Sediment Control - Chapter 7, *Standards and Specifications for Design and Construction*

I HAVE PLANNING COMMISSION'S APPROVAL, NOW WHAT?

Once you receive approval, you can apply for a building permit. You can also start prepping the site for construction. Trees within the building envelope can be removed but no further disturbance, including stump removal, can occur until you complete the Pre-Disturbance Inspection Requirements. Review the sections below for the next steps.

BUILDING PERMIT SUBMITTAL PROCESS

Below is a list of items that must be completed and submitted to the Building Division for review and approval prior to issuance of a building permit. Applicable forms are available at www.wpgov.com under Community Development > Building Department. **Please allow at least two weeks in your scheduling for the Building Division to provide first round review comments.**

1. Fully completed and signed building permit application. All square footages provided on the application must be gross square footage - outside to outside of exterior walls
2. Digital building plans, which include the site plan that was previously approved by the Planning Commission submitted in a .PDF format to permits@wpgov.com
3. Soils investigation report as required by subdivision plat notes
4. Contractor Insurance Affidavit executed by property owner
5. Sales Tax Notification Form signed by property owner
6. East Grand Fire Protection District Impact Fee Agreement signed by property owner

The Town of Winter Park has adopted by reference the International Residential Code, 2021 Edition, which provisions apply to the construction of detached one- and two-family dwellings and townhouses not more than three stories above grade plane in height with a separate means of egress and their accessory structures.

Visit www.wpgov.com > [Town Code](#) to view amendments to the 2021 International Residential Code. These amendments are located under Title 6 – Building Regulations, Chapter 1 – Building Codes, Section 3 – Residential Code Amendments. It is your responsibility to make sure all requirements and amendments to the 2021 International Residential Code have been met in the design of your home.

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Forms Required for Building Permit Application Submittal

- Building Permit Application
- Contractor Insurance Affidavit
- Notification of Sales Tax Liability
- East Grand Fire Protection District Impact Fee
- Pre-Disturbance Inspection Requirements
- Driveway Permit Application—\$50.00 fee & \$1,000.00 deposit (if not already submitted with Minor Site Plan Application)

BUILDING PERMIT ISSUANCE PROCESS

When all submittal documents have been reviewed and approved for construction, notification will be sent that the building permit is ready to be issued. Below is what's required to obtain your building permit.

1. Acknowledgment of building plan review comments and any corrections required
2. Confirmation of approval and payment to Grand County Water and Sanitation District #1 or Winter Park Water and Sanitation District. This is accomplished internally when tap fees have been paid by the applicant to the appropriate district
3. Confirmation that your contractor has active Winter Park business license
4. Payment of Emergency Services Impact Fee to East Grand Fire Protection District #4. Payment due to Building Division at time of issuance.

Fees due at time of issuance

1. Building Permit Fee—Based on Valuation of Structure
2. Emergency Impact Fee—East Grand Fire District
3. Payment of building permit fees and plan review fees to the Town of Winter Park
4. Payment of Affordable Housing Fees to the Town of Winter Park

Before you receive the building permit, you need to complete the items on the Pre-Disturbance Inspection Form. Review the section below for more information.

PRE-DISTURBANCE INSPECTION PROCESS

To limit the potential for erosion during construction, the Building Division will review the site prior to excavation to ensure proper erosion control is in place, a concrete washout has been created, the driveway entrance has been properly built, trees have been protected, and the limit of disturbance has been established. Below is a highlight of the items that are required to be installed prior to calling for an inspection. Reference the Pre-Disturbance Inspection Requirements handout for details.

- Erosion Control
- Stabilized Driveway Construction Entrance

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- Limit of Disturbance
- Soil Stockpile Area
- Trees to be Protected
- Property Corners
- Concrete Washout Area

The Building Division conducts the Pre-Disturbance Inspection.

Note—A Right-of-Way Permit is required prior to any excavation activities within the public right-of-way. Applicants should be aware that these activities are limited by weather (April 15—October 15).

THE SITE INSPECTION IS COMPLETE AND I HAVE A BUILDING PERMIT, NOW WHAT?

Now you are ready to start construction your new home. A pre-construction meeting can be set up with the Building Official prior to starting construction. The following list of inspections are required to be completed during the construction of your home.



INSPECTION PROCESS

An official inspection card will be issued to you with your building permit. This must be kept on-site with the reviewed plans and will indicate the inspections required for your project. All inspections required must be completed and approved prior to that portion of work being concealed. Additional inspection requirements are as follows.

- Water and sewer tap and service line inspections are performed by Grand County Water and Sanitation District #1 or Winter Park Water and Sanitation District depending on the location of your home. Contact information and engineering standards can be found at www.wpgov.com.
- Survey Requirement. An improvement location certificate (ILC) and setback and elevation certificate (SEC) shall be required for all new foundations within the Town of Winter Park. If a variance has been granted for the property that allows for construction of a foundation within the established setbacks or if a foundation is located within five feet (5') of the property line, an improvement survey plat (ISP) shall be required. The ILC/ISP and SEC shall be submitted to permits@wpgov.com for review and approval prior to beginning of framing.
- Electrical permitting and inspections are handled by the Colorado State Electrical Board. Inspection and approval of the rough electrical installation is required prior to the installation of insulating materials.
- Fire suppression systems (sprinklers) and any fire alarm systems installed in your home are reviewed and inspected by East Grand Fire Protection District #4. Inspection and approval of sprinkler and alarm systems is required prior to the installation of insulating materials. Contact East Grand Fire Protection District at (970) 726-5824 with any questions you may have.

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Please note—The erosion control features (silt fence, waddles, etc.) including the stabilized construction entrance must be maintained throughout the construction of your home. Failure to adequately maintain these features will result in delays of inspections, stoppage of the project and/or possible fines.

FINAL INSPECTION / CERTIFICATE OF OCCUPANCY PROCESS

Prior to requesting a final building inspection to obtain a certificate of occupancy for your new home, the following must be completed, inspected, and approved before a certificate of occupancy will be issued.

- Payment of any sales tax liability on interior furnishings. Contact Building Division for requirements.
- Inspection and approval of finals which include, plumbing, mechanical, electrical (state inspection), planning and building final as well as a final storm water quality inspection.
- Inspection and approval of fire protection and alarm systems by East Grand Fire.
- Inspection and approval of water meter assembly installation. Contact appropriate water district to schedule an inspection.

When these items have been completed, a final building inspection may be requested. **Allow 24 hours after the final inspection is performed for the Town of Winter Park to prepare the Temporary Certificate of Occupancy or Certificate of Occupancy.**

FEES DUE AT TIME OF CERTIFICATE OF OCCUPANCY

- Potential Sales Tax Liability on Interior Furnishings (Town Code—Title 3, Chapter 2)

MY HOME IS BUILT, HOW DO I GET MY DEPOSITS BACK?

To request an inspection, you must fill out the Single-Family / Two-Family Attached (Duplex) Dwelling Driveway, Building Exterior, and Landscaping Inspection Request Form and submit it to permits@wpgov.com.

Single-Family/Two-Family Attached (Duplex) Deposit

The single-family/two-family attached (duplex) deposit of \$2,000 is divided equally between completion of the exterior of the structure and revegetation of the site.

- Completion of the Exterior of the Structure

Once your Certificate of Occupancy has been received, you can contact the Planning Division to request an inspection. If the exterior of structure is complete, the Town will refund the \$1,000 deposit.

- Revegetation/Landscaping

To limit erosion and noxious weeds, the Town requires property owners revegetate their property upon completion of their structure. Revegetation means there is sufficient grass growing on the site to prevent erosion and the establishment of noxious weeds. An example of a revegetated site is shown on page 3 for your reference. Once sufficient grass has been established you can contact the Planning Division to request

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an inspection. If the revegetation is complete, the Town will refund the \$1,000 deposit.

Driveway Deposit

Once your driveway has been paved with asphalt, you can request your deposit from the Planning Division. If the driveway is complete, the Town will refund the \$1,000 deposit.

ENJOY YOUR NEW HOME IN WINTER PARK!