

BUILDING PERMIT PROCESS

Email all submittals to building@crestedbutte-co.gov.

All forms can be found [HERE](#).

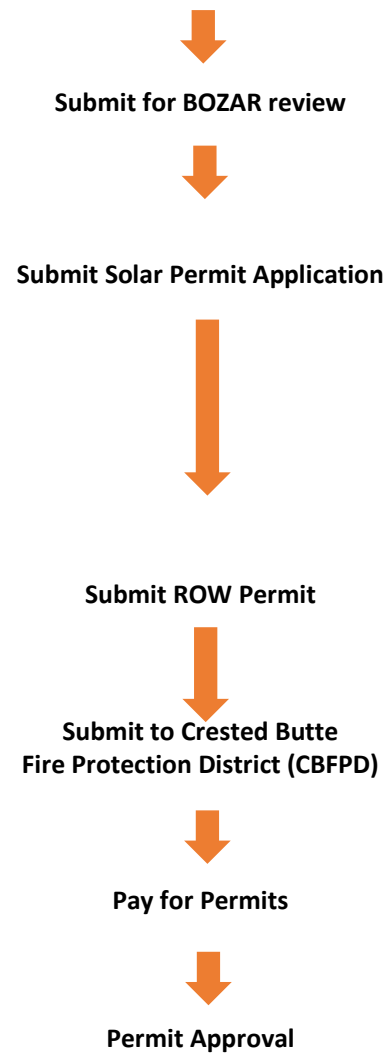
Choose the type of construction project to determine permitting path. Click on each item or keep scrolling to learn more about each step.

Architectural Exterior Changes

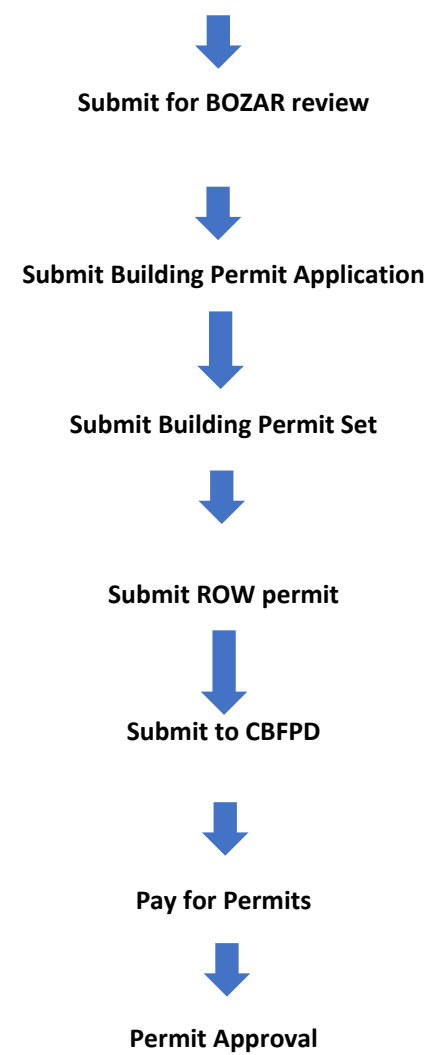
Examples: windows, doors, siding roofing, insubstantial changes



Solar PV or Thermal Collector



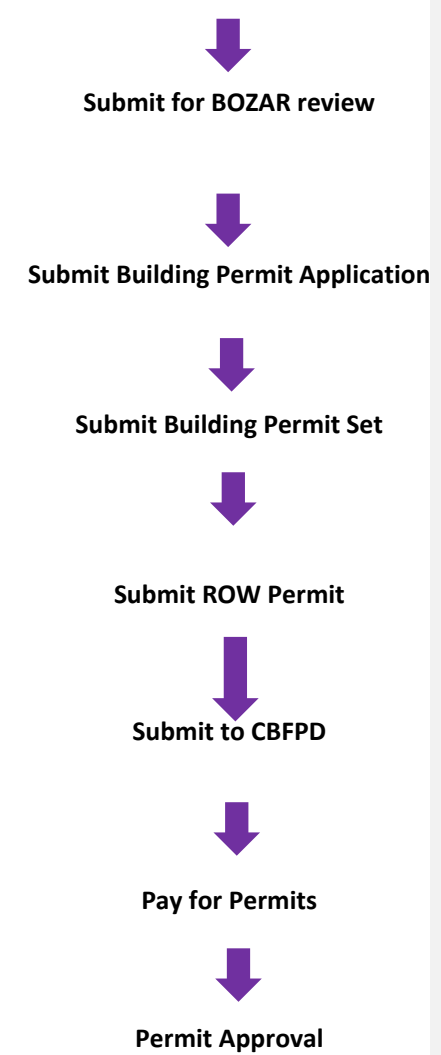
Remodels or Additions



Demolition/Relocation



New Building



Other Permit Application Information:

1. Site work such as driveways and walkways to be installed in the Town Right of Way requires a [Driveway and Walkway Application](#) to be submitted for approval.
2. Site work that includes outdoor heated areas requires an [Outdoor Usage Permit](#) and a [REMP](#) form to be submitted and approved.
3. Site work that includes tree removal requires a [Tree Cutting \(Removal\) Permit](#) to be submitted for approval. A check for \$25 paid to the Town of Crested Butte shall be submitted with the application.
4. A [Plumbing and Mechanical Permit Application](#) shall be submitted for plumbing and mechanical work such as replacement of existing or HWH. This permit application is used for but not limited to gas fireplaces and Heat Recovery Ventilation systems and kitchen hoods.
5. A [Solid Fuel Burning Device Application](#) shall be submitted for approval of new fireplaces and stoves. A check for \$100 paid to the Town of Crested Butte shall be submitted with the application.

BOZAR Review:

Is the construction project a minor exterior remodel?

If yes, follow insubstantial BOZAR approval. Submit Development Permit Application, exterior photos of existing building elements, and materials order(s) and specifications. *(BOZAR Chair and Building Inspector will review. An email will be sent to you within 7 to 10 days after submittal).* [Click HERE the Development Permit Application.](#)

If no, follow BOZAR approval. [Click HERE to view required submittal items list.](#)

Permit Set and Building Permit Application:

The owner or [Limited Power Attorney](#) shall initial and sign the [Building Permit Application](#), along with a [Statement of Authority form](#). Once the permit review is submitted, the application will be emailed back to you with the permit costs added and the project will be put in the queue for review in the order it is received. Permit reviews can take up to two weeks for first review and up to three weeks for additional reviews. Larger projects can take 4 weeks or longer depending upon workload.

Solar Permit Application:

The [Solar Permit Application](#) will require drawings showing location of solar panels, solar specifications that include required emergency shut off and electrical code requirements., and structural engineer stamped letter stating existing roof will remain structurally sound.

ROW permit:

Submit a [ROW permit](#) if you will use the Town Right of Way such as parking strip or alley. Submit a drawing of the area to be used including dimensions. ROW permits are approved for the months of May through October only. Use of the ROW during the other months is prohibited. You do not need a ROW permit if digging for utilities only. Instead, you may obtain a [Dig Excavation Permit](#) from the Public Works Department.

CBFPD Submissions:

Submit construction/permit set to the Crested Butte Fire Protection District at www.CBFPD.org for review and approval. Once the building department receives a CBFPD approval letter and submitted documents are approved, then a building permit can be issued.

Permit Payment:

Is the project an insubstantial project?

If yes, pay total Building Permit Cost.

If no, pay for Permit Review Fee only. Drop off or mail check made out to the Town of Crested Butte. Drop off checks to the steel drop off box in Cranks Plaza outside of Town Hall. Mailing address is PO Box 39, Crested Butte, CO 81224. Include a copy of the permit application with payment.

Demolition and Relocation Permit:

Submit a [Demolition and Relocation Permit](#) for BOZAR approval at this link. If an accessory building is being relocated, submit a [building relocation permit](#).

Commented [MY1]: Link to building relocation permit document that Astrid sent.

Permit Approval:

Permit approval and issuance is based on permit set approval, Public Works Approval and CBFPD Approval by Approval Letter.

Transportation Permits require Crested Butte Marshal's Office Approval.

- Pay remaining permit fees if applicable.
- A hard copy of the stamped approved permit set shall be on site at all times for inspections.
- A building permit card will be issued if state plumbing and electrical inspectors are inspecting.