



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

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!

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. (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 (GESD) 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 ^o	WIND DESIGN				SEISMIC DESIGN CATEGORY ^f	SUBJECT TO DAMAGE FROM			ICE BARRIER UNDERLAYMENT REQUIRED ^h	FLOOD HAZARDS ^g	AIR FREEZING INDEX ⁱ	MEAN ANNUAL TEMP ^j
	Speed ^d (mph)	Topographic Effects ^k	Special wind Region ^l	Windborne debris zone ^m		Weathering ^a	Frost line depth ^b	Termite ^c				
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 ^a												
Elevation	Altitude correction factor ^e		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.

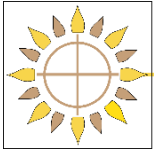
Section 1609.3 Basic Design Wind Speed.

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

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

Please check where applicable

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

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	_____
Mailing Address	_____
City, State, Zip	_____
Shipping Address	_____
City, State, Zip	_____
Phone	_____
Fax	_____
Email	_____
Job Description	_____
Job Address	_____
Job Contact	_____

*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:

planchek@shumscoda.com

Copy Building Official Kathy Ulsh with all correspondence.

kulsh@canoncity.org

If you have questions on submitting documents please call Kathy Ulsh 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.

PRINT NAME

SIGNATURE OF OWNER/CONTRACTOR

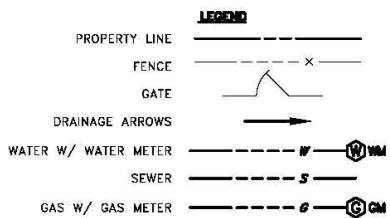
RESIDENTIAL SITE PLAN (EXAMPLE)

ADDRESS: _____

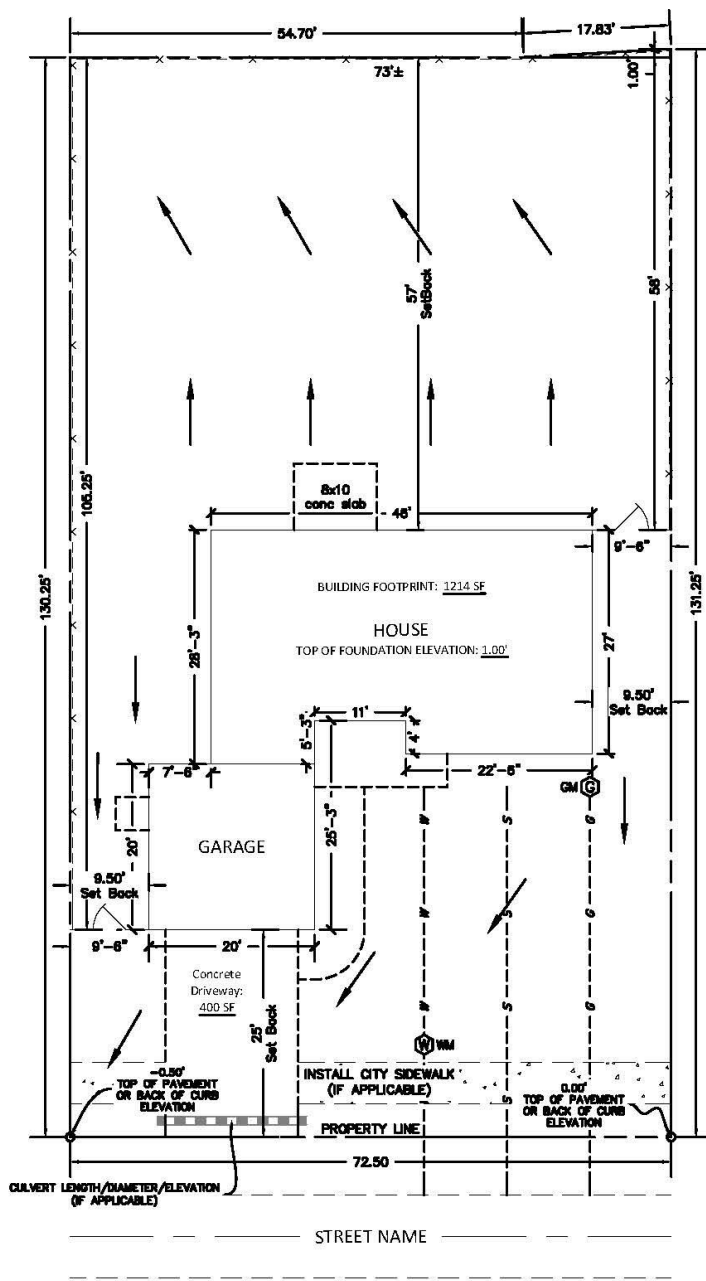
OWNERS: _____

LEGAL DESCRIPTION:
(EXAMPLE)

LOT 1, BLOCK 2, SOUTH SUBDIVISION.



NOTES: _____





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MECHANICAL PERMIT APPLICATION

ALL INFORMATION IS 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: _____

LIC #: _____ CONTRACTOR'S TELEPHONE NUMBER: _____

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

PERMIT FEE (PER MECHANICAL FEE SCHEDULE): \$ _____

DETAILED DESCRIPTION OF WORK: _____

I HEREBY UNDERSTAND AND AGREE TO INSTALL ALL WORK IN ACCORDANCE WITH THE MOST CURRENT ADOPTED EDITION OF THE INTERNATIONAL BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL FUEL GAS CODE, CAÑON CITY ZONING ORDINANCE AND ALL OTHER APPLICABLE FEDERAL, STATE, COUNTY AND CITY REQUIREMENTS.

OWNER / CONTRACTOR

PRINTED NAME

SIGNATURE

FOR OFFICE USE ONLY

ZONE DISTRICT: _____

LICENSED: (YES) _____ (NO) _____

PERMIT NUMBER: _____

URBAN RENEWAL: (YES) _____ (NO) _____

Mechanical Fee Schedule	
Valuation of Work:	Permit Fee:
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 thereof.

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.

DEPARTMENT

APPROVAL PRIOR TO ISSUANCE OF PERMIT Approval Date: _____ Authorized _____

APPROVAL PRIOR TO FINAL OR C/O Approval Date: _____ Authorized _____

Public Works

City Planning & Zoning

County Health Department*

Fire District

Water Department*

**for commercial applications only*

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

REQUIRED

Y N/A

- ☐ ☐ **Site Graded For Appropriate/Adequate Drainage**
- ☐ ☐ **Building Foundation +1 FT of Street**
- ☐ ☐ **Water Meter Installation Appropriate & Flush**
- ☐ ☐ **Right-of-Way Improvements:** (Sidewalk, curb, gutter, etc.)
- ☐ ☐ **Right-of-Way Permit** (Issued, Closed Out, and Fees Paid)
- ☐ ☐ **As-Built Site Plan Drawings**

COMPLETED

Date

Initials

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date Approved

Approver Signature

INSPECTIONS/SUBMITTALS REQUIRED BY STORMWATER DEPARTMENT

REQUIRED

Y N/A

- ☐ ☐ **Site Adequately Stabilized to Issue CO**
- ☐ ☐ **Grading, Erosion, Sediment & Control (GESC) Permit**
(Issued, Current Fees Paid, Pending Close-Out)
- ☐ ☐ **Stormwater Maintenance Agreement**
- ☐ ☐ **Floodplain Development Permit**
(Issued, Closed Out, and Fees Paid)
- ☐ ☐ **As-Built Site Plan Drawings**

COMPLETED

Date

Initials

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date Approved

Approver Signature



CITY OF CAÑON CITY

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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 # _____