

## **ADMINISTRATIVE RULES AND REGULATIONS OF THE BUILDING DIVISION**

### **ARTICLE I – GENERAL PROVISIONS**

A. Authority and purpose. These rules and regulations (hereinafter referred to as “regulations”) are issued by building division of the Town of Breckenridge per title 8, chapter 1, of the municipal code. These regulations elaborate on and implement the codes that the building division administered under title 8, chapter 1 of the Town Code and the codes enumerated below, as they are amended from time to time:

- International Building Code, 2024 Edition, including Appendix P, published by the International Code Council, Inc.
- International Residential Code, 2024 Edition, including Appendix BE and BG, published by the International Code Council, Inc.
- International Plumbing Code, 2024 Edition, including Appendix C, published by the International Code Council, Inc.
- International Mechanical Code, 2024 Edition, including Appendix A, published by the International Code Council, Inc.
- International Fuel Gas Code, 2024 Edition, including Appendix A and B, published by the International Code Council, Inc.
- International Energy Conservation Code, 2024 Edition, published by the International Code Council, Inc.
- International Existing Building Code, 2024 Edition, published by the International Code Council, Inc.
- International Fire Code, 2024 Edition, including appendices B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, and Q published by the International Code Council, Inc.
- ICC A117.1-2017 Standard for Accessible and Usable Buildings and Facilities, 2017 Edition, published by the International Code Council, Inc.
- International Pool and Spa Code, 2024 Edition, published by the International Code Council, Inc.
- National Electrical Code , 2023 Edition, published by the National Fire Protection Association.
- ICC Electrical Code – Administrative Provisions, 2006 Edition, published by the International Code Council, Inc.
- Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, published by the International Conference of Building Officials.
- Colorado Wildfire Resiliency Code, 2025 Edition, published by the Colorado Department of Public Safety, Division of Fire Prevention and Control.

- Colorado Model Electric Ready and Solar Ready Code, 2023 Edition, published by the Colorado Department of Local Affairs.
  - Summit County Aquatic Health Code, 2025 Edition, based on the 4<sup>th</sup> Edition Model Aquatic Health Code, published by the Centers for Disease Control.
- B. Effective date. These regulations are effective January 13, 2026.

## **ARTICLE II – CONTRACTOR REQUIREMENTS**

A. All contractors working in the Town of Breckenridge must hold a valid Town of Breckenridge business license.

B. Electrical and plumbing permits shall only be pulled by state of Colorado licensed contractors. A contractor shall submit copies of the Colorado state issued Master and Contractor licenses.

i. Gas piping and associated equipment are considered plumbing systems and permits for such shall only be pulled by State of Colorado licensed plumbing contractors, OR, a contractor that holds a valid ICC F29 National Standard Master Mechanical, F32 National Standard Residential Mechanical, F33 National Standard Master Gas Pipe Fitter or equivalent

ii. Mechanical systems that connect to potable water systems are considered plumbing systems and shall be pulled by State of Colorado licensed plumbing contractors.

C. Photovoltaic alternative energy permits shall only be pulled by NABCEP Certified PV Installer. A contractor shall submit proof of such certification.

## **ARTICLE III-PERMIT APPLICATIONS**

A. Application for Building Permit.

1. Applications for permits to build new construction, additions, remodels, reroofs, hot tubs, windows, and solar must be applied for via the online user portal. The Town does not accept building permit applications by email or mail.

2. Mechanical, electrical, and plumbing permits must be applied for via the online user portal.

B. Submittal Requirements. Attached as **Exhibit A** is a list of submittal requirements for different types of projects. This list is meant to be used as a guide only, and the building division has discretion to require additional information based on the proposed scope of work.

C. Referral Agencies. The building division has discretion to refer any application to internal Town agencies or external agencies. Applicants are notified of required external agency reviews at the time of permit application. A chart of internal departments and external agencies, and when their review and approval is required, is attached as **Exhibit B**. The

building division, may, in its sole discretion and based upon the scope of the proposed work, require referral to an agency not listed on Exhibit B.

D. Fees. Building permit fees are listed in section 8-1-4 of the town code. All other fees are set forth in the table below.

Bedroom Count Verification	\$175.00
Returned checks	\$25.00
Contractor Changes	\$65.00
Renewal of Existing Permit during 90-day grace period	\$65.00

E. Fees are non-refundable except plan check fees may be refunded when staff review has not begun or where project construction has not started, in which case eighty percent of the permit fee is refundable. Additional refund requests outside of this policy can be made and are subject to special review by the Department Director.

F. Permit fees may be waived for deed restricted workforce housing, solar, and EV chargers, upon approval by the Department Director.

G. Plan Requirements

1. Structural work shall be stamped by a Colorado Licensed Design Professional except as otherwise provided in subsection 2 below.

2. For projects reviewed under the Residential Building Code (IRC), structural drawings shall be stamped by either a Colorado Licensed Architect or a Colorado Licensed Structural Engineer.

3. For projects reviewed under the International Building Code (IBC), structural drawings shall be stamped by a Colorado Licensed Structural Engineer and architectural drawings shall be stamped by a Colorado Licensed Architect.

4. All Plans shall be scaled to a minimum of 1/8" per foot and shall indicate the location, nature and extent of the proposed scope of work and show conformance with applicable codes.

H. Renovation and/or demolition of buildings with possible asbestos.

The Town of Breckenridge follows the State of Colorado guidelines and requirements for renovation and demolition of possible asbestos containing materials (ACM). Any renovation or demolition of possible ACM is subject to these requirements. Links to the State of Colorado guidelines and requirements can be found on the Town of Breckenridge website.

I. Submitting Permit Changes.

In the event the scope of work changes after a permit is issued, an applicant shall submit a permit change form with new plans for review and approval in accordance with any other requirements of the building division.

J. Expiration of Permit; Extensions; Renewals

1. Expiration of Permits.

a. Permits automatically expire as stated in section 105.5 of the IBC as amended.

b. Upon expiration, an owner or owner's agent may be granted a 90-day grace period to renew an existing permit by paying the fees required under these rules.

c. After the 90-day grace period has expired, the owner or owner's agent shall be required to submit a new application which will be processed in the same manner as provided in Article I; provided, however, the building division has discretion to waive the requirement of any inspections if the applicant submits existing inspection records. If the original contractor(s) is no longer available, a different contractor may apply but shall assume responsibility for any work already completed.

2. Requests for extension. If it is foreseeable that work will not be complete within the timeframe stated in section 105.5 of the IBC as amended, an owner or owner's agent shall request an extension in writing prior to the expiration date. The building division has discretion whether to grant an extension if good cause is shown in the written request. The building division shall fix the time-period for any extension granted, which in no case shall be for a period longer than 6 months.

**ARTICLE IV – SPECIAL REQUIREMENTS FOR CERTAIN PERMITS**

A. Permit Requirements for Non-Licensed Owners. Except where the scope of the proposed work includes electrical or plumbing, an owner of a condo unit or single-family home may apply for a permit to perform their own work; provided, however, the owner shall be responsible for all code and regulatory requirements applicable to licensed contractors in the state of Colorado.

B. STR Bedroom Count Verification Permits.

1. The number of bedrooms in an accommodation unit is established on a certificate of occupancy in accordance with the requirements set forth in section 4-6-4 of the Town Code and submitted to the Summit County Assessor's Office.

2. An accommodation unit licensee may request a bedroom count verification under title 4, chapter 6 by completing an application along with a floor plan labeling the number of bedrooms.

3. Upon receipt of a completed application, the building division will schedule an inspection. If an inspection results in a change in the number of bedrooms as reflected in the new application, the building division will refer the application to Upper Blue Sanitation District for its inspection.

4. The accommodation unit licensee shall obtain the signature of the UBSD on the sign-off sheet and return the sheet to the building division.

5. Once all of the requirements of this section are completed, the building division will issue a certificate of completion noting the updated bedroom count and submit it to the Summit County Assessor's office for the official record update.

C. Other bedroom count verification permits, when not conducted for an STR, will follow the same process as in subsection B above.

D. Wind bracing detail by a structural engineer must be provided for historic projects when applicable.

E. Hot tub permits must post required signage on any hot tub where the permit has not received an approved final inspection. Signage may be removed after approved final inspection.

#### **ARTICLE V - CHANGE OF CONTRACTOR**

A. A contractor change form is required for any change in contractor and the owner must submit in writing consenting to the change of contractor.

B. The new contractor shall submit a new permit application, a written statement of the project status.

C. Fees already paid in original application will be accepted for the new contractor application.

#### **ARTICLE VI – INSPECTIONS**

A. Required inspections vary with the scope of the proposed work in the application for permit. Inspections must be scheduled using the building division's online user portal. A list of inspections that the Town of Breckenridge performs is set forth in **Exhibit C**.

B. Inspections must be scheduled prior to 11pm the night before in order to go on the schedule the following business day.

C. It is the responsibility of the permit holder to have approved plans on-site during inspections. Approved plans can be printed, or digitally available by the permit holder.

D. Fee for Re-inspection.

A reinspection fee will be assessed per the fee schedule in section 8-1-4 of the town code.

E. Town of Breckenridge inspectors have the discretion to request proof of a Colorado state issued license for electrical or plumbing contractors performing work on site.

F. Electrical/Plumbing contractors are not required to be present for all inspections except if requested by an inspector.

G. The building division has the discretion to verify electrical or plumbing contractors compliance with licensee-to-apprentice ratio, as required by law.

H. Building permit holders do not have to be present for an inspection unless requested by an inspector. If not requested to be present, means of access must be provided.

### **ARTICLE VII-COMPLIANCE AND ENFORCEMENT**

Any violation of the municipal code, any adopted codes, these building division regulations, or a stop work order may result in penalties being imposed in accordance with title 1, chapter 4 and any other relief available.

## **Exhibit A: Submittal Requirements**

**Submittal Requirements are intended to be used as a guide only. The building division may require additional information and/or plan modifications when necessary.**

### **New Construction – Residential**

All new construction must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed digital building permit application
- Plans (see Plan Requirements)
- Soils report
- REMP Calculator and REMP Checklist when applicable
- Agency sign-offs as depicted in Exhibit B

### **New Construction – Commercial or mixed use**

All new construction must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed digital building permit application
- Plans (see Plan Requirements)
- Soils report
- REMP Calculator and REMP Checklist when applicable
- Agency sign-offs as depicted in Exhibit B

### **Additions – Residential**

All additions must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed digital building permit application
- Plans (see Plan Requirements)
- Soils report (if foundation work)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- Agency sign-offs as depicted in Exhibit B

### **Remodels – Residential**

- Completed digital building permit application
- Plans (see Plan Requirements)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- If replacing flooring, flooring specs that include the sound transmission class rating required (for multi-family buildings only)
- If replacing windows or doors, specs required
- Agency sign-offs as depicted in Exhibit B

### **Additions – Commercial or mixed use**

All additions must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed digital building permit application
- Plans (see Plan Requirements)

- Soils report (if foundation work)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- Agency sign-offs as depicted in Exhibit B

#### Remodels – Commercial/Mixed Use

- Completed digital building permit application
- Plans (see Plan Requirements)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- If replacing flooring, flooring specifications required
- If replacing windows or doors, specifications required
- Agency sign-offs as depicted in Exhibit B

#### Reroofs (residential & commercial/mixed use)

- Completed digital building permit application
- Specifications on the roofing material showing a class A fire rating and wind rating
- Digital depiction of roofing material color
- Agency sign-offs as depicted in Exhibit B

#### Hot Tubs (new hot tubs AND replacements of existing hot tubs)

- Completed digital building permit application
- Site plan
- If placement is on a deck 12” or more from the ground, and engineer stamped letter is required stating the deck can bear the weight of the hot tub.
- Licensed electrician added to the permit
- Agency sign-offs as depicted in Exhibit B

Solar Permits (new construction residential & commercial/mixed use and existing applications)  
Solar scopes of work must be applied for on their own application, separately from any other scopes of work.

- Completed digital building permit application
- Site plan
- Elevations showing the panels on the roof
- If a Photovoltaic System - the Photovoltaic System Electrical Diagram and placard layout, stamped by a Colorado Licensed Electrical Engineer.
- Licensed electrician added to the permit
- If a Solar Hot Water System - Piping Schematic stamped by a Colorado Licensed Plumbing or Mechanical Engineer.
- If a Solar Hot Water System – Separate Mechanical Permit Required.
- Agency sign-offs as depicted in Exhibit B.

Window/door replacements and decks: See remodels.

### Exhibit B: Internal Departments and External Agency Reviews

	New Construction			Remodel/Addition			Hot Tubs		Solar	
	Residential: Single Family or Individual Condo	Residential: Multi-Family	Commercial	Residential: Single Family or Individual Condo	Residential: Multi-Family	Commercial	Residential: Single Family or Individual Condo	Residential: Multi-Family	Commercial	All Residential and Commercial
<b>Finance Department</b>	Yes	Yes	Yes	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K	Yes, if valuation is over \$100K
<b>Town Clerk</b>	No	No	Yes, if project will have a liquor or marijuana license	No	No	Yes, if project will have a liquor or marijuana license	No	No	No	No
<b>Environmental Health</b>	No	No	Yes, if any food or liquor is served; pool/spa; child care or school	No	No	Yes, if any food or liquor is served; pool/spa; child care or school	No	Yes, if common area or shared	Yes	No
<b>Upper Blue Sanitation District</b>	Yes	Yes	Yes	Yes, if changing count of beds/baths; ADU; or change of use	Yes, if changing count of beds/baths; ADU; or change of use	Yes, if changing count of beds/baths; major plumbing work; or change of use	No	No	No	No
<b>Red White &amp; Blue Fire District</b>	Yes	Yes	Yes	Yes if SFR sq. ft. is over 6,000; yes for condos	Yes (No for windows/doors and roofs) YES for EV CHARGERS	Yes (No for windows/doors and roofs) YES for EV CHARGERS	No	Yes	Yes	No
<b>Water Department</b>	Yes	Yes	Yes	Yes, if adding sinks/toilets/showers, foundation work or scrape, change of use, Fire sprinkler sys., Landscape irrigation, addition is separate building, or ADU	Yes, if adding sinks/toilets/showers, foundation work or scrape, change of use, Fire sprinkler sys., Landscape irrigation, addition is separate building, or ADU	Yes, if adding sinks/toilets/showers, foundation work or scrape, change of use, Fire sprinkler sys., Landscape irrigation, addition is separate building	No (Yes, if plumbed directly to water line)	No (Yes, if plumbed directly to water line)	No (Yes, if plumbed directly to water line)	No
<b>Streets Department</b>	Yes	Yes	Yes	Yes, if addition	Yes, if addition	Yes, if addition	No	No	No	No
<b>Engineering Department</b>	Yes	Yes	Yes	Yes, if exterior work (No for windows or roofs)	Yes, if exterior work (No for windows or roofs)	Yes, if exterior work (No for windows or roofs)	No	No (unless ROW permit is needed)	No (unless ROW permit is needed)	No
<b>Planning Department</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Building Department</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

### Exhibit C: Inspections Performed\*

Temporary Power
Temporary Gas
Bedroom Count Verification
Layout & Footing <sup>1</sup>
Foundation Wall <sup>2</sup>
French Drain Waterproof Insulation
Concrete Slab
Permanent Meter Release
Underground Electrical
Underground Plumbing
Under slab or Floor Mechanical
Underlayment & Flashing <sup>5</sup>
Rough Electrical
Above Grid
Rough Plumbing
Gas Piping – Pressure Test
Rough Mechanical
Framing <sup>3</sup>
Insulation
Drywall
FP/Boiler/Furnace Chase/Drywall
Gas Piping – Appliance Set – Meter Release
Exterior Gyp
Roof/Wall Sheathing
Pre-Final REMP
Final REMP
Shower Pan
Final Electrical <sup>4</sup>
Final Plumbing <sup>4</sup>
Final Mechanical <sup>4</sup>
Final Building <sup>4, 5</sup> (Prior to Final Building all technical permit final inspections must be approved.)

\*The Town of Breckenridge Building Division may use photography, including drone photography, to assist with inspections

<sup>1</sup>Soils Report required prior to Layout and Footing inspection. Frost Report required same day and prior to inspection from November 1 to May 1, or if freezing temperatures occur prior to November 1 or after May 1, per Town of Breckenridge Ordinance.

<sup>2</sup>ILC with elevations showing top of wall to be submitted and approved prior to Foundation Wall Inspection

<sup>3</sup>ILC Showing ridge elevation to be submitted and approved prior to Framing Inspection

<sup>4</sup>Required agency sign-offs must be submitted prior to scheduling final inspections.

<sup>5</sup>A ladder or other means of access may be required for inspections. It is the responsibility of the Contractor to communicate with the building inspector prior to the inspection for the means of access. Due to site conditions, weather and safety protocols, this requirement will be determined on case-by-case basis.