



As you settle into your new home, you may be thinking about home improvement projects, bringing many questions to mind: Here is what you need to know before beginning your project.

Q: *What projects require a building permit?*

A: A permit is generally required for any new building, addition, remodel, alteration, repair, change in use of existing building or structure, site improvements, and outdoor living amenities including patios, fire pits, hot tubs, swimming pools, outdoor kitchens, decks, pergolas and water features.

Examples of residential dwelling unit projects may include re-roof, interior remodel, window replacement, water heater replacement, fences, basement finish, decks, patio covers and sheds. Permits are not required for painting, floor covering or other similar finish work.

Q: *Why do I need a permit?*

A: The Town is dedicated to protecting the health, safety and well-being of the property and community by ensuring that all construction is completed consistent with safety standards. The permit process assures the appropriate use of land through the enforcement of zoning ordinance and the safety of residents through enforcement of the building codes.

Q: *What types of drawings, plans, site plans, or other paperwork are required?*

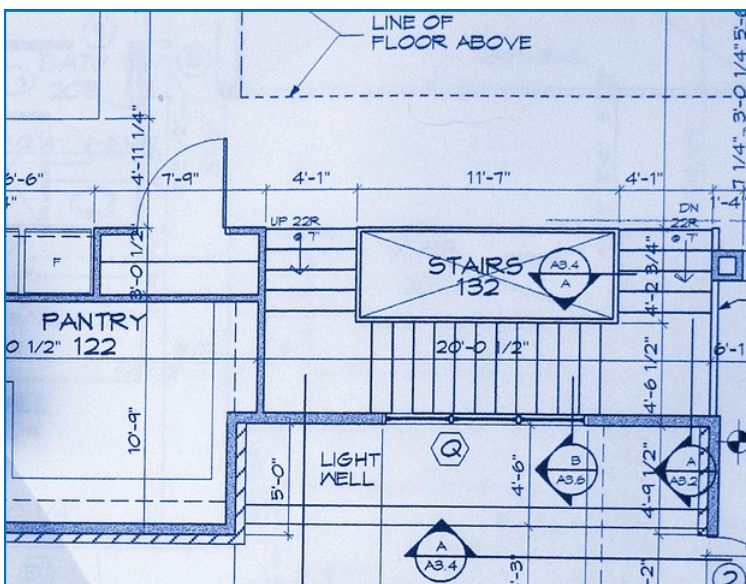
A: Please contact the Town for specific submission requirements. Small, simple projects require minimum documentation. Larger projects require information that is more detailed and professionally produced.

Q: *Will my Homeowners Association need to be contacted for approval?*

A: Most likely. If your project affects any part of the exterior of the home, you will need to contact your HOA. You should contact your HOA to understand its review process. Your permit application to the Town of Columbine Valley is independent from the HOA approval process.

Q: *When should I apply for a permit?*

A: Please submit your building permit application to the Town when you have all required documents for submission and before you begin any work. We recommend you have a complete understanding of your HOA requirements before submitting your permit application.



Q: *How much will the building permit cost?*

A: Permit fees are calculated based upon the valuation of the proposed project. Building fees include a permit fee, a plan review fee and building materials use tax. All fees are paid prior to the issuance of the building permit.

Q: *How long will the permitting process take?*

A: The Town works quickly to respond to your permit application. For example, complete submissions for residential re-roof, windows, furnace or water heater permits can often be issued on the same day the request is received. Remodels, additions, decks and other large projects are generally reviewed within five business days.

Q: *How is building materials use tax calculated?*

A; Building materials use tax is calculated based on the valuation of the proposed project, which includes the total cost of the project, including building materials, labor, overhead expenses and profit.

The building material use tax is 3.25% of which 3% is the Town Use Tax and 0.25% is designated to Arapahoe County Open Space Tax. The estimated tax due is 3.25% of 50% of the cost of construction.



Q: *How do I choose the right contractor?*

To protect yourself from home improvement fraud, only do business with local and well-established businesses. Get a written contract spelling out what work will be done, what materials will be used, what it will cost, when the work will start and when it will be completed. Verify that the contractor has proof of licenses, workmen's compensation and liability insurance before any work begins on your home. Have yourself listed as an additional insured on the contractor's policy.

All contractors who are hired to perform construction activities in the Town of Columbine Valley are required to be licensed and provide proof of insurance to the Town. All permits issued by the Town building division will be issued on letter-sized paper. The permit is required to be on the job site at all times to enable inspectors to document their review of the contractor's work. Homeowners having remodel work done should always request to see the permit prior to allowing construction to begin. You may also contact the Town at any time to confirm that a permit has been issued for your project.

For more information about building permits for your home improvement project, please call the Town at 303-795-1434, or visit our website www.columbinevalley.org/building-department.