



Residential Interior Alteration Guidelines

March 2023

TOWN OF EAGLE BUILDING DEPARTMENT
200 Broadway Street, Eagle, CO 81631

www.townofeagle.org

Web page – <https://www.townofeagle.org/138/building>

Inspection Scheduling - <https://app.communitycore.com>

APPLICATION All applications for permits are submitted electronically via email to permits@townofeagle.org. All applications and construction documents shall only be PDF for compatibility with our software.

FEE PAYMENT All fees, including plan review, are paid **after** all reviews by Building, Planning, and Public Works are approved. The general contractor may make payment for all fees due or wait for the subcontractor to pay their permit fees

PERMIT RELEASE The building permit will not be issued until ALL fees are paid upfront including electrical, plumbing, mechanical, Impact fees, and PIF fees

CONTRACTOR REGISTRATION Contractors must be currently registered in order to create an online permit in ETRAKIT. Registration is completely electronic by downloading an application from the website and emailing the document to permits@townofeagle.org. The Town will then create or renew the *Community Core* account and login information is emailed to the user.

PLAN REVIEW The established goal is to complete plan reviews within ten (10) business days, excluding day of submittal. The ten-day period begins when all required document submittals requirements are on file. Once the permit is processed and released, the contractor will be notified to make payment online or by check.

PLAN REVIEW SCOPE Plan review for new projects shall be limited to the building code and zoning requirements. Other components shown on site plans such as fences, pools, accessory structures, or other components shall not be reviewed for accuracy and require a separate permit.

CONSTRUCTION DOCUMENT SUBMITTALS (all online electronic – no paper)

All projects require online electronic submittal of construction documents as listed below. Project scoping determines which applications and documents are necessary. Incomplete plans, submittals, and/or applications can create delays. Hand-drawn plans may be accepted provided they are of quality equal to software. Sketches are NOT acceptable for construction documents.

- A. Building Permit Application
- B. Electrical Permit Application
- C. Plumbing Permit Application
- D. Mechanical Permit Application

E. Plot Plan (required for any ADU projects or exterior improvements)

- Building setbacks from all property lines
- Identify all flatwork (driveway, sidewalk, uncovered patio, or other impervious surfaces)
- Label parking spaces with dimensions (minimum 9' x 19')

F. Construction Plans (when applicable)

- Floor plan
- Elevations (for projects involving exterior stairs, dormers, etc.)
- Electrical floor plan (identify all new plugs, light, switches, smoke/CO detectors, conductor sizing, existing electric panel location, other devices)
- Plumbing floor plan (identify new fixtures, water piping and sizes, drain piping and sizing, gas piping and sizing, and connections to existing utilities)
- Mechanical floor plan – identify existing or new heating/cooling equipment that will serve the space. For existing equipment, a letter from a certified/licensed mechanical contractor is required which verifies the existing mechanical system sizing has capacity OR other demonstration of system capacity
- Framing plan – Differentiate new walls and existing walls using hashed, bold, or other clear methods. Identify other components such as beams, joists, rafters with spans dimensioned
- Door and window schedules including where tempered glazing is provided

OTHER PLAN TYPES (when applicable)

- Foundation plan (engineered) for footings, piers, foundation walls, etc.
- Foundation design letter from engineer (where applicable)
- Soils Report for property address
- Roof plan/truss package (accepted as deferred submittal)
- Floor truss layout (for two story structures)
- Steel beams/columns subject to Special Inspections)

G. Energy Code Compliance

- Prescriptive Method per 2015 IECC (See Table)
- Other compliance paths as approved by the Building Official

UNFINISHED SPACES For spaces identified as unfinished on the plans, the framing of walls and rough installations of electrical, plumbing, and mechanical systems is prohibited. Under-slab plumbing drains and vent stacks are permitted. Supply air discharging to the space shall be accounted for in system sizing and energy code compliance. One plug and one light fixture is permitted in unfinished spaces.

PERMIT FEES See fee adoption schedule on department web page www.townofeagle.org

CODE ADOPTION

The following model codes and local amendments governing one-and-two-family dwellings have been adopted by ordinance:

- 2015 International Residential Code
- 2015 International Energy Conservation Code
- 2017 National Electrical Code
- 2021 International Fire Code

INSPECTION PLANS are stored electronically in *Community Core* and are available to the general contractor and the Inspector. Town-stamped approved plans (11"x17") are required on the job site for the Inspector.

INSPECTION REQUESTS: Inspections are requested either online via *Community Core* (<https://app.communitycore.com>) or via the inspection request line (970-328-9626). Online scheduling of inspections is strongly encouraged in lieu of the inspection request line as voice messages can be problematic. Inspections must be scheduled **by 4:00 p.m.** the previous day for an inspection the next day.

- AM/PM requests are not an option. Early/late requests are not an option. The Inspector may provide a time range for when they will arrive to perform an inspection
- The General Contractor is responsible for scheduling all inspections
- **The work must be ready for inspection at the time of the request – not when anticipated**
- Re-inspection fees must be paid before any other inspections will be performed
- All inspections cancelled due to weather conditions must be re-scheduled
- Outside concrete or plumbing rough inspections will be cancelled if the Inspector determines weather conditions are not conducive to performing inspections

SAME DAY INSPECTIONS Reasonable efforts are made to complete inspections on the same day requested. Circumstances sometimes require some inspections to be moved forward to the next business day. Check *Community Core* to review if your inspection has been rescheduled

INSPECTION RESULTS The Permit Tech does not provide inspection results. If a result is not posted within 24 hours, contact the Inspector or the Permit Tech to rectify the situation. Results can be reviewed online via *Community Core* as inspection tags are NOT left on site

INSPECTION CANCELLATIONS Shall be requested by contacting the Inspector directly via phone or text or via email sent to permits@townofeagle.org

RE-INSPECTION FEE

\$75.00 RE-INSPECTION FEE may be charged when:

- The inspection called for is not ready when the inspector arrives.
- No building address is clearly posted.
- The building is locked or work is otherwise not available for inspection when called.
- Correction tag item(s) are not addressed
- Violations exist on the property including erosion control, trash control or tree protection.

\$125.00 RE-INSPECTION FEE may be assessed for second and subsequent violations.

CONSTRUCTION HOURS

The Town code regulates noise construction that is considered a nuisance. Variances to this ordinance may be authorized only by the Town Council at a public hearing which requires 60-90 days advance notice. Construction is permitted as follows:

7:00am - 7:00pm, Monday through Friday

9:00am – 6:00pm Saturday

9:00am – 6:00pm Sunday for indoor work only which does not involve any noise (i.e. painting, cleaning, etc.) Outdoor activity involving vehicles idling, music playing, saws, etc. which create noise are prohibited

NO WORK MAY BE PERFORMED ON TOWN HOLIDAYS (see www.townofeagle.org for complete list)

LITTER Verify each day that all lightweight materials, including food wrappers and drink containers are contained within the trash enclosure on the job site.

CONSTRUCTION ACCESS/STAGING - The use of an adjacent lot for construction access or storage of materials is prohibited unless the property owner's permission has been obtained in writing and erosion control is in place. Proof of permission shall be submitted to the Town for attachment to the permit.

CONSTRUCTION INSPECTIONS The following list represents typical inspections required for residential interior alteration projects which may include a new exterior stairway or dormers. Each project is unique so determine **which are applicable** to your scope of work OR consult the Inspector for determining if special inspections may be applicable for your project. The Permit Tech cannot assist with this function.

FOR INTERIOR ALTERATION PROJECTS THAT INCLUDE AN EXTERIOR FEATURE SUCH AS A STAIRWAY, INSPECTIONS 1-4 BELOW ARE TYPICALLY REQUIRED

1. FOOTING / PIER / FOUNDATION WALL

2. WATERPROOFING/DAMPPROOFING

3. FOUNDATION INSULATION

4. PERIMETER DRAIN

5. PLUMBING UNDERGROUND

- Pipe shall be bedded in sand, fine dirt, or gravel
- Hot water lines must have minimum ½” insulation
- Pipes passing through concrete shall allow for movement utilizing material with a minimum wall thickness of 0.025 inches
- Pipes passing under a footing or through a foundation wall shall be sleeved with material that is at least two pipe sizes larger than the pipe passing through the wall

6. RADON MITIGATION – UNDERGROUND (where required)

7. ELECTRICAL UNDERGROUND – Inspection of conduit pipe or direct burial conductors installed in a trench of sufficient burial depth.

8. SHEATHING Exterior wall covering (siding, brick, stucco, etc.) shall NOT be applied until a sheathing inspection is approved. Solid structural sheathing is inspected to verify materials and fastener spacing before applying any moisture barrier for typical OSB or plywood sheathing. For pre-coated sheathing (i.e. Zip System), inspection approval is required before taping of seams.

9. ELECTRIC ROUGH (All electrical inspections are performed by State Electrical Inspector – not the Town)

10. PLUMBING ROUGH

- Notching, boring, and cutting of framing shall comply with Section R602
- Hot water lines must have minimum ½ inch insulation.
- All vents must extend through the roof with flashings installed.

11. GAS SYSTEM ROUGH

- Low pressure systems shall be tested with a three (3) lb. air test utilizing a (6) six lb. diaphragm gauge
- Test gauges should be located within the structure when possible
- Gas pipe in contact with any masonry must be galvanized or wrapped

- CSST systems shall be bonded to the electrical service grounding electrode system at the point where the gas service enters the building. Exception: CSST piping not required to be bonded
- 12. MECHANICAL ROUGH**
- Ducts located in unconditioned spaces shall be insulated to a minimum of R-8. All other ducts shall be insulated to a minimum R-6. Exception: Ducts located completely within the building thermal envelope (spray-foamed attics) OR duct requirements as part of an approved performance plan.
 - Ducts shall be sealed with approved tapes or mastics; duct tape not permitted.
 - A/C condenser lines require piping insulation of ¾ inch minimum or R-3.
 - Flexible ducts must be supported and turns must be made in such a way that the air flow is not restricted. See duct manufacturer's specifications.
- 13. FRAMING (full framing inspection cannot be performed in advance of MEP rough approvals but can be done concurrently)**
- Floor framing for upper story construction shall be inspected before covering of insulation and decking.
 - Wall bracing systems shall require the design engineer's letter of compliance.
- 14. FIREPLACE ROUGH**
- Pre-fabricated fireplace set with gas line connected and flue pipe termination to exterior
 - Manufacturer's installation booklet must be available at the fireplace location for review by the Inspector
 - Minimum clearances to combustibles must be maintained in accordance with the manufacturer's installation requirements
 - For masonry fireplaces, consult with the Inspector in advance to determine inspection requirements
- 15. INSULATION** Includes wall, ceiling, and floor spaces. For hybrid systems utilizing spray-applied foam insulation along with batt insulation, both components may be installed and inspected concurrently. Inspection of the spray-applied insulation is required before covering with any blown insulation product.
- 16. SHEETROCK** Screws at 12" o.c. and 6" o.c. at garage ceiling beneath habitable rooms. Nails at 8" o.c.
- 17. BRICK TIES (stone or brick)** Anchored veneer requires a brick tie inspection. For masonry veneer, provide one tie per 3 ¼ square feet (for 16" O.C. framing - one every 24" high or for 24" O.C. framing - one every 16" high) unless structural engineer or architect specifies more. Moisture barrier must be applied before inspection.
- 18. LATH (for STUCCO and EIFS installations)**
- 19. ELECTRIC FINAL (All electrical inspections are performed by State Electrical Inspector – not the Town)**
- 20. PLUMBING FINAL**
- 21. MECHANICAL FINAL**
- 22. BUILDING FINAL (plumbing, mechanical, and building finals may be performed concurrently if the final electrical inspection has already been completed)**