

Building Permit Application Requirements

1. All building permit submittals shall include a building permit application, a Limited Power of Attorney form (if necessary), property deed, and a building permit plan set. All submittals must be submitted electronically via email to building@crestedbutte-co.gov. Paper submittals will no longer be accepted.
2. 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 limited power of attorney agent with written legal authority by the owner. Please view Municipal Code section 18-13-20. The owner or agent 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), Driveway and Walkway Permit if installing a driveway or walkway in the Town Right of Way (not under a Building Permit Application), 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/index.asp?SEC=B922B5BC-54F8-43EE-94CD-D8D3898E130A&Type=B_BASIC

The Tree permit can be found on the left-hand side of the Building Department page. https://www.crestedbutte-co.gov/index.asp?SEC=D0B56E18-B7CD-481E-9550-5DA95615C060&Type=B_BASIC

The Excavation Dig Permit and ROW permit applications are under Public Works-Public Works Forms. https://www.crestedbutte-co.gov/index.asp?Type=B_BASIC&SEC={639B201E-0876-4AE2-9F4F-C9C2FB844019}&DE={C2C4DA41-E029-4537-BB95-A65E5382794E}

3. Ensure review of Chapter 18 of town code https://library.municode.com/co/crested_butte/codes/municipal_code?nodeId=CH18BURE for amendments to the adopted ICC codes and building regulations.
4. 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.
5. A written Limited Power of Attorney is required when another person has been designated to legally represent the owner for any permits, approvals, conditions, or other decisions under zoning code section 18-13-20. Please ensure all signatures on the LPOA are notarized. The Building Department will accept a faxed copy of the LPOA or a digital signed copy.

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 usage. Submit the ROW permit and insurance via email to building@crestedbutte-co.gov. Ultimately 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 steel box in Cranks Plaza. Mail checks to Attn: Building Department, Town of Crested Butte, PO Box 39, Crested Butte, CO 81224. Once the payment is received the project will be put in the queue for review.
8. Plans shall be submitted to CBFPD through CBFPD's online plan review application <https://cbfpd.org/fire-prevention-office/development-plan-review/plan-review-application/>. Building Permits will not be issued until the CBFPD has issued an approval letter.
9. Restrictive Covenants and Revocable License Agreements shall be signed and notarized and submitted with the appropriate recording fees to Jessie Earley prior to issuance of a permit.
10. 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 Town Hall.
11. The Town will notify you when the permit card is ready for pick up at the steel drop off box in Cranks Plaza outside of Town Hall. 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 JENA, NICK, OR JESSIE regarding permits, they are not doing the permitting process.
12. The permit card shall be posted on site prior to starting the project. A hard copy set of the stamped approved permit set shall be located on site at all times. Please keep track of the permit card so that inspectors can sign the card. Also please keep the permit card out of the sun. All inspections will generate an inspection report that will be emailed to you.
13. Please ask for inspections a day or two in advance of your inspection need. Onsite inspections may require masks.