

## BUILDING PERMIT GUIDE

Victor law requires a building permit for most construction, remodel or demolition of any building within the City limits. The following information is intended to assist you in determining what type of permit applies to your project and through the permit process. If you have any question after reading this information, please contact the City Clerk at 719-689-5640 and you will be assisted.

To apply for a Building Permit:

1. Pick up a [Building Permit Application Form](#) and [Instructions](#) at [www.cityofvictor.com](http://www.cityofvictor.com) or from City Hall.
2. Fill out the Building Permit Application Form and attach the required drawings and plans to the application.
3. Submit the Building Permit Application Form, required documents and permit fee from [Permit Fee Schedule](#) to Victor City Hall.
4. Construction may not commence until the building permit has been issued, the inspection process explained, and the permit posted on the building/property. Commencement of work prior to acquiring a required building permit may result in costly penalties.
5. Be sure to follow the instructions issued by the Building Official in scheduling inspections to avoid costly re-inspections.
6. After the building passes the Final Inspection, if applicable, the Building Official will issue a Certificate of Occupancy. Keep the Certificate of Occupancy for reference by other entities in the future, such as, lenders, insurance companies and prospective buyers of the property.
7. Changes to an existing building may or may not require a building permit. It is your responsibility to determine the need for a Building Permit prior to commencing work on the project. Please see information about Building Codes and Permits on the website [www.cityofvictor.com](http://www.cityofvictor.com) or at City Hall.

Refer to [Permit Requirement Quick Guide](#) for information on projects that do/do not require permits and required document submission.

Building Guides are available to assist you on the following projects:

### Single Family Residential

- [Patio Covers & Carports](#)
- [Residential Basement Finish](#)
- [Residential One Story Addition](#)
- [Residential Enclosing Existing Patio Covers](#)
- [Residential Re-roofing](#)
- [Residential Uncovered Decks and Porches](#)

### [Pole Barn Construction](#)

## INSPECTIONS

Inspections are made at various stages of the building project to assure compliance with adopted building and fire codes. If discrepancies are found by the inspector(s), they are noted on an inspection correction form and left on the job site. Upon making the necessary corrections, a follow up inspection will be required to document compliance has been accomplished. List of Inspection Requirements:

- Setbacks (property lines must be identified)
- Footings
- Construction meter
- Rebar (forms must be set and steel in place)
- Dampproof
- Perimeter Drain
- Electrical Groundwork (call before covering conduit or cable in trench)
- Plumbing Groundwork (call before pouring slab or backfill)
- Electrical Rough-in (call when all boxes, wires, staples and panels are in place)
- Plumbing Rough-in (call when all rough plumbing is complete including traps, etc.)
- Mechanical Rough-in (call when all rough ductwork vents and flues are in place)
- Above-ceiling Mechanical (call when ceiling grid is in place but before ceiling tiles are in)
- Above-ceiling Electrical (call when ceiling grid is in place but before ceiling tiles are in)
- Gas Pressure Test (call when gas piping is complete and under a 10 PSI test for 15 minutes)
- Rough Frame (call when all of the above inspections are complete, when all framing is complete and building is dried in with shingles and windows installed)
- Permanent Meter
- Structural Floor
- Insulation
- Drywall for fire rated construction, (call when drywall is installed but not taped.
- Sewer Service
- Water Service

Final Inspections (call only when unit is ready for occupancy and every item is complete inside and out.)

- Final Plumbing
- Final Electrical
- Final Mechanical
- Final Building

*Note: Rough-in framing and final building will not be signed off until the plumbing, electrical, and heating work has been approved.*

Specialized Inspections:

- Re-roof
- Air Conditioning
- Furnace
- Water Heater
- Final Fire Department

## TO SCHEDULE AN INSPECTION

1. Inspections must be called in before 3:00p.m. to receive a next-day inspection. Requests received after 3:00p.m. will be scheduled for the second next working day.
2. Call Teri Thomas at 720-371-0719 with the following information:
  - Permit number
  - Job site address
  - Type of inspection requested
  - Concrete pour time, if applicable
  - Phone number of owner/contractor
  - Requested date of inspection
3. The building permit card must be posted on the job site at the time of the inspection.
4. Approved stamped plans, including foundation and truss designs, must be on the job site for all inspections.
5. Work shall not proceed until the inspector has approved the inspection by signing the building permit card.
6. Unauthorized covered construction may result in material removal, or require that an engineer write a letter stating that the work was performed in compliance with the adopted building codes.
7. Permits become null and void if the authorized work is not ready for the first inspection within 180 days of the issue date shown on the permit.
8. Permits become null and void if more than 180 days elapses between inspections or if work substantially ceases on a project.
9. All concrete reinforcing steel must be in place before an inspection is made.
10. Lot corners must be clearly staked for setback inspections.
11. Failure to request final inspections and meet all applicable conditions will prohibit the issuance of a C.O.
12. A re-inspection fee may be assessed when inspections are requested prior to the work being ready, if the permit card is not posted, if the approved plans are not available on the job site, or when access is not provided for the inspector. No further inspections will be made until the re-inspection fee is paid.