



**TOWN OF VAIL**

**Community Development  
Department**

# **Residential and Commercial Development Guide**

Community Development Department  
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Vail, Colorado 81657  
[www.vailgov.com](http://www.vailgov.com)

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## Contact Information

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## ***Introduction***

The Residential and Commercial Development Guide has been developed to provide general information and to assist in navigating the development review process. The guide includes information on the submittal and review processes, permits, fees, forms, inspections, and guidelines for drawings and includes a glossary that defines common terms utilized in the development review process. There is a wealth of information within the pages of this guide, however, if you have any questions or simply cannot find the information you are looking for, you are always encouraged to call the Community Development Department at (970) 479-2139.

Many development activities require approval from the Planning and Environmental Commission (PEC) and/or the Design Review Board (DRB) prior to submitting an application for a building permit. For projects requiring PEC or DRB review, building permit applications and submittals are only accepted following formal staff, board, or commission approval.



## ***Planning and Environmental Commission (PEC)***

Projects may require approval from the PEC. This approval is required prior to applying for Design Review Board approval and/or a building permit. Projects that may require approval include, but are not limited to:

- Projects within a Special Development District (SDD)
- Projects requiring a variance from development standards
- Modifications to buildings within Vail Village and Lionshead core areas that increase floor area
- Exterior Modifications to buildings within Vail Village and Lionshead core areas
- Zoning map amendments (Rezoning)
- Text amendments to the Vail Town Code
- Subdivisions
- Conditional uses

## ***Design Review Board (DRB)***

DRB approval is required when making any changes to the exterior of a building, site or landscaping, and when adding floor area to a building. Typical projects requiring DRB approval include, but are not limited to:

- New structures
- Additions
- Decks – new, repair, replacement, enlargement, painting/staining
- Roofing – repair or replacement
- Exterior painting – regardless if there is a change in color (including ‘touch-up’ painting)
- Stucco/siding – new, repair or replacement
- Windows – new, repair or replacement
- Exterior lighting
- Exterior venting
- Driveways – repair, replacement or changes to existing
- Fences
- Landscape modifications – tree removal or planting, walkways, retaining walls, etc.
- Exterior signage

Applicants may access the Vail Town Code on-line to review more information regarding PEC and DRB applications, requirements, meeting dates and submittal deadlines.

**Pre-application meetings with a planner are encouraged to identify potential code issues and to understand the timeline for review and approval.**



## Adopted Building Codes

The Town of Vail has adopted regulations to ensure that all structures located within the Town of Vail are constructed to a minimum level of safety and durability. These regulations are as follows:

- 2018 International Building Code
  - 2018 International Residential Code
  - 2018 International Fire Code
  - 2018 International Existing Building Code
  - 2018 International Plumbing Code
  - 2018 International Mechanical Code
  - 2018 International Fuel Gas Code
  - 2018 International Energy Conservation Code
  - 2017 National Electrical Code
- All as amended within Ordinance No. 17, Series of 2018

## Vail Structural Design Criteria

Climate Zone	Ground Snow Load	Speed (mph)	Topographic Effects	Seismic Design Category	Weathering	Frost Line	Termite	Winter Design Temp	Ice Barrier Underlayment Required	Air Freezing Index
6B	145	115	B	B	Severe	48	None to Slight	-5	Yes	2500

Roof snow load design: Under 4:12 pitch – 100 lbs/psf  
4:12 pitch and above – 80 lbs/psf

Deck/patio snow load design: 100 lbs/psf



## ***Building Permit Required***

To ensure that buildings and structures are built in compliance with the Vail Town Code, building permits and subsequent compliance inspections are required for all construction work. Listed below are examples of projects that require permits. **This list is not all-inclusive.** Please call the Community Development Department to determine if a permit is required for a specific construction activity.

Additions*	Mechanical systems
Basement finishes	New buildings/structures*
Carports*	Patios and porches*
Decks*	Plumbing systems
Demolition	Prefabricated structures*
Electrical systems	Renovations and remodels
Fireplaces	Retaining walls*
Furnaces	Roofing*
Garages*	Sheds*
Gazebos*	Suspended ceilings
HVAC systems	Swimming pools*
Hot tubs/spas*	Temporary structures*
Interior remodels	Water heaters
Major/minor repairs	Windows*

*\*Requires Design Review Board Approval*

## ***Building Permit Not Required***

Listed below are examples of projects, construction types and/or systems that DO NOT require a permit. Again, this list is not all-inclusive. Please call the Community Development Department to determine if a permit is required for a specific construction activity.

- Regular building maintenance not affecting the structure
- Interior wall coverings (paint, wallpaper, etc.)
- Cabinet replacement (utilizing existing layout)
- Installation/replacement of flooring materials
- Replacement of plumbing or electrical fixtures (utilizing existing locations)
- Hanging signage (unless structural or electrical work required)\*
- Decks, patios, sidewalks and driveways less than 30 inches above grade and not over any basement or storage and which are not part of a means of egress or accessible route\*

*\*Requires Design Review Board Approval*

## ***Emergency Repairs or Replacements***

Emergency equipment repairs or replacement may be completed prior to obtaining a building permit. Examples: a boiler failure that occurred over the weekend during the winter, an emergency gas leak, a sewer line collapse, etc.

**In the case of an emergency repair or replacement, the Building Official shall be notified within 24 hours and a building permit application is required to be submitted the next available business day.**

Emergency repairs or replacements are required to comply with the applicable Vail Town Code and all work must be performed by a contractor registered with the Town of Vail.

## ***Projects Available for Expedited Permits***

The expedited permit review system allows for simultaneous review by the Planning and Building staff to verify compliance with the Vail Town Code. These permits are designed to be processed and receive return comments or approval within 48 hours. Here is the list of items eligible for an expedited permit:

Single-family and Duplex units:

- Water heater replacement
- Window/door replacement (only if same dimensions are utilized)
- Re-roof

Multi-family buildings:

- Window/door replacement (only if same dimensions are utilized)

There are no expedited permits available for other commercial applications.





## Customer Service Standards

The Community Development Department strives to provide the highest possible customer service standards within the industry. Here are the Development Application Review Timelines, based upon the receipt of COMPLETE application submittals (all estimated review days are based on calendar days):

### Staff or DRB Action

	<b>Estimated Review Timeframe</b>
Addition	14 days (staff), 35 days (DRB)
Color Change	7 days (staff), 21 days (DRB)
Conceptual Review	14 days (DRB)
New single-family or duplex	35 days (DRB)
New multi-family	35 days (DRB)
Exterior alteration, single-family or duplex	14 days (staff), 35 days (DRB)
Exterior alteration, multi-family or commercial	14 days (staff), 35 days (DRB)
Duplex separation request	14 days (DRB)
Interior conversion	7 days (staff), 21 days (DRB)
Sign applications	7 days (staff), 21 days (DRB)

### Staff or PEC Action

	<b>Estimated Review Timeframe</b>
Conditional use permit	35 days (PEC)
Duplex plat	14 days (staff)
Major or minor subdivision	35 days (PEC)
Special Development District (new or amendment)	35 days (PEC)
Variance	35 days (PEC)
Zoning application	35 days (PEC)

### Building and Fire Permit Review

	<b>Estimated Review Timeframe</b>
Expedited permits	48 hours
Construction Permits	14 days
Major Projects – New Commercial, Multi Family, etc.	35 days

Pre-application and pre-construction meetings are encouraged for major projects, new commercial projects, and multi-family or mixed-use developments. Please contact the Community Development Department to schedule either of these meetings at least 30 days prior to application submittal.

## **Permit Applications**

All Town of Vail permit applications are handled electronically through the Town of Vail Customer Portal. To apply for a permit, you must first register here: <http://vail.onlinegovt.com>  
The following list includes the most common permits available for application:

### **Construction-Single Family & Construction Duplex Permit Application**

This application is required to construct, add, replace, restore, alter, renovate, demolish or repair new and existing residential structures. All subcontracting work – with the exception of electrical, fire alarm and fire sprinkler – is allowed under this permit application upon issuance of the permit. Separate, individual permits are required for those exceptions. (Note: DRB approval may be required before a building permit application is submitted.)

### **Construction Multi-family, Construction Commercial & Construction Mixed-Use Permit Application**

This application is required to construct, add, replace, restore, alter, renovate, demolish or repair new and existing multi-family residences and commercial structures. All subcontracting work – with the exception of electrical, fire alarm and fire sprinkler – is allowed under this permit application upon issuance of the permit. Separate, individual permits are required for those exceptions. (Note: DRB or PEC approval may be required before a building permit application is submitted.)

### **Plumbing and/or Mechanical Permit**

A stand alone permit for plumbing or mechanical work being performed without any other trade involvement (i.e.: boiler replacement, water heater replacement, water line install/replacement, refrigeration unit install, gas line repair, etc.). Customers will utilize Construction permits listed above.

### **Electrical Permit**

All electrical work requires a stand-alone permit and must be performed by a State licensed electrician. An application for an electrical permit can only be submitted by a registered and licensed electrical company/electrician.

Per C.R.S. 12-13-106, the Town of Vail will verify registration and licensing of all electricians (including apprentices) in the field during inspections. If the Town finds the electrician(s) on the job-site are in violation of local and/or state regulations, the inspection shall be terminated and a STOP WORK ORDER may be issued. Work may resume upon receipt of proof of compliance by the Building Official.

### **Fire Alarm Permit**

A stand alone permit for any and all construction, alteration, addition, repair or demolition of new or existing fire alarm systems.

### **Fire Sprinkler Permit**

A stand alone permit for any and all construction, alteration, addition, repair or demolition of new or existing fire sprinkler systems.

## Application Submittal

A complete application is essential to avoid delays in the review process and the submittal requirements are different for each application type. The details of submittal requirements are available on-line and should be studied prior to application. This will ensure you are providing the necessary information for review.

All DRB, PEC, Building, Public Works and Fire applications shall be electronic through the on-line portal, however customers are offered two options for providing submittal materials (plans, photos, documentation, etc.) – electronic and paper. All submittal requirements shall be met with either method of submission. “Too much” information is never a problem. If you believe it is something the plans examiner may need to know, include it in the submittal package.

All requirements for submittals can be found here:

<https://www.vailgov.com/departments/community-development/building-safety-inspection-services/building-permits-downloads>


## Application/Permit Approval

When staff has verified that the proposed construction activity complies with the Vail Town Code, the permit will be approved and the applicant will receive an email indicating it is ready to be issued. At this time, all permit fees are due.

Construction of any type may only begin upon issuance of a permit. If construction activity occurs without a permit in place, a STOP WORK ORDER will be issued. In this case, work cannot begin again until a permit is issued and the permit fees will double.

A copy of the permit and approved drawings must be kept on the construction site and be displayed in a conspicuous location.







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**TOWN OF VAIL**

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**Use 24/7 Citizen Portal to:**

-  **Apply for a Permit.**  
Apply here for all Building, Electrical, Mechanical, Plumbing, Solar, Fire Alarm, Fire Suppression, and Fire Tent Permits.
-  **Apply for a Public Works Permit**  
Apply here for all Public Right of Way, Floodplain Use, and Dewatering Permits.
-  **Apply for a Planning Application**  
Apply here for all Design Review Board (DRB), Planning & Environmental Commission (PEC), Administrative Actions and EHU Exchange requests.
-  **Got an Issue?**  
Let us know if you have any Building Permit or Contractor questions and concerns. Have questions regarding Public Health (food) or General Environmental concerns.
-  **Apply for a Contractor Registration**  
Apply here for a new contractor registration.
-  **Apply for Renewal Contractor Registration**  
Apply here for a Renewal registration.

## ***Inspections***

Inspections are required to be performed throughout construction to determine compliance with the Vail Town Code. The inspector(s) will also confirm that the activity taking place matches the approved set of drawings that coincide with the permit. Any changes to approved drawings require a permit revision application and may also require a change to the DRB approval. Information on the permit revision application can be found on the customer portal here: <http://vail.onlinegovt.com>.

Obtaining the required inspections for the project is the sole responsibility of the permit applicant. It is assumed that all registered contractors with the Town of Vail are professionals and experts within their field. Therefore, all work to be inspected shall remain uncovered and exposed until approved.

Inspections can be requested in four ways:

- In person at the Community Development office
- Online [Request Form](#)
- Via email to [inspections@vailgov.com](mailto:inspections@vailgov.com)
- Via request through the customer portal here: <http://vail.onlinegovt.com>

### **All inspection requests must include the following information:**

- Associated permit number
- Type of inspection requested
- Contact information for on-site individual (name and phone)
- Date the inspection is to be performed
- Any additional information pertinent to the inspection or directions for the inspector

Inspection requests received prior to 4:00 P.M. (regular business days) will occur the following business day. An inspection confirmation email will be sent to the applicant as soon as the inspection is scheduled. The inspector will notify the applicant via email at least 30 minutes prior to arrival.

All inspections are performed Monday thru Friday between the hours of 8:00am and 4:00pm.

## ***Closing the Permit***

Upon completion of all required inspections and approval from involved Town departments, a Certificate of Occupancy (CO) or Certificate of Completion (CC) will be issued. This certificate is required prior to occupancy of the building or area of activity.

At the discretion of the Building Official, certain projects may obtain a Temporary Certificate of Occupancy (TCO). The Town of Vail acknowledges that some features of a project may not be completed even though the building is safe for occupancy. Based on impact of work not completed and 100% completion of all fire and life safety issues, occupancy may be granted for a specific time period. For questions regarding the TCO, please contact the Building Official.

## **Fee Schedule(s)**

Building, construction and development related fees apply to most projects. For the most current list of fees, please visit the Town of Vail website here: <https://www.vailgov.com/departments/community-development/building-safety-inspection-services/building-permits>

- **Building Permit Fee**
  - The building permit fee is based on the total valuation of the construction project, including labor and materials, and is paid in full at the time of permit issuance.
- **Plan Review Fee**
  - The plan review fee is calculated at 65% of the Building Permit Fee. This fee is due at the time of application submittal and covers the cost of code compliance review.
- **Construction Use Tax**
  - The 4% Construction Use Tax approved by voters in 2007 is a tax levied on 50% of the project valuation, less the first \$10,000 which is exempt from this tax.
  - Example: \$250,000 - \$10,000 = \$240,000 x 50% = \$120,000 x 4% = \$4,800. This tax is due at the time of permit issuance.
- **Electrical Permit Fee**
  - The Electrical Permit Fee is established by the State of Colorado and may be reviewed and adjusted annually. Residential fees are based on the size of the enclosed living area and other fees are calculated from the project valuation, including labor and materials. This fee is due at the time of permit issuance and includes a maximum of two (2) inspections – rough and final. If additional or re-inspections are required, fees will be added accordingly.
- **Plumbing and Mechanical Permit Fees**
  - Both plumbing and mechanical fees are based on the total valuation of the work being performed, including labor and materials. These fees are to be paid at the time of permit issuance.
- **Fire Alarm & Fire Sprinkler Permit Fees**
  - Both Alarm and Sprinkler fees are based on the total valuation of the work being performed, including labor and materials. These fees are required to be paid in full at application submittal.
- **Transportation Impact Fee**
  - In July of 2017, the Town of Vail adopted Ordinance No. 29, Series of 2017, an amendment to Title 12 of the Vail Town Code to add a new Chapter 26, Transportation Impact Fee – effective January 1, 2018. The new fee applies to new developments creating any net new residential dwelling units or any net new commercial floor area. The fee does not apply to any remodel or renovation of residential space where no new units are added or to commercial renovations that do not increase square footage or change use.
  - This fee will be paid for by the owner or applicant at the time of permit issuance.
  - Revenues from the fee will be utilized for by the Town for new transportation related infrastructure projects that are necessary due to increased traffic from the incremental new development.
  - For more information regarding this new fee, contact Tom Kassmel, Town Engineer, at [tkassmel@vailgov.com](mailto:tkassmel@vailgov.com).
- **Recreational Amenities Tax**
  - The Recreational Amenities Tax shall be levied by the Town for the construction or enlargement of each building or structure for which a permit is required. This tax is levied one time only and is not an annual tax.



- Rate of assessment: Each zoning district within the town carries a separate rate as defined on a rate schedule on file with the Community Development Department. This tax will be assessed after filing of an application, is based on square footage, and is due at the time of permit issuance.
- **Commercial Linkage (Employee Housing Fee-in-Lieu)**
  - Each commercial development or redevelopment is required to mitigate its impact on employee housing by providing Employee Housing Units (EHU's) for 20% of the employees generated by the development, pursuant to table 23-1 of Title 12, Chapter 23 of the Vail Town Code or the Nexus study. Mitigation fees are assessed and paid for at the time of permit issuance.
- **Parking Pay-in-Lieu**
  - For projects located within the Town of Vail's "parking pay-in-lieu" zones (identified on the Town's official parking maps), property owners or applicants shall be required to contribute to the town parking fund.
  - At such time as any property owner or applicant proposes to develop or redevelop a parcel of property within an exempt area which would require parking and/or loading areas, the owner or applicant shall pay the town's parking fee.
  - The owner or applicant has the option of paying the total parking fee at the time of permit issuance or paying the fee over a five (5) year period. If the latter course is taken, the first payment is due at permit issuance. Four (4) additional, annual payments will be due on the anniversary of the permit issuance. Interest of 10% per annum shall accrue on the unpaid balance.
- **Will Call Fee**
  - The Will Call Fee is a \$5 administrative fee attached to all building, plumbing, mechanical and electrical permits to cover minor administrative costs. This fee is due at the time of permit issuance.
- **Other Permit Fees**
  - Plan/Drawing Revision Review: \$75.00/hr., minimum 2 hours
  - Re-inspection and other inspection related: \$105.00/hr.
- **Contractor Registration Fee**
  - Any person engaged in any construction activity that requires a permit shall be registered as a Contractor with the Town of Vail – including homeowners. Registration can be performed here: <http://vail.onlinegovt.com>.
  - Flat fee - \$200.00/3 year term

## ***Other Information***

### **Parcel/Ownership Information**

All applications submitted through the customer portal require the property parcel number as well as accurate ownership information as provided by Eagle County. This can be found on the Eagle County web page or by calling (970) 328-8640. You may also access parcel information by visiting <http://maps.vailgov.com>.

### **Hiring a Contractor**

Any person engaged in any construction activity that requires a permit shall be registered as a Contractor with the Town of Vail. If you are interviewing contractors or reviewing bids for work, you can verify their registration with the Town by calling the Community Development Department.

### **Owner/Builder**

An owner or occupant of a dwelling unit may act as a contractor for that property after registering with the Town as a contractor. The “owner/builder” may apply for permits when work is limited to minor renovations, repair, and maintenance, provided such work does not alter or affect the structural integrity of the building. The “owner/builder” has the same responsibilities as professional contractors and is required to follow the same laws and regulations adopted by the Town.

### **Asbestos/Hazardous Materials**

Asbestos and/or lead-based paint may be present in all buildings. The State of Colorado requires asbestos testing for any and all renovations or alterations of an existing building. This includes interior and exterior walls, ceilings, flooring, etc. A permit from the Town of Vail will not be issued until this testing and possible abatement is performed. Visit the State’s website regarding asbestos abatement or call (303) 692-3150 for additional information.

### **Publicly Owned Stream-tract**

Many properties located within the Town of Vail are adjacent to the town owned stream-tract (for example, portions of Gore Creek). Protecting publicly owned riparian areas is considered a high priority and improvements within these areas are not allowed. These properties are subject to an annual inspection and verification that no improvements have been made on town-owned property. Improvements include, but are not limited to: mowing activity, landscaping, benches, recreation access and any other construction. Properties that fall into this category can be viewed on <http://maps.vailgov.com>.

### **Structures in a Floodplain**

There are many streams and creeks throughout the Town of Vail. The Federal Emergency Management Agency (FEMA) has established areas of special flood hazard. Any construction activity within these areas requires a Flood Plain Development Permit. Please contact the Public Works Department at (970) 479-2235 for additional information.

## Glossary

**ADA:** Americans with Disabilities Act. This is the Federal requirements for all public buildings.

**Attached:** A structure, such as a garage, porch, covered deck or patio that is attached to a principal unit. Two dwelling units in one building (Duplex) are attached dwelling units.

**Building & Fire Code Appeals Board:** An appeal board consisting of seven private Town of Vail citizens appointed by the Town Council who, via a quasi-judicial process, hear cases involving issues around building permits and construction.

**Building Code:** The adopted editions of the *International Residential Code* and the *International Building Code*, as published by the International Code Council, including local amendments. This code provides the minimum building standard for the construction and use of buildings.

**Code Analysis:** The review of a proposed structure using the adopted code and criteria to determine compliance.

**Contractor:** A person or company registered with the Town of Vail to perform construction related activities.

**Detached:** A structure that is not physically attached to the main structure and is separated by 6 feet or greater, measured wall to wall.

**Duplex:** A two-family dwelling unit used, intended, or designed to be built, used, rented, leased, let or hired out to be occupied, or that are occupied for living purposes. Can be attached or detached.

**Easement:** A portion of land legally dedicated for use by another person or agency. Examples of easements include water, sewer, franchise utility, drainage, emergency access or pedestrian access.

**Eave:** A portion of the roof which projects beyond the exterior of the wall structure.

**Egress:** A means of exiting a building, via a window or a door.

**Electrical Code:** The adopted edition of the *National Electrical Code*, as published by the National Fire Protection Association, and local amendments. This code regulates a minimum electrical standard for the construction and use of buildings.

**Elevation:** The side, front or rear view of a structure.

**Energy Code:** The adopted edition of the *International Energy Conservation Code*, as published by the International Code Council, and local amendments. This code provides the minimum energy conservation standards for construction and use of buildings.

**Fire Code:** The adopted edition of the *International Fire Code*, as published by the International Code Council, and local amendments. This code provides the minimum fire standard for the use of buildings.

**Floodplain Development Permit:** The approval for building a structure in the floodplain after assuring the structure meets the floodplain development standards.

**Floor Plan:** A drawing, to scale, showing exterior dimensions, the use and dimension of each room, and the location and size of the doors and windows.

**Footing:** The substructure or bottom unit of a supporting foundation or column.

**Foundation:** A wall below grade level to support a structure.

**GRFA:** Gross Residential Floor Area.

**Habitable Space:** A space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

**Improvement Location Certificate (ILC):** A type of survey of the property showing size of the lot, the location of all improvements and their distance from each other and the property lines. This document, drawn and stamped by a Colorado licensed surveyor, is required upon completion of the foundation and again upon completion of structural framing.

**Legal Description:** The public land survey description of real property. Typically, it is described as lot, block and subdivision or a metes and bounds description.

**Living Space:** Space within a dwelling unit utilized for living, sleeping, eating, cooking, bathing, washing and sanitation purposes.

**Mechanical Code:** The adopted edition of the *International Mechanical Code*, as published by the International Code Council, and local amendments. This code regulates a minimum mechanical standard for the construction and use of buildings.

**Original Seal and Signature of a Licensed Engineer or Architect:** The original seal of the professional engineer or architect's stamp showing the state in which they are licensed and their license number. The original signature is placed over the seal.

**Plumbing Code:** The adopted edition of the *International Plumbing Code*, as published by the International Code Council, and local amendments. This code regulates a minimum plumbing standard for the construction and use of buildings.

**Registered Design Professional:** An individual who is licensed or registered to practice their respective design profession as defined by the statutory requirements of the professional registration laws of the State of Colorado (i.e.: Architect, Structural Engineer, Surveyor, Electrical Engineer, etc.).

**Scale of Measurement:** The measurement used to dimension drawings, typically one inch equals four feet (i.e., 1/4"), one inch equals ten feet (1"= 10'), etc.

**Section:** A drawing to scale showing a wall section from foundation to roof, listing materials used.

**Setback:** The required distance a structure must be from side, front and rear property lines.

**Site Plan:** A drawing, to scale, showing the distance of the structure from all lot lines, the size and location of the principal and accessory structures, easements, parking, trees, and other major vegetation topography, and all other improvements on the land.

**Soils Report:** A report and analysis of soils, completed by a licensed Colorado professional engineer, stating existing soils conditions and recommendations for foundation design.

**Special Inspection:** Inspection of construction requiring the expertise of an approved special inspector in order to ensure compliance with the code and approved construction drawings.

**Subdivision:** The process of dividing a parcel of land into smaller parcels consisting of lots and blocks.

**Survey:** A plan, drawn by a licensed surveyor, showing to scale the exact location and lengths of all property lines and easements in relationship to improvements on the property.

**Title Block:** The identification on the drawings showing the name of the architect, the address of the project, a description of the project and the date the plans were drawn.

**Wind Load Bracing:** The framing on a structure designed and built to withstand a specific wind load caused by high winds.

## ***Additional Contact Information***

<b>Topic</b>	<b>Agency</b>	<b>Phone Number</b>
Address inquiries	GIS/Sean Koenig	(970) 477-3504
Asbestos information	State of Colorado, CDPHE	(303) 692-3150
Building height information	Planning Department	(970) 479-2139
Building permits	Building Department	(970) 479-2139
Building setback information	Planning Department	(970) 479-2139
Building violations	Code Enforcement	(970) 477-3417
Cable television	Comcast/Xfinity	(970) 468-2669
Construction hours	Public Works Department	(970) 479-2198
Construction staging	Public Works Department	(970) 479-2198
Electric company	Holy Cross Electric	(970) 947-5435
Elevators	NWCCOG	(970) 468-0295
Fire system requirements	Vail Fire & Emergency Services	(970) 479-2252
Gas company	Xcel High Pressure Gas	(970) 262-4706
Health Department	Eagle County Public Health	(970) 328-8840
Parcel number information	Eagle County Assessor <a href="http://www.eaglecounty.us/assessor">www.eaglecounty.us/assessor</a>	(970) 328-8640
Parking information	Police Department	(970) 479-2200
Parking passes	Parking Department	(970) 477-3461
Right-of-way permits	Public Works Department	(970) 479-2198
Telephone company	CenturyLink	(970) 468-6860
Water and Sanitation	Eagle River Water & Sanitation	(970) 476-7480
Zoning information	Planning Department	(970) 479-2139



## ***Frequently Asked Questions***

### **Who should I call with Building Code questions?**

Any member of the Building Team within the Community Development Department can help you with code related questions.

### **When can I submit an application to the Community Development Department?**

Complete application submittals are accepted 24/7 electronically or in person Monday through Friday 8am to 5pm.

### **When I submit an application, do I need “stamped” drawings?**

- **Single-Family/Duplex:** Stamped plans are required by State law for any structural change or other work completed by a registered design professional.
- **Multi-Family:** All new multi-family structures and additions require registered design professionals, therefore a stamp is required. On tenant improvements, non-registered designers are allowed to design work that does not affect the common mechanical, plumbing and electrical systems and areas including fire-separation walls, structural components, etc.  
**Example:** I am remodeling my existing bathroom by changing out fixtures or finishes – no stamp required. But, if I am adding a bathroom that effectively increases the load on any system (drain, waste, vent, plumbing, electrical, etc.), a registered design professional is required along with stamped plans.
- **Commercial:** All commercial projects shall bear the seal of a registered design professional.

### **When are electrical load calculations required?**

Any time a new electrical load is added to the existing electrical service, load calculations will be required for review to ensure that the service to the property can sufficiently handle the new load(s).

### **Why do I need a floor plan for my minor remodel?**

A floor plan is needed to accurately reflect the work that is being proposed. This is a code requirement and creates a recorded document of the actual work being performed.

### **How long will it take to review my complete application?**

Please refer to the Customer Service Standards page.

### **What are the potential consequences of working prior to permit issuance?**

Working without a permit will result in a Stop Work Order and double fees which add additional cost and will also delay the project.

### **How will I know if my building permit is ready for issuance?**

An email will be sent to the applicant when the permit is ready to be issued.

### **What are red lines and comments on the plans I submitted?**

Those notes refer to specific code requirements and plan revisions that are applicable to the permit. It is important to fully understand these requirements as they are essential to successful project completion. These items may address fire and life safety concerns, construction type and occupancy classification requirements. There may be notes relating to plumbing and mechanical system requirements as well. These notes must be addressed to receive final project approval.

**Do I need to post my permit on my job site?**

Yes. This is a requirement of the Vail Town Code and a requirement of the contractor's registration. Failure to post may result in a Stop Work Order and project delays and possible additional fees.

**What do I need to do to prepare for an inspection?**

The job address must be posted and the site and building must be accessible to the inspector. Drawings and permits must be visible and available for the inspector. Turn on systems requiring testing prior to the inspector's arrival. Plan changes must be approved prior to calling for inspections. Having a representative at the job or leaving a contact phone number for the inspector to call with questions is required.

**Can I proceed with work on the project following the inspection?**

An inspection report will be provided and if it has "Pass" or "Conditional" listed then proceed with the next phase of construction for the portion approved. If the inspection received a "Fail", then another inspection is required after corrections are made.

**Do I have to comply with ADA regulations when remodeling my business?**

Yes. The ADA has been in effect for over 25 years and assumes that all buildings are in compliance. This is a Federally Regulated mandate and is enforced 365 days per year. For questions regarding ADA and how to comply, visit <https://www.ada.gov>.

**I am replacing my boiler. Do I have to hire an engineer to get a permit?**

If the boiler is for a single residential unit and does not affect other users, a plumbing/mechanical contractor may design the system and draw the plans. If the boiler serves more than a single residential unit or is within a commercial occupancy, a registered design professional is required.

**I am re-roofing my house, why do I need drawings or plans?**

A plan is needed to accurately reflect the work that is being proposed. This is a code requirement and creates a recorded document of the actual work being performed.

**I own a duplex (two-family residential dwelling). Do I need approval from the other duplex owner?**

Yes. A duplex or two-family residential dwelling is part of a single Development Lot. Applications for a DRB or PEC review require a Joint Property Owner form signed by the other owner.

**Do I need HOA approval?**

Any work involving the exterior of a jointly owned building, such as a condominium or townhome, will require approval from the HOA. Approval is shown on the Joint Property Owner form or through a letter from a representative of the Homeowners Association. This includes, but is not limited to, additions, exterior remodels, changes to windows and decks.