

1                   **ADMINISTRATIVE RULES AND REGULATIONS OF THE BUILDING DIVISION**

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3                                   **ARTICLE I – GENERAL PROVISIONS**

4                   A. Authority and purpose. These rules and regulations (hereinafter referred to as  
5 “regulations”) are issued by building division of the Town of Breckenridge per title 8, chapter 1,  
6 of the municipal code. These regulations elaborate on the codes that the building division  
7 administered under title 8, chapter 1 of the Town Code and the codes enumerated below, as  
8 they are amended from time to time:

- 9                   • International Building Code 2018 Edition,
- 10                  • International Residential Code 2018 Edition,
- 11                  • International Plumbing Code 2018 Edition,
- 12                  • International Mechanical Code 2018 Edition,
- 13                  • International Fuel Gas Code 2018 Edition,
- 14                  • International Energy Conservation Code 2018 Edition,
- 15                  • International Existing Building Code 2018 Edition,
- 16                  • National Electric Code 2020 Edition,
- 17                  • ICC Electrical Code Administrative Provisions 2006 Edition,
- 18                  • Uniform Code for the Abatement of Dangerous Buildings 1997 Edition, the ICC A117.1-  
19                  2009, the 2018 IFC,
- 20                  • International Swimming Pool and Spa Code 2018 Edition.

21                  B. Effective date. These regulations are effective upon publication as required under 1-  
22 18-3 of the municipal code.

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24                                   **ARTICLE II – CONTRACTOR REQUIREMENTS**

25                  A. All contractors working in the Town of Breckenridge must hold a valid Town of  
26 Breckenridge business license.

27                  B. Electrical and plumbing permits shall only be pulled by state of Colorado licensed  
28 contractors. A contractor shall submit copies of the Colorado state issued Master and  
29 Contractor licenses.

30                                  i. Gas piping and associated equipment are considered plumbing systems and shall  
31 only be pulled by State of Colorado licensed plumbing contractors.

32                                  ii. Mechanical systems that connect to potable water systems are considered  
33 plumbing systems and shall be pulled by State of Colorado licensed plumbing contractors.

1 C. Photovoltaic alternative energy permits shall only be pulled by NABCEP Certified PV  
2 Installer. A contractor shall submit proof of such certification.

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4 **ARTICLE III-PERMIT APPLICATIONS**

5 A. Application for Building Permit.

6 1. Applications for permits to build new construction, additions, remodels, reroofs,  
7 and/or hot tubs may be applied for either 1) in person at the building division located at 150 Ski  
8 Hill Road, Breckenridge Colorado 80424, or 2) via the CSS online portal where applicable. The  
9 Town does not accept building permit applications by email or mail.

10 2. Mechanical, electrical, and plumbing permits may be applied for either 1) in person at  
11 the building division, 2) through the CSS online portal where applicable, or 3) by emailing a  
12 completed application to building@townofbreckenridge.com.

13 B. Submittal Requirements. Attached as **Exhibit A** is a list of submittal requirements for  
14 different types of projects. This list is meant to be used as a guide only, and the building  
15 division has discretion to require additional information based on the proposed scope of work.  
16 Any permits, whether building, mechanical, electrical or plumbing, submitted in person require 2  
17 sets of printed plans.

18 C. Referral Agencies. The building division has discretion to refer any application to  
19 internal Town agencies or external agencies. Applicants will be given a sign-off sheet  
20 (sometimes called “orange” sheet) that must be submitted with the permit if applying in person.  
21 If applying via the CSS online portal the application is automatically routed to the applicable  
22 agencies for review and approval. A chart of internal departments and external agencies, and  
23 when their review and approval is required, is attached as **Exhibit B**.

24 D. Fees. Building permit fees are listed in section 8-1-4 of the town code. All other fees  
25 are set forth in the table below.

Bedroom Count Verification	\$175.00
Returned checks	\$25.00
Contractor Changes	\$65.00
Renewal of Existing Permit during 90-day grace period	\$65.00

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27 E. Fees are non-refundable except plan check fees may be refunded when staff review  
28 has not begun or where project construction has not started then eighty percent of the permit

1 fee is refundable. Additional refund requests outside of this policy can be made and are subject  
2 to special review by the Department Director.

3 F. Fees shall be waived for deed restricted workforce housing, solar, and EV chargers.

4 G. Plan Requirements

5 1. Structural work shall be stamped by a Colorado Licensed Design Professional except  
6 as otherwise provided in subsection 2 below.

7 2. For projects reviewed under the Residential Building Code (IRC), structural drawings  
8 shall be stamped by either a Colorado Licensed Architect or a Colorado Licensed Structural  
9 Engineer.

10 3. For projects reviewed under the International Building Code (IBC), structural  
11 drawings shall be stamped by a Colorado Licensed Structural Engineer and architectural  
12 drawings shall be stamped by a Colorado Licensed Architect.

13 4. All Plans shall be scaled to a minimum of 1/8" per foot and shall indicate the location,  
14 nature and extent of the proposed scope of work and show conformance with applicable codes.

15 H. Renovation and/or demolition of buildings with possible asbestos.

16 The Town of Breckenridge follows the State of Colorado guidelines and requirements for  
17 renovation and demolition of possible asbestos containing materials (ACM). Any renovation or  
18 demolition of possible ACM is subject to these requirements. Links to the State of Colorado  
19 guidelines and requirements can be found on the Town of Breckenridge website.

20 I. Submitting Permit Changes.

21 In the event the scope of work changes after a permit is issued, an applicant shall submit a  
22 permit change form with new plans for review and approval in accordance with any other  
23 requirements of the building division.

24 J. Expiration of Permit; Extensions; Renewals

25 1. Expiration of Permits.

26 a. Permits automatically expire 18 months from the date of issuance.

27 b. Upon expiration, an owner or owner's agent may be granted a 90-day grace  
28 period to renew an existing permit by paying the fees required under these rules.

29 c. After the 90-day grace period has expired, the owner or owner's agent shall be  
30 required to submit a new application which will be processed in the same manner as provided in  
31 Article I; provided, however, the building division has discretion to waive the requirement of any  
32 inspections if the applicant submits existing inspection records. If the original contractor(s) is no  
33 longer available, a different contractor may apply but shall assume responsibility for any work  
34 already completed.

1           2. Requests for extension. If it is foreseeable that work will not be complete within the  
2 18 months, an owner or owner’s agent shall request an extension in writing prior to the  
3 expiration date. The building division has discretion whether to grant an extension if good  
4 cause is shown in the written request. The building division shall fix the time-period for any  
5 extension granted, which in no case shall be for a period longer than 6 months.

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7                           **ARTICLE IV – SPECIAL REQUIREMENTS FOR CERTAIN PERMITS**

8           A. Permit Requirements for Non-Licensed Owners. Except where the scope of the  
9 proposed work includes electrical or plumbing, an owner of a condo unit or single-family home  
10 may apply for a permit to perform their own work; provided, however, the owner shall be  
11 responsible for all code and regulatory requirements applicable to licensed contractors in the  
12 state of Colorado.

13           B. STR Bedroom Count Verification Permits.

14           1. The number of bedrooms in an accommodation unit is established on a certificate of  
15 occupancy in accordance with the requirements set forth in section 4-6-4 and submitted to the  
16 Summit County Assessor’s Office.

17           2. An accommodation unit licensee may request a bedroom count verification under title  
18 4, chapter 6 by completing an application along with a floor plan labeling the number of  
19 bedrooms.

20           3. Upon receipt of a completed application, the building division will schedule an  
21 inspection. If an inspection results in a change in the number of bedrooms as reflected in the  
22 new application, the building division will refer the application to Upper Blue Sanitation District  
23 for its inspection.

24           4. The accommodation unit licensee shall obtain the signature of the UBSD on the sign-  
25 off sheet and return the sheet to the building division.

26           5. Once all of the requirements of this section are completed, the building division will  
27 issue a certificate of completion noting the updated bedroom count and submit it to the Summit  
28 County Assessor’s office for the official record update.

29           C. Other bedroom count verification permits, when not conducted for an STR, will follow  
30 the same process as in step B.

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32                           **ARTICLE V - CHANGE OF CONTRACTOR**

33           A. A contractor change form is required for any change in contractor and the owner  
34 must submit in writing consenting to the change of contractor.

1 B. The new contractor shall submit a new permit application, a written statement of the  
2 project status.

3 C. Fees already paid in original application will be accepted for the new contractor  
4 application.

5 **ARTICLE VI – INSPECTIONS**

6 A. Required inspections vary with the scope of the proposed work in the application for  
7 permit. Inspections can be scheduled by calling 1-866-729-1966 and entering the PIN number  
8 listed in the permit, or via the CSS online portal. A list of inspections that the Town of  
9 Breckenridge performs is set forth in **Exhibit C**.

10 B. Inspections must be scheduled prior to 11pm the night before in order to go on the  
11 schedule the following business day.

12 C. Fee for Re-inspection.

13 A reinspection fee will be assessed per the fee schedule in section 8-1-4 of the town code.

14 D. Town of Breckenridge inspectors have the discretion to request proof of a Colorado  
15 state issued license for electrical or plumbing contractors performing work on site.

16 E. Electrical/Plumbing contractors are not required to be present for all inspections  
17 except if requested by an inspector.

18 F. The building division has the discretion to verify electrical or plumbing contractors  
19 compliance with licensee-to-apprentice ratio, as required by law.

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21 **ARTICLE VI- UNPERMITTED WORK OR UNSAFE CONDITIONS**

22 A. If work without a permit, work outside the permitted scope of an existing permit, or an  
23 unsafe condition is discovered or reported to the building division, the following steps shall be  
24 taken:

25 1. A stop work order will be given to the owner of the property, or to the owner's  
26 authorized agent, or to the contractor or agent at the site of the unpermitted work. It will also be  
27 posted on site and may not be removed until a permit is issued or site is deemed safe. Stop  
28 work order shall state the condition under which work will be permitted to resume.

29 2. Contractor, owner or agent shall have 3 business days to submit an application for a  
30 permit.

31 B. Any work commencing before issuance of a building, plumbing, mechanical,  
32 electrical, or permit change is subject to three times the calculated permit fee, per the fee  
33 schedule in section 8-1-4 of the town code.

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**ARTICLE VII-COMPLIANCE AND ENFORCEMENT**

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2 Any violation of the municipal code, any adopted codes, these building division regulations, or a  
3 stop work order may result in penalties being imposed in accordance with title 1, chapter 4 and  
4 any other relief available.

## **Exhibit A: Submittal Requirements**

### **New Construction – Residential**

All new construction must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Completed Sustainable Building Checklist
- Soils report

### **New Construction – Commercial or mixed use**

All new construction must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Completed Sustainable Building Checklist (if mixed use; not required if commercial)
- Soils report

### **Additions – Residential**

All additions must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Soils report (if foundation work)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated

### **Remodels – Residential**

- Completed building permit application
- Development permit (if any exterior work or windows/doors)
- Plans (see Plan Requirements)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- If replacing flooring, flooring specs that include the sound transmission class rating required (for multi-family buildings only)
- If replacing windows or doors, specs required

### **Additions – Commercial or mixed use**

All additions must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Soils report (if foundation work)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated

#### Remodels – Commercial/Mixed Use

- Completed building permit application
- Development permit (if any exterior work or windows/doors)
- Plans (see Plan Requirements)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- If replacing flooring, flooring specifications required
- If replacing windows or doors, specifications required

#### Reroofs (residential & commercial/mixed use)

- Completed building permit application
- Completed Class D Minor development permit application
- Specifications on the roofing material showing a class A fire rating and wind rating
- Printed sample of roofing material color (2 sets in color if in-person submittal)

#### Hot Tubs (new hot tubs AND replacements of existing hot tubs)

- Completed building permit application
- Completed Class D Minor development permit application
- Site plan
- If placement is on a deck 12” or more from the ground, and engineer stamped letter is required stating the deck can bear the weight of the hot tub.
- A separate electrical permit is required

Solar Permits (new construction residential & commercial/mixed use and existing applications)  
Solar scopes of work must be applied for on their own application, separately from any other scopes of work.

- Completed building permit application
- Approved development permit
- Site plan
- Elevation of the location of the installation.
- If a Photovoltaic System - the Photovoltaic System Electrical Diagram stamped by a Colorado Licensed Electrical Engineer.
- If a Photovoltaic System – Separate Electrical Permit Required.
- If a Solar Hot Water System - Piping Schematic stamped by a Colorado Licensed Plumbing or Mechanical Engineer.
- If a Solar Hot Water System – Separate Mechanical Permit Required.

Window/door replacements and decks: See remodels.



**Exhibit B: Internal Departments and External Agency Reviews**

	New Construction			Remodel/Addition			Hot Tubs		Solar	
	Residential: Single Family or Individual Condo	Residential: Multi-Family	Commercial	Residential: Single Family or Individual Condo	Residential: Multi-Family	Commercial	Residential: Single Family or Individual Condo	Residential: Multi-Family	Commercial	All Residential and Commercial
<b>Finance Department</b>	Yes	Yes	Yes	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K
<b>Town Clerk</b>	No	No	Yes, if project will have a liquor or marijuana license	No	No	Yes, if project will have a liquor or marijuana license	No	No	No	No
<b>Environmental Health</b>	No	No	Yes, if any food or liquor is served; pool/spa; child care or school	No	No	Yes, if any food or liquor is served; pool/spa; child care or school	No	Yes, if common area or shared	Yes	No
<b>Upper Blue Sanitation District</b>	Yes	Yes	Yes	Yes, if changing count of beds/baths; ADU; or change of use	Yes, if changing count of beds/baths; ADU; or change of use	Yes, if changing count of beds/baths; major plumbing work; or change of use	No	No	No	No
<b>Red White &amp; Blue Fire District</b>	Yes	Yes	Yes	Yes if SFR sq. ft. is over 6,000; yes for condos	Yes (No for windows/doors and roofs)	Yes (No for windows/doors and roofs)	No	Yes	Yes	No
<b>Water Department</b>	Yes	Yes	Yes	Yes, if adding sinks/toilets/showers, foundation work or scrape, change of use, Fire sprinkler sys., Landscape irrigation, addition is separate building, or ADU	Yes, if adding sinks/toilets/showers, foundation work or scrape, change of use, Fire sprinkler sys., Landscape irrigation, addition is separate building, or ADU	Yes, if adding sinks/toilets/showers, foundation work or scrape, change of use, Fire sprinkler sys., Landscape irrigation, addition is separate building	No (Yes, if plumbed directly to water line)	No (Yes, if plumbed directly to water line)	No (Yes, if plumbed directly to water line)	No
<b>Streets Department</b>	Yes	Yes	Yes	Yes, if addition	Yes, if addition	Yes, if addition	No	No	No	No
<b>Engineering Department</b>	Yes	Yes	Yes	Yes, if exterior work (No for windows or roofs)	Yes, if exterior work (No for windows or roofs)	Yes, if exterior work (No for windows or roofs)	No	No (unless ROW permit is needed)	No (unless ROW permit is needed)	No
<b>Planning Department</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Building Department</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

### Exhibit C: Inspections Performed

Temporary Power
Bedroom Count Verification
Layout & Footing <sup>1</sup>
Foundation Wall <sup>2</sup>
French Drain Waterproof Insulation
Concrete Slab
Permanent Meter Release
Underground Electrical
Underground Plumbing
Under slab or Floor Mechanical
Underlayment & Flashing <sup>5</sup>
Rough Electrical
Above Grid
Rough Plumbing
Gas Piping – Pressure Test
Rough Mechanical
Framing <sup>3</sup>
Insulation
Drywall
FP/Boiler/Furnace Chase/Drywall
Gas Piping – Appliance Set – Meter Release
Exterior Gyp
Final Electrical <sup>4</sup>
Final Plumbing <sup>4</sup>
Final Mechanical <sup>4</sup>
Final Building <sup>4, 5</sup> (Prior to Final Building all technical permit final inspections must be approved.)

<sup>1</sup>Soils Report required prior to Layout and Footing inspection. Frost Report required same day and prior to inspection from November 1 to May 1, or if freezing temperatures occur prior to November 1 or after May 1, per Town of Breckenridge Ordinance.

<sup>2</sup>ILC with elevations showing top of wall to be submitted and approved prior to Foundation Wall Inspection

<sup>3</sup>ILC Showing ridge elevation to be submitted and approved prior to Framing Inspection

<sup>4</sup>Sign Off Sheet for Certificate of Completion (“green” sheet) with all applicable signatures complete is required prior to final inspections

<sup>5</sup>A ladder or other means of access may be required for inspections. It is the responsibility of the Contractor to communicate with the building inspector prior to the inspection for the means of access. Due to site conditions, weather and safety protocols, this requirement will be determined on case-by-case basis.