



CHAPTER 9: BUILDING REGULATIONS

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See Ord. #05-1981 Adopted June 8, 1981
See Ord. #02-1997 Adopted July 28, 1997
See Ord. #06-2002 Adopted Oct. 14, 2002
See Ord. #10-2005 Adopted Dec. 12, 2005
See Ord. #21-2009 Adopted April 27, 2009
See Ord. #10-2011 Adopted May 23, 2011
See Ord. #13-2016 Adopted Sept. 12, 2016

See Ord. #10-1983 Adopted Nov. 23, 1983
See Ord. #07-2001 Adopted May 14, 2001
See Ord. #06-2003 Adopted Sept. 8, 2003
See Ord. #12-2006 Adopted Aug. 14, 2006
See Ord. #36-2009 Adopted Nov. 23, 2009
See Ord. #17-2011 Adopted Sept. 26, 2011
See Ord. #05-2017 Adopted Nov. 13, 2017
See Ord. #04-2018 Adopted June 11, 2018

CHAPTER 9: BUILDING REGULATIONS

ARTICLE 1: GENERAL PROVISIONS

9-1-1 Administration

(A) The administration of this Article shall be the responsibility of the Town Board of Trustees and/or the Town Manager or his designee. The provisions, administration and enforcement applicable to unincorporated areas of Grand County as set forth in Municipal Code Chapter 9: Building Regulations shall be provisions that are applicable within the Town of Grand Lake unless otherwise noted in this Article. The administration of the provisions of this Article shall authorize the Town to administer and enforce the requirements set forth herein.

(B) Building Permit Applications – The Town shall require a building permit application for all projects that are required by this Article including all items incorporated by reference to the Municipal Code. Building Permit Applications shall contain an Application Form and Required Attachments, as required, below, and if applicable.

Application Form Required Attachments:

1. One (1) set of grading/excavation plan(s).
2. A survey, done by a surveyor licensed by the State of Colorado, noting the distance from the nearest point of the structure, including projections, to the closest point of the lot line.
 - (a) An Improvement Survey Plat (ISP) shall be required for all new construction.
 - (b) If any part of the structure, including projections, is proposed within four feet (4') of any required setback line, an Improvement Survey Plat will be required.
 1. If the project is a remodel of or addition to an existing structure has an accepted Improvement Survey Plat, that plat, at the Town's discretion, may be utilized in place of obtaining a new survey.
 - (c) Property Boundary Monuments shall be indicated on the survey.



3. One (1) set of Site Plan (the survey can be used for the Site Plan if all information required for the Site Plan is included on it)

- (a) Site Plan Requirements

1. Structures. That portion of the existing and proposed structures, including proposed additions, must be indicated on the Site Plan. Living spaces shall be identified, labeled and have indicated the calculation of Square Footage for the separated spaces (Living Spaces, Garages, Decks, Etc). Existing and proposed structures and additions to structures must be labeled.
 2. Setbacks. The required setback distances from the front, rear and side must be shown.
 3. Driveway as determined in Municipal Code CHAPTER 11:ARTICLE 2: STREET DEVELOPMENT POLICIES, STANDARDS, & SPECIFICATIONS. The location, size and material of the driveway must be shown with distance from each property corner.
 4. Utilities. The location of utilities (including water, sewer, gas, electric and cable and telephone) must be shown and labeled.
 5. Parking and Snow Storage. Required on and off-site parking spaces, and applicable snow storage, must be indicated on the Site Plan or attached Parking Plan.
 6. Limit of Disturbance. The Site Plan must indicate the Limit of Disturbance for the project.
 7. Drainage Requirements. The Site Plan must indicate facilities for adequate drainage required that are proposed to connect to the Town's drainage system. Natural erosion control or retention provisions must be located on the landscape plan.
 8. Elevation Measurement Locations. The locations of the elevations indicated on the Original Grade Verification Form must be indicated on the Site Plan.

4. One (1) set of Landscaping Plan, including all Landscaping Plan requirements, as required in Municipal Code CHAPTER 12:ARTICLE 7: DESIGN REVIEW STANDARDS

- (a) Landscaping Plan Requirements

1. Plant Identification. All plant species shall be located with a description of the species and plant size.
 2. Erosion Control. Proposed landscaping materials, or other built natural features designed for runoff control, must be indicated on the landscape plan.
 3. Irrigation System. The location of an irrigation system shall be indicated on the landscape plan.
 4. Lighting. Exterior Lighting, including lighting proposed to be affixed to structures, shall be indicated on the landscape plan and shall indicate the direction of lighting.
 5. Location of trash facilities and description of screening.
 6. Location and size of public and/or open space.
 7. Location of benches and public seating areas.
 8. Location of signage.



5. Four (4) sets of Construction Documents/Plats:

(a) The following items must be depicted on the Construction Documents/Plats:

1. All building elevations;
2. Final height

(b) Construction Documents/Plats must have the following acknowledgements, if applicable:

1. Three Lakes Water and Sanitation District if a new sewer connection is proposed
2. Engineer or Architect certification of compliance with the Floodplain Certification Ordinance of the Town of Grand Lake, Municipal Code CHAPTER 12:ARTICLE 5: FLOOD DAMAGE PREVENTION
3. Design Review Requirements as determined in Municipal Code CHAPTER 12:ARTICLE 7: DESIGN REVIEW STANDARDS

6. Additional Items which may be required

- (a) Original Grade Verification Form
- (b) Written permission of the owner of the property on which the action is proposed.
- (c) Homeowners Association Approval
- (d) Army Corps of Engineers 404 Permit Requirement Disclaimer
- (e) Army Corps of Engineers 404 Permit Application and Permit
- (f) Sign permit application
- (g) Parking Plan
- (h) Snow Storage Removal Plan
- (i) Lot Line Agreement

(C) Building Permit Review Process – The building permit review process will be completed within 60 days of submittal of a complete Building Permit Application to the Town of Grand Lake. The Review Process shall include:

1. Zoning Review

- (a) Town staff shall review the application for compliance with the regulations set forth in this Article as well as compliance with those regulations set forth in Municipal Code CHAPTER 12:ARTICLE 2:ZONING REGULATIONS.
- (b) Town staff, or a Town designee, shall calculate all applicable fees and taxes to be paid to the Town of Grand Lake.
- (c) Pre-site Inspection Requirements: Town staff shall conduct a pre-site inspection when applicable to new construction, ground-disturbing alterations and additions. Staff shall discuss construction drainage requirements and/or erosion control devices at the Pre-Site Inspection.
 1. The contractor or owner must be present at the site
 2. The lot corners must be staked and flagged.



- (i) At least two (2) Property Boundary Monuments must be either found (and verified) or set for the property by a licensed surveyor.
 3. The driveway must be staked.
 4. The proposed structure(s) must be staked.
 5. Stakes must be placed where the original grade measurements were determined.
2. Design Review
 - (a) Town staff, or the Planning Commission, if applicable, shall review the proposed project for compliance with the Regulations set forth in Municipal Code CHAPTER 12:ARTICLE 7: DESIGN REVIEW STANDARDS.
3. Building Review
 - (a) The Building Official, or his designee, shall review the proposed project for compliance with the regulations set forth in Municipal Code CHAPTER 9: BUILDING REGULATIONS.
4. Issuance of a Building Permit
 - (a) The Building Official, or his designee, shall issue a Building Permit upon determination of compliance with governing regulations as determined in the Building Permit Review Process. Permits shall not be issued until payment of fees and taxes have been paid to the Town of Grand Lake, or any other applicable party designated by the Town of Grand Lake for building permitting services.
 1. Payment of Building Permit Fee: Building Permit fees shall be calculated as indicated in Municipal Code CHAPTER 9: BUILDING REGULATIONS.
 2. Payment of Use Tax: Use Tax shall be calculated using the Town's Use Tax Calculation Sheet.
 3. Payment of Affordable Housing Fee: Affordable Housing fees shall be calculated using the Town's Affordable Housing Fee Calculation Sheet.
 4. Water Tap (Plant Investment) Fee: For new construction, the Plant Investment Fee (as described in section 10-1-8 (A)) and any additional connection charges shall be paid in full prior to or concurrent with the issuance of a building permit and collected by Grand County Community Development Department.
 5. Charges, taxes or amounts due of any type for delinquent accounts held by the applicant, its constituents or members, with the Town and Town enterprises.
- (D) Requirement of Certificate of Occupancy – The Town shall require all building permits to obtain a Certificate of Occupancy or all applicable Final Inspections to officially close the building permit.
- (E) Inspections –The Town may conduct inspections of the construction zone to determine compliance with the approved Building Permit. In addition to required inspections incorporated by reference, the following inspections may be applicable:
 1. Zoning Setback Inspections shall be required, if applicable. The Zoning Setback Inspection is conducted in order to determine distances from the property lines to the



proposed structure and proper installation of erosion control and drainage requirements.

(a) Zoning Setback Inspection Requirements:

1. The forms for the footers must be installed and the rebar must be placed in the forms before a zoning setback inspection will be conducted.
2. The property must have the corners of the property marked and flagged and string lines delineating the property lines must strung between the markers.
3. The location of the foundation walls must be marked and flagged.
4. Construction Erosion control and drainage, if required, must be installed.
5. Any material placed in the public right-of-way during excavation must be removed before a zoning setback inspection will be conducted.
 - (i) The Town will provide a preliminary acceptance letter for the zoning setback inspection. This letter does not confirm the actual location of the proposed structure on the property, but merely that the location of the structure appears to be within zoning setbacks.

2. Final Zoning and Design Review Inspections shall be required for all Building Permits to determine compliance with the approved permit and corresponding plans.

(a) The Town shall conduct a Final Zoning and Design Review Inspection upon receipt of:

1. Final Height Verification Form completed by a surveyor licensed in the state of Colorado noting the elevations listed for the highest point of the finished rough frame and the finished grade for each corner of the structure, if applicable
2. A survey, done by a surveyor licensed by the State of Colorado, noting the distance from the nearest point of the structure, including projections, to the closest point of the lot line, if applicable.
 - (i) An Improvement Survey Plat (ISP) shall be required for all new construction.
 - (ii) If any part of the structure, including projections, is within four feet (4') of any required setback line, an Improvement Survey Plat will be required.
 1. If the project is a remodel of or addition to an existing structure has an accepted Improvement Survey Plat, that plat, at the Town's discretion, may be utilized in place of obtaining a new survey.
3. A written statement from the property owner indicating the date that the landscaping plan will be completed by and a statement indicating that the lot has been reseeded.

(b) Final Zoning and Design Review Inspection Requirements:

1. Any material placed in the Public right-of-way must be removed.
2. Landscaping material must be installed as per the landscaping plan. Landscaping plans may be delayed due to weather upon the Town's receipt of written notice from the property owner indicating the date that the plan will be completed by and a statement indicating that the lot has been reseeded.



3. Parking must be created and surfaced.
4. Snow storage must be located on the property and identified with a stake labeled “snow storage”.
5. Erosion Control and drainage, if required, must be installed. These items may be required, due to special circumstances, to remain in place for a set time frame after completion of the project.
6. The water meter must be installed and the Town Water Department must have inspected the installation.

9-1-2 Adoption of Primary Codes

(A) Pursuant to Section 31-16-201 et seq., C.R.S., the following Codes (hereinafter referred to the “Primary Codes”) are adopted by reference, except as the same are specifically amended hereinafter, and all shall have the same force and effect as if set forth herein in every particular. All secondary publications referenced in the Primary Codes or this Article and which are on file in the office of the Grand Lake Town Clerk are hereby referred to, adopted and made a part hereof as if fully set out in this Ordinance:

1. International Residential Code, 2015 edition:
2. International Building Code, 2015 edition:
3. International Mechanical Code, 2015 edition
4. International Plumbing Code, 2015 edition:
5. International Fuel Gas Code, 2015 edition:
6. International Energy Conservation Code, 2015 edition:
7. International Fire Code, 2015 edition
8. National Electrical Code, most current edition adopted by the State of Colorado
9. International Existing Building Code, 2015 edition:

All International Codes are published by the International Code Council, 4051 Flossmoor Road, Country Club Hills, IL, 60478, except the National Electrical Code which is published by the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269.

(B) The applicable Grand County Building Code Department Code changes are adopted by reference, except as the same are specifically amended hereinafter, and all shall have the same force and effect as if set forth herein in every particular.

1. The provisions, administration and enforcement applicable to unincorporated areas of Grand County as set forth in the Primary Code and this Article shall be provisions that are applicable within the Town of Grand Lake unless otherwise noted in this Article.

9-1-3 Primary Codes to Regulate all Construction

The Primary Codes, as amended and adopted by the Town of Grand Lake, shall regulate the erection, construction, enlargement, alteration, repair, moving, removal, demolition, conversion, occupancy, equipment, use, height, area, maintenance, design, quality of material, installation, location, relocation, ventilating, cooling, refrigeration systems, incinerators, or other miscellaneous heat producing appliances in the Town of Grand Lake.

9-1-4 Amendments to the Primary Codes



- (A) All amendments adopted by Grand County prior to the effective date of this ordinance are hereby incorporated herein by reference

9-1-5 Fees

- (A) Building Permit Fees. No Building Permit shall be issued within the Town of Grand Lake unless and until all applicable Building Permit fees have been paid. Building Permit fees shall be set and amended by Resolution by the Grand Lake Board of Trustees.
- (B) Any provisions to the contrary notwithstanding, no Building Permit shall be issued for construction within the Town of Grand Lake unless and until all applicable water plant investment fees and other water charges have been paid to the Town, or the requisite permit for drilling a water well has been obtained.
1. No Building Permit shall be issued for construction within the Town of Grand Lake until satisfactory evidence is presented of sewer tap fee charges paid to the appropriate sanitation district, or other satisfactory evidence is presented for the disposal of sewerage.
 2. No Final Zoning approval on the Building Permit will be granted until the water meter has been installed.
- (C) Any provisions to the contrary notwithstanding, no Building Permit shall be issued for construction within the Town of Grand Lake unless and until the applicant (its constituents or members) are current with the Town and all Town enterprises for all fees, assessments, charges, taxes or amounts due of any type.

9-1-6 Penalties

- (A) Any provisions of the Primary Codes, or the amendments adopted by Grand County in connection with the Primary Codes, to the contrary notwithstanding, any person, as defined herein, who erects, constructs, enlarges, alters, repairs, moves, improves, converts, equips, uses, occupies, or maintains any building or structure in the Incorporated limits of the Town of Grand Lake or causes the same to be done, contrary to or in violation of any of the provisions of this Article, as amended, commits a violation of this Article.
- (B) Where work for which a permit is required under these Codes is started prior to obtaining a required permit and a Stop Work Order has been issued by order of the Town of Grand Lake, the Stop Work Penalty Fee shall be two hundred and fifty dollars (\$250.00); the payment of such fees shall not relieve any persons from fully complying with the requirements of these Codes in the execution of their work or from any other penalties prescribed herein. In addition to other remedies provided by law, the Town may institute an appropriate action for injunction, mandamus, or abatement to prevent, enjoin, abate, or remove such unlawful erection, construction, reconstruction, alteration, remodeling, maintenance, or use.
- (C) Additionally, the convicted person may be required to replace graded, excavated or



filled land to its original condition.

9-1-7 Appeals

Unless otherwise indicated in this Chapter or in CHAPTER 12: LAND USE REGULATIONS, any person adversely affected by any interpretation, requirement, application or enforcement of these Regulations may file an application for an appeal, to be considered by the Planning Commission. Such application for appeal shall be filed with Town Staff on a furnished form specifying the grounds of appeal and after paying the appropriate fee.