

HOW TO OBTAIN A BUILDING PERMIT FOR A NEW DECK



TOWN OF FRISCO
Frisco, Colorado
(970) 668-5276



THE PURPOSE OF THE PERMIT PROCESS

The permit process is in place to help assure that new building construction and repairs or alterations meet minimum standards for safeguarding life, limb, health, property and public welfare through affordability, as these buildings and additions are used and occupied.

BUILDING DEPARTMENT OFFICES

You may apply for permits at the Building Department which is located on the second floor of the Frisco Town Hall at One West Main Street. The Building Department hours of operation are 8:00 A.M. to 5:00 P.M. Monday through Friday.

APPLYING FOR PERMITS

All projects must fill out a Building Department Permit Application Form. This form requires general information such as location of the project, owner of the property, the contractor performing the work, and a brief description of the work. An application for the building permit for a new deck requires one (1) set of plans to be submitted with the application. The typical time to process a building permit is 5 to 14 days, varying with the department's workload at the time the application is submitted, type of project, and quality of the plans submitted.

APPLICATION FOR ELECTRICAL PERMITS

If any electrical work is needed, an electrical permit must first be obtained. All electrical permits for electrical work in the Town of Frisco are issued by the Summit County Building Department, which is located in the County Commons Building, just south of Frisco at 0037 County Road 1005. Their telephone number is 970-668-3170. Generally, all electrical work must be performed by a licensed electrician.

PLAN REVIEW REQUIREMENTS

The plans and drawings must be drawn to scale, dimensioned, legible, and accurate. The submitted plans must at a minimum contain the following information:

- Site plan showing property lines and location of proposed deck
- Deck plans with complete dimensions and height above grade indicated
- Section view and details of footings and pads
- Framing plan with the size and spacing of deck joists, beams, hangers, and posts. The snow load in Frisco is 80 psf.
- Dimensioned drawing and details of stair construction
- Notes specifying species and grade of all wood framing members and bearing capacity used to size structural members
- Plans must be stamped by a professional registered architect or structural engineer in the State of Colorado

OTHER AGENCIES HAVING JURISDICTION

As part of applying for a building permit, you will be given an Agency Sign-Off Card. You will be responsible for taking this card to the agencies indicated on the card to get a sign-off indicating approval for a permit to be issued. These agencies might include:

- Town of Frisco Public Works Department 668-0836
- Town of Frisco Planning Department 668-5276

Please be aware that these agencies may require an inspection, fees, or posting of notice prior to giving their approval for issuance of the building permit.

FOUNDATION ONLY PERMITS

All permits for new building construction, including deck additions, are first issued as a Conditional Permit. This Conditional Permit limits the authorized work to construction of the deck footings and piers. The contractor is then responsible for getting an Improvement Location Certificate by a licensed surveyor, or an inspection by the Town of Frisco Planning Department. That survey or inspection is to verify the location of the deck footings on the property and its setback for property lines and easements. The survey or inspection must be approved by the Planning Department before a full building permit can be issued and must be approved before proceeding with framing.

INSPECTIONS

Requests for inspections require notice by 8:00 AM the day of the inspection. Inspections may be requested by calling 668-5276 Option 1. The following is the list of typically required inspections for a deck:

- Footing pads
- Footing piers
- Framing
- Final electrical (if electrical work was done)
- Final building

CERTIFICATES OF COMPLETION

After all final inspections are completed and approved, the department can proceed with issuing the Certificate of Completion for the deck. The process for issuing the Certificate of Completion begins when you turn in the Inspection Record Card and the Agency Sign-Off Card with final approvals from the indicated agencies which you visited for a sign-off to get your original building permit.

QUESTIONS?

Any questions that you may have about the information in this pamphlet or other questions about building in Frisco should be directed to the [Building Department at \(970\)668-5276](tel:9706685276). Also, feel free to stop by the offices located on the [second floor in the Frisco Town Hall at One West Main Street](#), Frisco, Colorado.