



# COMMERCIAL BUILDING PERMIT PACKET

Submittal Checklist  
Climatic & Geographic Design Criteria  
Shums Coda Associates Transmittal Form  
Energy Information  
Building Permit Application  
Mechanical Permit Application  
Permit Routing Sheet  
Final Checklist City Engineer  
Water Tap Application

June 20, 2024



# CITY OF CAÑON CITY

## Building Department

P.O. Box 1460 • 128 Main Street  
Cañon City, CO 81215-1460  
(719) 276-5253 • [www.canoncity.org](http://www.canoncity.org)

## BUILDING PERMIT APPLICATION SUBMITTAL CHECKLIST

**APPLICATION TYPE: COMMERCIAL BUILDING**

### **SUBMITTAL CHECKLIST (Incomplete applications will not be accepted)**

The information listed here is to help you prepare a complete application for building in the City of Cañon City. These are the minimum requirements for the review of a building permit application. In some cases, more information than is listed here may be needed depending on the project and site specific issues.

If you are in doubt as to what will be needed for your project, please contact the Building Department. We are always happy to help!

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#### **REQUIRED FOR ALL APPLICATIONS SUBMITTED FOR COMMERCIAL BUILDINGS**

- PRE-APPLICATION MEETING**
- PROVIDE TO CCC FOR PLAN REVIEW: (Colorado Code Consulting) *All Plan Review fees are paid directly to CCC.***

#### **PLAN REVIEW SERVICES TRANSMITTAL FORM.**

- (See Attachment Colorado Code Consulting, LLC)

#### **PRELIMINARY BUILDING REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Architectural/engineering schematic or design development drawings indicating the size of the building, occupancy group(s) and type of construction. Drawings should include building plans and sections with means of egress, fire separation assembly locations and fire protection systems proposed.

#### **COMPLETE REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- The documentation outlined for all reviews noted below

#### **BUILDING REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural plans
- Site plan, including distances to lot lines
- General specifications
- Fire-resistance rated assembly specifications

#### **STRUCTURAL REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural and structural plans
- Soil boring and geotechnical recommendations report, including the description and bearing values
- Structural calculations, or other substantiation of structural performance

**ACCESSIBILITY REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural and structural plans
- General specifications

**ENERGY REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural plans, site plans and general specifications
- Design conditions (interior and exterior) consistent with local climate
- Envelope design method, including supporting calculations and documentation
- Complete mechanical plans, specifications and equipment schedules
- Complete plumbing plans and specifications
- Complete electrical plans and specifications
- Interior lighting design method, including supporting calculations and documentation
- Lighting fixture and control schedules (building interiors and exteriors)

**MECHANICAL REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural drawings
- Complete mechanical drawings and specifications

**PLUMBING REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural drawings
- Complete plumbing drawings and specifications

**ELECTRICAL REVIEW** – Please provide a PDF copy electronically or two sets of the following:

- Complete architectural drawings
- Complete electrical drawings and specifications

- Energy Code.** (See Attachment: Energy Conservation Code Design Parameter Requirements).
- Provide to Building Department.** Two sets of stamped approved plans by CCC and all associated documents. (Soils report, project manual and etc.). Provide all of the following items listed below.
- Submittal Checklist.** Include a completed checklist with your application.
- Building Permit Application.** Include a completed and signed Building Permit Application form (See Attachment: Building Permit Application)
- Mechanical Permit Application.** Include a completed and signed Mechanical Permit Application form (See Attachment: Mechanical Permit Application)
- Required Routing Sheet Approvals.** It is the responsibility of the permit applicant to secure approvals from the external agencies (fire dept., health dept., etc.) indicated on the Required Approvals Routing Sheet (See Attachment: Routing Sheet).
- Copy of Warranty Deed.** Title Commitment or other documentation showing property ownership. This should also include information about easements, etc.
- Improvement Location Certificate or Surveyed Site Plan.** Prepared and stamped by a surveyor licensed in the state of Colorado. Prior to first inspection, property must be pinned by a surveyor licensed in the state of Colorado and setbacks are to be dimensioned and verified by the surveyor in the field.

- Water Tap Application/Proof of Water.** This is to be submitted in the form of a paid receipt from the supplying water purveyor (Cañon City or Park Center Water District). This is to be submitted prior to applying for a building permit. The application for water from Cañon City can be found at [www.canoncity.org](http://www.canoncity.org). (See also *Attachments: Water Tap Application & Meter Pit Placement for New Construction*).
- Proof of Sewer or Septic.** This is to be submitted in the form of a paid receipt from the Fremont Sanitation District. Septic systems are to be reviewed and approved by Fremont County call 719-276-7460 for more information.
- Site (plot) Plan.** For *commercial development*, this includes carports, sheds over 120 square feet and fences. All site plans must be drawn to a legible scale for review and include the following:
  - Site orientation. (North arrow)
  - Legal description and property address.
  - Lot lines and property size in square feet.
  - Adjacent road and street names.
  - Easements, right of ways, building setbacks, water body setbacks, and building envelopes.
  - Proposed and existing utility improvements. (utility poles, transformers, culverts, etc.)
  - Proposed and existing structures.
  - Existing waterways and drainages and related Base Flood Elevations, Floodplain and Floodway delineation if applicable.
  - Drainage Plan – arrows indicating drainage direction and slope.
  - Sidewalk (public) – sidewalk min. width 5 feet. Thickness 6 inches adjacent to mountable curb.
  - Access driveways and their grades, sidewalks, parking, paving and curb cut locations.
  - Location of wells and individual sewage disposal systems.
  - Top of foundation wall elevation related to contours on site plan and adjacent street edge of pavement or top back of curb (Top of Foundation lowest elevation must be at least 1 foot above the highest point of the edge of pavement/top back of curb adjacent to the property).
  - Square footage of all structure footprints and external flatwork (sidewalks, driveways, patios, etc.)
  - Accessible Route from public streets or sidewalks.
- Development Site Plan.** For nonresidential and multi-family development, a more specific Site Plan and other plans and reports will require approval by the Engineering and Planning Departments prior to the approval of a building permit (*See Chapter 4.12 of the Cañon City Subdivision and Development Regulations*). Check with the City Planner for further information.
- Floodplain Development Permit.** This is required when the subject structure is located within the Special Flood Hazard Area. A permit application must be completed by a registered professional engineer licensed to do work in the state of Colorado. This permit application with all required elements must be submitted to the City Engineer for review and approval. Contact Engineering Department at 719-276-5291 to determine applicability.

- **Stormwater Drainage Easement.** When a development is traversed by a drainage way including, but not limited to, a watercourse, swale, channel, irrigation ditch, or stream, the owner shall execute an easement agreement for stormwater and/or drainage purpose(s) for the benefit of the City. The easement shall conform substantially to the banks of the drainage way with such width as will be necessary to fulfill the purpose(s) of the easement, as determined by the City, and the agreement shall grant the City the right to access adjacent property to perform any necessary acts related to the easement. If necessary, the City may require a survey of the easement and the costs of such survey shall be paid by the applicant. Wherever possible, it is desirable that the drainage be maintained by an open channel with landscaped stabilized banks and adequate width for conveyance for the 1% annual chance historic maximum potential volume of flow. Contact Engineering Department at 719-276-5291 to determine applicability.
- **Grading, Erosion, Sediment & Control (GESC) Permit.** Contact Engineering Department at 719-276-5291 to determine applicability.
- **Right-of-Way Permit.** This is required for all work and encroachments in the public right-of-way such as sidewalk and driveway construction, culvert installation, landscaping that involves lane closure, dumpster placement, etc. Contact Engineering Department at 719-276-5291 to determine applicability.
- **Access Agreement.** This is required for projects adjacent to designated thoroughfares. Contact Engineering Department at 719-276-5291 to determine applicability.



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### **CLIMATIC & GEOGRAPHIC DESIGN CRITERIA FOR CAÑON CITY, CO UNDER THE 2018 IRC AND 2018 IBC.**

#### **RESIDENTIAL DESIGN CRITERIA**

GROUND SNOW LOAD <sup>o</sup>	WIND DESIGN				SEISMIC DESIGN CATEGORY <sup>f</sup>	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAYMENT REQUIRED <sup>h</sup>	FLOOD HAZARDS <sup>g</sup>	AIR FREEZING INDEX <sup>i</sup>	MEAN ANNUAL TEMP <sup>j</sup>
	Speed <sup>d</sup> (mph)	Topographic Effects <sup>k</sup>	Special wind Region <sup>l</sup>	Windborne debris zone <sup>m</sup>		Weathering <sup>a</sup>	Frost line depth <sup>b</sup>	Termite <sup>c</sup>				
30	100	Engineer of Record	Yes	No	B	Severe	27"	Slight to Moderate	Not Required	FEMA Flood Maps CCMC TITLE 21	2000	54.2° F.
MANUAL J DESIGN CRITERIA <sup>n</sup>												
Elevation	Altitude correction factor <sup>e</sup>		Coincident wet bulb	Indoor winter design relative humidity	Indoor winter design dry-bulb temperature			Outdoor winter design dry-bulb temperature	Heating temperature difference			
5332	0.83		59°	30%	70°			5°	65°			
Latitude	Daily range		Summer design grains	Indoor summer design relative humidity	Indoor summer design dry-bulb temperature			Outdoor summer design dry-bulb temperature	Cooling temperature difference			
38	H		-33 to -48	50%	75°			94°	19°			

## **COMMERCIAL DESIGN CRITERIA**

### **Section 1608.2 Ground Snow Loads.**

Snow loads for Cañon City are as follows: Snow Load (Ground and Roof) shall be 30 psf. Reductions in snow load below 30 psf are not permitted in ASCE 7-16 Sections 7.3, 7.4, 7.7, 7.8, or 7.13.1. The 30 psf snow load shall be increased by the importance factor of 1.10 for Risk Category III and 1.20 for Risk Category IV buildings and other structures.

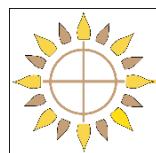
### **Section 1609.3 Basic Design Wind Speed.**

The basic design wind speed, V, in mph, for the determination of the wind loads shall be determined by Figures 1609.3(1) through (8). The basic design wind speed, V, for use in the design of Risk Category II buildings and structures shall be obtained from Figures 1609.3(1) and 1609.3(5). The basic design wind speed, V, for use in the design of Risk Category III buildings and structures shall be obtained from Figures 1609.3(2) and 1609.3(6). The basic design wind speed, V, for use in the design of Risk Category IV buildings and structures shall be obtained from Figures 1609.3(3) and 1609.3(7). The basic design wind speed, V, for use in the design of Risk Category I buildings and structures shall be obtained from Figures 1609.3(4) and 1609.3(8). The basic design wind speed, V, for the special wind regions indicated near mountainous terrain and near gorges shall be in accordance with local jurisdiction requirements. The basic design wind speeds, V, are as follows:

- Buildings and Structures of Risk Category I: VULT = 115 mph, VASD = 90 mph
- Buildings and Structures of Risk Category II: VULT = 126 mph, VASD = 100 mph
- Buildings and Structures of Risk Category III or IV: VULT = 139 mph, VASD = 110 mph

### **1612.3 Establishment of flood hazard areas.**

To establish flood hazard areas, the applicable governing authority shall adopt a flood hazard map and supporting data. The flood hazard map shall include, at a minimum, areas of special flood hazard as identified by the Federal Emergency Management Agency in an engineering report entitled "The Flood Insurance Study for Fremont County, Colorado and incorporated areas," dated July 3, 2012, as amended or revised with the accompanying Flood Insurance Rate Map (FIRM) and Flood Boundary and Floodway Map (FBFM) and related supporting data along with any revisions thereto. The adopted flood hazard map and supporting data are hereby adopted by reference and declared to be part of this section.



**SHUMS CODA  
ASSOCIATES**

**Colorado Regional Office**  
4610 S Ulster, Ste. 150  
Denver, CO 80237  
(303) 400-6564  
Fax: (925) 463-0691

**Corporate Headquarters**  
5776 Stoneridge Mall Rd, Ste. 150  
Pleasanton, CA 94588  
(925) 463-0651  
Fax: (925) 463-0691

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## PLAN REVIEW SERVICES TRANSMITTAL FORM

FROM\*

Requested by (Individuals Name)

Jurisdiction or Firm

Telephone Number

Street Address

Fax Number

City

State

Zip

Email Address

\*Plan review fee will be invoiced to the above named person unless otherwise specifically requested.

Project Name \_\_\_\_\_

Project Address \_\_\_\_\_

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Please check where applicable

<input type="checkbox"/> Preliminary Building Review	Code Year _____
<input type="checkbox"/> Complete Review	Code Year _____
<input type="checkbox"/> Building, Structural, Accessibility, Energy, Mechanical, Plumbing & Electrical)	
<input type="checkbox"/> Building Review	Code Year _____
<input type="checkbox"/> Structural Review	Code Year _____
<input type="checkbox"/> Accessibility Review	Code Year _____
<input type="checkbox"/> Energy Review	Code Year _____
<input type="checkbox"/> Mechanical Review	Code Year _____
<input type="checkbox"/> Plumbing Review	Code Year _____
<input type="checkbox"/> Electrical Review	Code Year _____

Note: Please indicate the applicable ICC code.

# CONSTRUCTION DOCUMENTS NECESSARY FOR A COMPLETE PLAN REVIEW

PRELIMINARY BUILDING REVIEW — one set of the following:

- Architectural/engineering schematic or design development drawings indicating the size of the building, occupancy group(s) and type of construction. Drawings should include building plans and sections with means of egress, fire separation assembly locations and fire protection systems proposed.

COMPLETE REVIEW — three sets of the following:

- The documentation needed for all of the reviews noted below

BUILDING REVIEW — one set of the following:

- Complete architectural plans
- Site plan, including distances to lot lines
- General specifications
- Fire-resistance rated assembly specifications

STRUCTURAL REVIEW — one set of the following:

- Complete architectural and structural plans
- Soil boring and geotechnical recommendations report, including the description and bearing values
- Structural calculations, or other substantiation of structural performance

ACCESSIBILITY REVIEW - one set of the following:

- Complete architectural and structural plans
- General specifications

ENERGY REVIEW — one set of the following:

- Complete architectural plans, site plans and general specifications
- Design conditions (interior and exterior) consistent with local climate
- Envelope design method, including supporting calculations and documentation
- Complete mechanical plans, specifications and equipment schedules
- Complete plumbing plans and specifications
- Complete electrical plans and specifications
- Interior lighting design method, including supporting calculations and documentation
- Lighting fixture and control schedules (building interiors and exteriors)

MECHANICAL REVIEW - one set of the following:

- Complete architectural drawings
- Complete mechanical drawings and specifications

PLUMBING REVIEW — one set of the following:

- Complete architectural drawings
- Complete plumbing drawings and specifications

ELECTRICAL REVIEW — one set of the following:

- Complete architectural drawings
- Complete electrical drawings and specifications

# Shums Coda Associates

## Client Information Form\*

**Company**

Contact Name

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**Mailing Address**

City, State, Zip

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**Shipping Address**

City, State, Zip

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**Phone**

Fax

Email

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**Job Description**

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**Job Address**

Job Contact

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\*Please include this form if the person responsible for receiving the invoice is different from the person requesting the review.

## Shums Coda Associates

Submit all documents electronically to the following email addresses:

[plancheck@shumscoda.com](mailto:plancheck@shumscoda.com)

Copy Building Official Kathy Ulsch with all correspondence.

[kulsh@canoncity.org](mailto:kulsh@canoncity.org)

If you have questions on submitting documents please call Kathy Ulsch at 719-276-5253.



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## 2018 INTERNATIONAL ENERGY CONSERVATION CODE

CITY OF CAÑON CITY DESIGN PARAMETERS	
Elevation:	5,332
Latitude:	38° North
Winter heating 99% Dry Bulb:	5° F
Summer Cooling 1% Dry Bulb:	94° F
Coincident Wet Bulb:	59° F
Design Grains Difference at 50% RH:	-33 to -48
Daily Range:	H
Indoor Relative Humidity:	30% winter and 50% for summer
Interior Design Temperature for Heating:	70°
Interior Design Temperature for Cooling:	75° F
Heating Temperature Difference (HTD):	65° F
Cooling Temperature Difference (CTD):	19° F
SHGC:	Per window manufacturer

Commercial Compliance Options:

**Note: Must choose between 2018 IECC or ASHRAE 90.1-2016 cannot combine 2018 IECC.**

Thermal Envelope (Please specify on plans the proposed thermal envelope path)

C402.1.3 Insulation component R-value-based method or,

C402.1.4 Assembly U-factor, C-factor or F-factor-based method or,

C402.1.5 Component performance alternative (COMcheck)

AND

C403 Mechanical Systems

C404 Service Water Heating

C405 Electric Power and Lighting Systems

C406 Additional Efficiency Packages (Specify on plans the package used)

OR

C407 Total Building Performance

OR

ASHRAE 90.1-2016

Chapter 5 Building Envelope (Similar choices as IECC please specify on plans)

Chapter 6 Heating, Ventilating and Air Conditioning

Chapter 7 Service Water Heating

Chapter 8 Power

Chapter 9 Lighting

Chapter 10 Other Systems

OR

Chapter 11 Energy Cost Budget Method or,

Appendix G Performance Rating



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## BUILDING PERMIT APPLICATION

### ALL INFORMATION REQUIRED

OWNER'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OWNERS TELEPHONE NUMBER: (      ) \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

PARCEL NUMBER: (CONTACT FREMONT COUNTY ASSESSOR AT 719.276.7310) \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

CONTRACTOR'S BUSINESS NAME: \_\_\_\_\_

CONTRACTOR'S LICENSE # \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

VALUATION OF WORK (INCLUDE LABOR AND MATERIALS): \$ \_\_\_\_\_

DETAILED DESCRIPTION OF WORK: \_\_\_\_\_

\_\_\_\_\_

### PROVIDE THE FOLLOWING INFORMATION IF SUBMITTING A SITE PLAN WITH APPLICATION:

1. LOCATION OF PROPOSED CONSTRUCTION AND EXISTING STRUCTURES.
2. SQUARE FOOTAGE AREA OF EACH BUILDING (INCLUDE SHEDS, CARPORTS, PATIOS, ETC.).
3. SET BACK DIMENSIONS FROM PROPERTY LINE FOR ALL STRUCTURES.
4. LOT DIMENSIONS / LOT SQUARE FOOTAGE.
5. STREETS, ALLEYS, EASEMENTS AND ANY OTHER "RIGHT OF WAY".
6. LOCATION OF WATER, SEWER, GAS AND ANY OTHER UNDERGROUND UTILITIES (IF KNOWN).
7. PLANS TO CONTROL DRAINAGE ON PROPERTY DURING CONSTRUCTION.

### OWNER / CONTRACTOR

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

ZONE DISTRICT: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

LICENSED: (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

URBAN RENEWAL: (YES) \_\_\_\_\_ (NO) \_\_\_\_\_

## **RESIDENTIAL SITE PLAN**

Indicate North

I/WE HEREBY CERTIFY THAT THE PROPOSED CONSTRUCTION WILL CONFORM TO THE DIMENSIONS AND USES SHOWN ABOVE AND THAT NO CHANGES WILL BE MADE WITHOUT PRIOR APPROVAL FROM THE CANON CITY BUILDING DEPARTMENT.

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PRINT NAME

SIGNATURE OF OWNER/CONTRACTOR

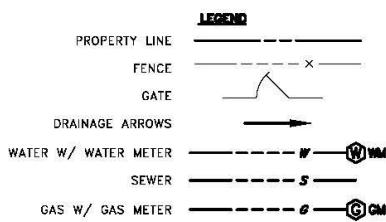
# RESIDENTIAL SITE PLAN (EXAMPLE)



ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 OWNERS: \_\_\_\_\_  
 \_\_\_\_\_

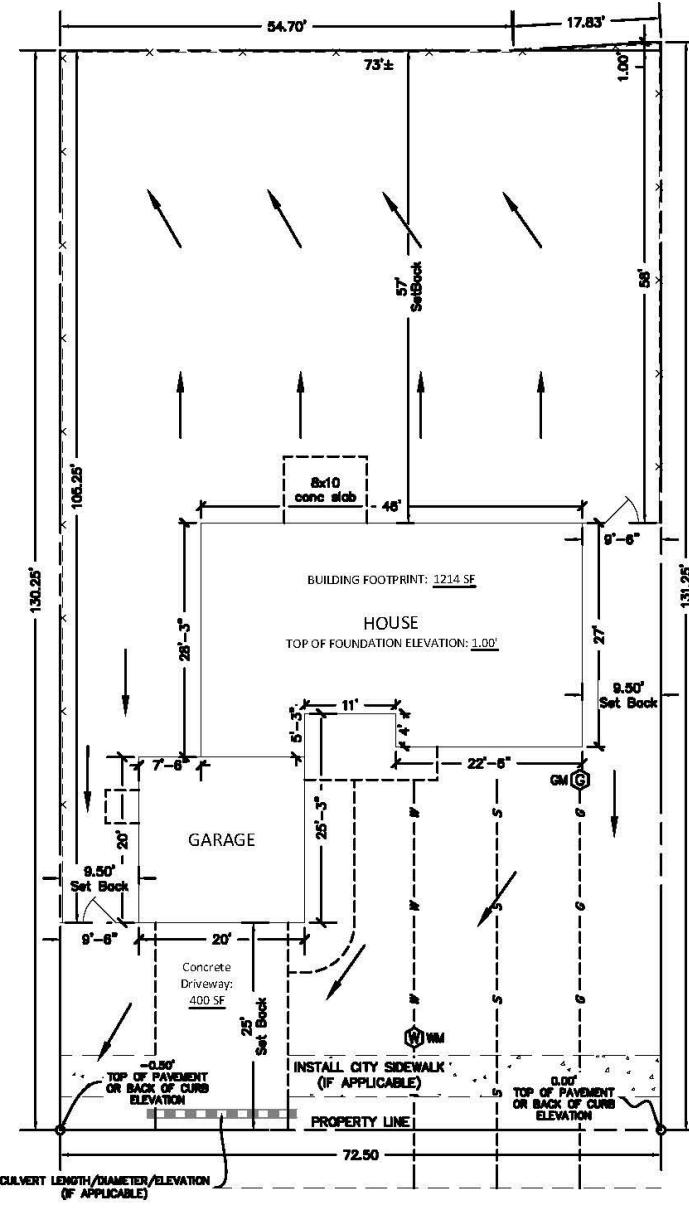
**LEGAL DESCRIPTION:  
(EXAMPLE)**

LOT 1, BLOCK 2, SOUTH SUBDIVISION.



NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SCALE:**



STREET NAME: \_\_\_\_\_



<b>Mechanical Fee Schedule</b>	
<b>Valuation of Work:</b>	<b>Permit Fee:</b>
Not more than \$2,000.00	\$30.00
More than \$2,000.00	\$30.00 plus, \$10.00 per each \$1,000.00 valuation or fraction therof.

Effective 01/01/2021



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## REQUIRED APPROVALS ROUTING SHEET

Project: \_\_\_\_\_ Permit #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Comments: \_\_\_\_\_

*RESIDENTIAL WILL TAKE APPROXIMATELY 14 BUSINESS DAYS TO COMPLETE PRIOR TO ISSUANCE OF A BUILDING PERMIT. COMMERCIAL PLANS TYPICALLY TAKE APPROXIMATELY 24-30 WORKING DAYS FOR INITIAL REVIEW AND ROUTING. LARGE COMMERCIAL PROJECTS MAY REQUIRE A LONGER TIME TO PLAN REVIEW.*

It is the responsibility of the building permit APPLICANT to secure the required approvals from the indicated departments. This must be accomplished prior to issuance of the building permit and for commercial projects again at the completion of the project prior to final inspection and/or issuance of the Certificate of Occupancy.

**THE PROPERTY MAY NOT BE OCCUPIED UNTIL A FINAL INSPECTION IS DONE AND A CERTIFICATE OF OCCUPANCY IS ISSUED.** FAILURE TO COMPLY COULD RESULT IN YOUR BEING CITED WITH A MISDEMEANOR IN ACCORDANCE WITH 15.02.040 OF THE CAÑON CITY MUNICIPAL CODE.

### **CORE APPLICATION ROUTING NECESSARY**

Below are the primary routing approval signoff's. Please contact the Building Department to see if any can be eliminated. 719-276-5253

**NOTE: PLANS SHOULD ACCOMPANY THIS ROUTING SLIP AND ADEQUATE TIME SHOULD BE AFFORDED TO THOSE ENTITIES FROM WHICH APPROVAL IS REQUESTED TO REVIEW THE PLANS.**

<b><u>DEPARTMENT</u></b>	<b><u>APPROVAL PRIOR TO ISSUANCE OF PERMIT</u></b> Approval Date: Authorized	<b><u>APPROVAL PRIOR TO FINAL OR C/O</u></b> Approval Date: Authorized
Public Works	_____	*See attached final checklist _____
City Planning & Zoning	_____	_____
County Health Department*	_____	_____
Fire District	_____	_____
Water Department*	_____	_____

*\*for commercial applications only*

<b>Public Works</b>	Leo Evans	719.276.5291	Fax 719.269.9017	128 Main Street, Cañon City, CO 81212
<b>Planning &amp; Zoning</b>	Patrick Mulready	719.276.5294	Fax 719.269.9017	128 Main Street, Cañon City, CO 81212
<b>County Health</b>	Amy Jamison	719.276.7450	Fax 719.276.7451	201 N. 6 <sup>th</sup> Street, Cañon City, CO 81212
<b>Fire District</b>	David DelVecchio	719.275.8666	Fax 719.275.1486	1475 N. 15 <sup>th</sup> Street, Cañon City, CO 81212
<b>Water Department</b>	Travis Payne	719.276.5344	Fax 719.269.9017	1525 S. 9 <sup>th</sup> Street, Cañon City, CO 81212

## APPLICATION TYPE: COMMERCIAL BUILDING • FINAL ROUTING SIGN-OFF

The information listed here is to help you prepare complete submittals for sign-off by the Engineering and Stormwater Departments in obtaining final sign off of building permit and/or Certificate of Occupancy in the City of Cañon City. These are the minimum requirements for the final review and approval. In some cases, more information than is listed here may be needed depending on the project and site specific issues. If you are in doubt as to what will be needed for your project, please contact the City Engineer.

**(Incomplete submittals will not be accepted)**

**PROJECT ADDRESS:** \_\_\_\_\_

### INSPECTIONS/SUBMITTALS REQUIRED BY ENGINEERING DEPARTMENT

<u>REQUIRED</u>	<u>COMPLETED</u>	
	Date	Initials
Y N/A		
<input type="checkbox"/> <input type="checkbox"/> <b>Site Graded For Appropriate/Adequate Drainage</b>		
<input type="checkbox"/> <input type="checkbox"/> <b>Building Foundation +1 FT of Street</b>		
<input type="checkbox"/> <input type="checkbox"/> <b>Water Meter Installation Appropriate &amp; Flush</b>		
<input type="checkbox"/> <input type="checkbox"/> <b>Right-of-Way Improvements:</b> (Sidewalk, curb, gutter, etc.)		
<input type="checkbox"/> <input type="checkbox"/> <b>Right-of-Way Permit</b> (Issued, Closed Out, and Fees Paid)		
<input type="checkbox"/> <input type="checkbox"/> <b>As-Built Site Plan Drawings</b>		

\_\_\_\_\_

\_\_\_\_\_

### INSPECTIONS/SUBMITTALS REQUIRED BY STORMWATER DEPARTMENT

<u>REQUIRED</u>	<u>COMPLETED</u>	
	Date	Initials
Y N/A		
<input type="checkbox"/> <input type="checkbox"/> <b>Site Adequately Stabilized to Issue CO</b>		
<input type="checkbox"/> <input type="checkbox"/> <b>Grading, Erosion, Sediment &amp; Control (GESC) Permit</b> (Issued, Current Fees Paid, Pending Close-Out)		
<input type="checkbox"/> <input type="checkbox"/> <b>Stormwater Maintenance Agreement</b>		
<input type="checkbox"/> <input type="checkbox"/> <b>Floodplain Development Permit</b> (Issued, Closed Out, and Fees Paid)		
<input type="checkbox"/> <input type="checkbox"/> <b>As-Built Site Plan Drawings</b>		

\_\_\_\_\_

\_\_\_\_\_



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## WATER TAP APPLICATION

FOR CONNECTION TO WATER SYSTEM

**(PLEASE PRINT)**

DATE: \_\_\_\_\_ SIZE OF TAP REQUESTED: \_\_\_\_\_

USE: RESIDENTIAL SINGLE  NON-RESIDENTIAL  MULTI-UNIT  # UNITS

PROPERTY OWNER NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY TO BE SERVED: \_\_\_\_\_

Note: For taps larger than 1-inch, applicant will supply meter, meter pit, curb stop box (if applicable). For all services other than Single Family Residences a Testable Backflow Prevention Assembly is required and supplied by applicant.

SIGNATURE

**OFFICIAL USE ONLY**

**Permit No.** \_\_\_\_\_

(As a requirement of subdivision approval or tap approval)

WATER LINE EXTENDED OR ENLARGED/ AS-BUILT DELIVERED?  YES  NO  N/A

PAYMENT MADE IN LIEU OF EXTENSION OR ENLARGEMENT?  YES  NO  N/A

REBATE PAYMENT MADE?  YES  NO  N/A

WATER SERVICE AGREEMENT REQUIRED & CONDITIONS MET?  YES  NO  N/A

RECORDED PLAT RECEIVED?  YES  NO  N/A

SIZE OF TAP APPROVED \_\_\_\_\_ WATER MAIN SIZE: \_\_\_\_\_

INSIDE  OUTSIDE  LPWD  PUMP ZONE: I(A)  I(B)  I(C)  II  III

IMPACT FEE \$ \_\_\_\_\_ Notes: \_\_\_\_\_

REBATE FEE \$ \_\_\_\_\_

CASH-IN-LIEU FEE \$ \_\_\_\_\_

TAP FEE \$ \_\_\_\_\_

METER & PIT FEE \$ \_\_\_\_\_ **TOTAL FEE \$** \_\_\_\_\_

CITY ENGINEER \_\_\_\_\_ DATE \_\_\_\_\_ DATE PAID \_\_\_\_\_

WATER SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_