

BUILDING PERMIT APPLICATION

City of Idaho Springs  
 1711 Miner Street  
 Idaho Springs Colorado, 80452  
 Phone: 303-567-4421 Fax: 303-567-4955  
 Inspection Line: 303-450-8748



Permit # :

Property Owner	Phone
Mailing Address	
<b>Job Address</b>	
Contractor/Contact Person	Phone
Contracter Address	License Number
Licensed Plumber	License Number
Licensed Electrician	License Number
Mechanical Contractor	License Number

**Description of Work:**

IMPORTANT-YOU MUST COMPLETE A-C USE OTHER BOXES IF NEEDED

<b>Proposed Use</b> <u>Residential</u> <input type="checkbox"/> One Family/Duplex <input type="checkbox"/> Multi Family <input type="checkbox"/> Hotel, motel, or dormitory <input type="checkbox"/> Garage <input type="checkbox"/> Carport <input type="checkbox"/> Patio <input type="checkbox"/> Basement <input type="checkbox"/> Fireplace <input type="checkbox"/> Other _____ <u>Commercial</u> <input type="checkbox"/> Shell Only <input type="checkbox"/> Tenant Finish <input type="checkbox"/> Remodel/Addition <input type="checkbox"/> New Building		<b>A Square Footage</b> Main Floor _____ Add. Floors _____ Basement _____ Covered Porch _____ Decks _____ Garage _____ Other _____ <b>Construction Type</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Other _____	<b>Occupancy</b> Classification _____ Construction Type _____ <input type="checkbox"/> Separated <input type="checkbox"/> Non-Separated <b>Heating Fuel Type</b> <input type="checkbox"/> Gas LP or NG <input type="checkbox"/> Electricity <input type="checkbox"/> Solar <input type="checkbox"/> Other
<b>Type of Improvement</b> <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Finish <input type="checkbox"/> Repair Replacement <input type="checkbox"/> Fence <input type="checkbox"/> Other	<b>B Value of Work</b> This is the value of materials and labor going into the project. \$ _____	<b>C Miscellaneous</b> Number of Stories _____ Lot Size _____ Parking Spaces _____ Enclosed ___ Outdoors ___ <b>Type of Water Supply</b> <input type="checkbox"/> Private <input type="checkbox"/> Public	<b>Demolition</b> <input type="checkbox"/> Site Plan <input type="checkbox"/> State Permit <input type="checkbox"/> Asbestos Permit <b>Type of Sewage Disposal</b> <input type="checkbox"/> Public <input type="checkbox"/> Individual (Septic Tank)
<b>Fees</b> <input type="checkbox"/> Permit Fee _____ <input type="checkbox"/> Electrical Fee _____ <input type="checkbox"/> Plan Review _____ <input type="checkbox"/> Use Tax _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Total _____	<b>Paid</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Notes:</b>   	<b>Residential Only</b> # of Bedrooms _____

The applicant, his agents and employees shall comply with all the rules, restrictions, and requirements of the Town and Building Codes governing location, construction and creation of the above proposed work for which the permit is granted. The Town or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit. Buildings MUST conform with plans as submitted to the Town. Any changes of plans or layout must be approved prior to proceeding with construction. The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the building inspector not less than one day's notice to perform such activities. In the event construction is not commenced within 180 days of issuance of this permit, then the same is automatically void. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.

Signature of Applicant	Date	Approved Town Official	Date
Approved Building Inspection	Date	Approved Zoning and Planning	Date
Approved Public Works	Date	Approved Fire District	Date



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### OVERVIEW

Zoning Permits are intended to be used to facilitate the opening of businesses in the City by verifying whether or not a use is permitted within a building or tenant lease space in accordance with the city's Zoning Ordinance in regards to occupancy and parking (Section 21-41 of the Municipal Code). A Zoning Permit is required for all businesses in Idaho Springs and will be distributed to all businesses applying for a business license and must be completed and returned to the Planning and Development Department. Zoning Permits require review and approval by Planning staff prior to any business being opened. This approval will provide confirmation that the use being proposed is compatible with the zoning of the property. **Please note that the approval of a Zoning Permit does not constitute approval from Building, Fire Department or other agency codes or requirements.** However, Planning staff will provide you with comments from other city- wide departments that might be applicable to the opening of your business in Idaho Springs. As a result, you may be required to coordinate with other departments to address any specific requirements they may have. In some cases, a pre-application meeting may be recommended.

### SUBMITTAL REQUIREMENTS

A Zoning Permit shall be submitted directly to the Planning and Development Department. You may submit application in person or via email at [adminsec@idahospringsco.com](mailto:adminsec@idahospringsco.com), and to [planner@idahospringsco.com](mailto:planner@idahospringsco.com). The following application package must be submitted to the Planning and Development Department to commence review:

- Completed **Application** (see attached).
- Completed **Questionnaire** (see attached) that describes the proposed business.

### PROCESS

- Prior to opening of your business, you will need to submit to the Planning and Development Department a fully completed Application and Questionnaire for a Zoning Permit. A Zoning Permit is required with any new business, change in business name, change in business type, ownership, or location. A Zoning Permit can be applied for concurrently with a business license or any building permits that may be required prior to opening of your business. **DISCLAIMER – The issuance of a business license does not confirm that the use of the property is permitted in accordance with the underlying zoning for the property.**
- Zoning Permits are reviewed administratively by Planning staff. Planning staff will also forward the permit for review by various city departments, including but not limited to the following: Public Works, Building, and Finance, if necessary.
- If the use being proposed is consistent with the underlying zoning of the property, the Zoning Permit will be issued by the City. If any conditions are associated with the approval, they will be noted on the permit.
- Clear Creek Fire Authority conducts separate review of permits for compliance with the fire code. Separate approval may be required from CCFA. You may contact CCFA at 303-567-4342.

### CODE REQUIREMENTS

Section 21-41 of the Municipal Code is the city's Zoning Ordinance. The city's various zone districts allow for different land uses. If you would like to know the zoning of your property, you can use the zoning map link on the city's website (<https://www.colorado.gov/pacific/sites/default/files/Zoning%20Map%20NEW.pdf>) or contact the Planning and Development Department directly at 303-567-4421 Ext 118 or via email at [planner@idahospringsco.com](mailto:planner@idahospringsco.com). You can obtain a list of allowed uses for the various zone districts by accessing the Zoning Ordinance through the City of Idaho Springs Municipal Code: [https://library.municode.com/co/idaho\\_springs/codes/municipal\\_code?nodeId=IDAHO\\_SPRINGSMUCO](https://library.municode.com/co/idaho_springs/codes/municipal_code?nodeId=IDAHO_SPRINGSMUCO).

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## PROJECT INFORMATION

Site Address: \_\_\_\_\_  
Business Name: \_\_\_\_\_  New Building  Existing Building

## PROPERTY OWNER(S) INFORMATION

Name: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## TENANT INFORMATION (If other than owner)

Name: \_\_\_\_\_  
Company (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s)' Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

### **STAFF USE ONLY:**

Zoning: \_\_\_\_\_ Nonconformities:  Yes  No

Describe any NCs: \_\_\_\_\_

Approved  Denied

By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Application Received:

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BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

1. What is the proposed use of the building/tenant space? \_\_\_\_\_

2. What was the previous use of the building/tenant space? \_\_\_\_\_

3. What is the square footage of the building/lease area? \_\_\_\_\_

4. Is your business currently operating in Idaho Springs at a different address?  Yes  No

If yes, address: \_\_\_\_\_

5.  Retail  Restaurant  Office  Manufacturing/Distribution  Service  Other: \_\_\_\_\_

6. Provide a detailed description of operation/s to be performed within the building: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Is there food preparation involved:  Yes  No

8. Number of employees: \_\_\_\_\_

9. Describe any specific *EQUIPMENT* and *MATERIALS* that may be used to conduct your business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any outdoor storage of materials:  Yes  No If yes, describe: \_\_\_\_\_

\_\_\_\_\_

10. Are there any *CHEMICALS* that will be stored on site:

*INSIDE:* \_\_\_\_\_

\_\_\_\_\_

*OUTSIDE:* \_\_\_\_\_

\_\_\_\_\_

11. Will there be any alterations to the **interior** of the building:  Yes  No

12. Will there be any alterations to the **exterior** building:  Yes  No

13. Will a new or replacement plumbing fixtures be installed?  Yes  No

If yes to either of the three questions above, provide a description of the work proposed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_