

\$500.00 DEPOSIT _____	DATE PERMIT ISSUED _____	PERMIT # _____
PROJECT VALUATION _____	PARKING SPACES REQUIRED _____	COUNTY ACCOUNT # _____
PARCEL # VARIFIED _____	OCCUPANCY GROUP _____	TYPE OF CONSTRUCTION _____
LAND USE _____	PERMIT TYPE _____	



**CITY OF RIFLE**  
**RESIDENTIAL BUILDING PERMIT APPLICATION**  
 (Fill in all blank spaces. If a blank does not apply to your application, please write in N/A.)

PROPERTY ADDRESS: \_\_\_\_\_ PARCEL NO. \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ ZONE DIST. \_\_\_\_\_

**PROPERTY OWNER:** NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**APPLICANT:** NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

(OR PROPERTY REPRESENTATIVE)

CONTACT NAME: \_\_\_\_\_ CELL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL \_\_\_\_\_

**CONTRACTOR:** COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CELL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CITY LICENSE # \_\_\_\_\_ EXPIRES: \_\_\_\_\_

**PROPOSED CONSTRUCTION:** \_\_\_\_\_ **PROJECT VALUATION: \$** \_\_\_\_\_

**OWNER APPROVAL:** \_\_\_\_\_ (need letter from property owner)

LOT SQUARE FOOTAGE: \_\_\_\_\_ BUILDING HEIGHT: \_\_\_\_\_

CURRENT STRUCTURE: \_\_\_\_\_ CURRENT USE: \_\_\_\_\_

**BUILDING SQUARE FOOTAGE**

MAIN FLOOR: \_\_\_\_\_

FINISHED UPPER LEVEL: \_\_\_\_\_

UNFINISHED UPPER LEVEL: \_\_\_\_\_

BASEMENT: \_\_\_\_\_

UNFINISHED BASEMENT: \_\_\_\_\_

GARAGE \_\_\_\_\_

**TOTAL SF** \_\_\_\_\_

NUMBER OF EXISTING BEDROOMS; \_\_\_\_\_

NUMBER OF ADDED BEDROOMS \_\_\_\_\_

IRRIGATED LANDSCAPING SF \_\_\_\_\_

**NOTE:**  
 All buildings are to be built ***EXACTLY*** as outlined on the approved plans. Any changes to the approved plans must be submitted for review and approval prior to constructing.

**NOTE:**  
 Foundation Location Certificate is required at time of foundation completion and before any other construction is commenced!

OFFICE USE ONLY:

DATE RECEIVED: \_\_\_\_\_

PAYMENT RECIEPT #: \_\_\_\_\_

For more information, or further questions please call the Building Department at **970-665-6461**

**Other application material:**

Along with this application form, please submit **two (2) complete sets** of plans

**Processing Information:**

Only **COMPLETE** applications will be reviewed.

Plumbing and mechanical permits, as well as **all fees**, are paid for at the time of issuance of the Building Permit. Electrical permits are obtained from the State Electrical Board. Applications are available from the Building Department.

Once the plans are approved, the building permit may be purchased.

A Certificate of Occupancy will not be issued until the structure has passed all final inspections.

**Fees:** The City of Rifle requires a use tax of **4.25%** be paid on all construction material purchased. This tax must be paid at time of permit issuance. No Certificate of Occupancy will be issued until the use tax is paid. In addition, other fees may include water, sewer and street impact fees.

**By signing this application, the applicant acknowledges having read the entire application, including the back, and agrees by all rules, laws, and regulations pertaining to this Building Permit.**

Signature of Owner / Applicant

Date



**Minimum Plan Submittal Requirements**

**Along with the completed and signed application form, please submit two (2) complete sets of plans and specifications drawn to scale according to the following checklist.**

- Engineered foundation plan
- Stairways layout and details
  - Size and spacing of studs
- Soils report
- Heating Calcs
- Size, spacing and snow load of trusses or rafters
- Site plan showing:
  - Location and dimensions of all existing and proposed structures
  - Location, span and spacing of floor joists
  - Location and dimensions of paved surfaces
  - Subfloor
  - Location of refuse collection areas
  - Interior wall and ceiling coverings
  - Site Drainage Plan
  - Exterior wall covering and sheathing
  - Location and type of all easements
  - Exterior wall covering and sheathing
  - Distances from structure to all property lines
  - Roofing material and sheathing
  - Legal description and address
  - Insulation for ceiling, walls, rim joists and stem wall
  - Design H.O. A. Board Approval Letter if required
- Front building elevation with height labeled
- Exterior wall covering and sheathing
- Roofing material and sheathing
- Insulation for ceiling, walls, rim joists and stem wall
- Floor plan for each floor showing:
  - Crawl space and roof system ventilation
  - Location of heating system and water heater
  - Earth to wood clearances from finished grade
  - All room sizes and intended uses
  - Frost line protection
  - Location and sizes of all windows and doors
  - Pressure treated or Redwood sill plate
  - Which bedrooms will meet minimum egress requirements
  - Anchor bolt size and spacing
  - Location of all plumbing fixtures
  - Size and spans of headers and beams
  - Location of all smoke detectors
  - Type, size and location of shear bracing panels/straps
  - Location of attic and crawl space access
- Location and rating of fire protection between attached garage & house
- Floor and roof framing plan
  - Floor joist layout for size, span, and spacing
  - Location, size and spacing of floor support posts
  - Location, sizes, and spans of beams
  - Type of rim joist
  - Spacing of trusses or rafters
  - Size and location of beams or girder trusses
  - Type of truss used by location
- Stairways layout and details
  - Headroom clearance
  - Rise and run
  - Handrail specifications
  - Guard rail locations, height and picket spacing
- Water and Sewer Utilities
  - Location of water service to lot
  - Location of sewer service to lot

NOTE: All buildings are to be built **EXACTLY** according to the approved plans.  
 Any changes from an approved set of plans must be resubmitted for review.