

Building Permit Application Requirements

1. Provide the building Department with a copy of the recorded conveyance deed or deeds for the property, naming all owners as filed with the Gunnison County Clerk and Recorder's Office.
2. A written Limited Power of Attorney is required when another person has the ability to legally represent any permits, approvals, conditions or other decisions under zoning code section 16-20-10. The means that if the owner(s) of record will not attend the DRC or BOZAR meetings where application approvals are sought, a limited Power of Attorney is required for an agent (designer, architect, friend or family member) who will represent all of the owner's interests and make decisions on their behalf.
3. A limited Power of Attorney form is included for convenience. Please ensure all signatures on the POA are notarized. The Building Department will accept a faxed copy of the POA for plan submittal. The originally signed document must be provided to the building Department by the first DRC meeting and prior to the publication of the plan request in the news paper.
4. All applications, including Building permit Applications, must be filled out in the name of the property owner(s) and signed by all of the owners of record or by another person with written legal authority of the owner(s). This agent will have to be named in a Limited Power of Attorney. See Municipal Code section 16-20-10. The contractor shall submit permit applications including Building Permit, Right of Way Permit (ROW), Excavation Dig Permit (A ROW permit is not needed when you apply for a dig permit), Plumbing and Mechanical Permit, Tree Removal Permit, Outdoor Energy Usage Permit, Renewable Energy Mitigation Permit (REMP) and Solar Permit Application via email to, building@crestedbutte-co.gov. These application forms can be found on the town web site <https://www.crestedbutte-co.gov/> - Main Page- Forms (left side of page) – Building Department. The Tree permit can be found on the left hand side of the Building Department page. The Excavation Dig Permit and ROW permit applications are under Public Works-Public Works Forms.
5. For building permitting, the stamped PDF permit set and a completed fillable PDF building permit application form including the owner initials and signature on the second page shall be submitted. Or submit a notarized Limited Power of Attorney form stating that you are the owner's representative, then you can initial and sign the second page of the permit. Include the valuation of the construction scope of work on the form. If the project is a remodel a line item budget is required to be submitted at this time.
6. To use the town right of way including alleys, back of curb to the lot line, streets and sidewalks a ROW permit application and insurance certificate(s) shall be submitted. The use of the town right of way is from May 1st through October 31st only. The fee is a monthly fee calculated based per 25 lineal feet of ROW. The Public Works Director approves ROW and Excavation Dig Permits.

7. The Town will email the contractor back the permit costs including the permit review fee that shall be paid for prior to conducting the permit review. The payment shall be mailed or dropped off at Town Hall main entry drop off box. Mail checks to Attn: Building Department, Town of Crested Butte, PO Box 39, Crested Butte 81224.
8. Once the contractor receives the permit set approval via stamped drawings from the Town, the contractor shall drop off the remaining permit fees payment and a copy of the signed permit application to the Town Hall main entry drop off box.
9. The town will issue permits twice a week at minimum on Wednesdays and Fridays. The Town will notify you when the permit card is ready for pick up at the main entry. The contractor may email or Call Eric or I once for an update only. Calling numerous times does not mean your permit will be issued more quickly. Also PLEASE DO NOT CALL MOLLY OR JESSIE regarding permits, they are not doing the permitting process.
10. The permit card shall be posted on site prior to starting the project. A set of the stamped approved permit set shall be on site at all times. Please keep track of the permit card so that inspectors can sign the card. All inspections will generate an inspection report that will be emailed to you.
11. The Town is continuing to use Zoom or FaceTime or Google Duo when we can to limit COVID19 exposure to everyone. Depending upon the project onsite inspections will be scheduled with the contractor. Please ask for inspections a day or two in advance of your inspection need. Onsite inspections require masks and the meeting shall be with only one contractor in the building at all times.