

HOW TO OBTAIN A BUILDING PERMIT FOR A HOT TUB



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. When adding a hot tub or spa, this process includes obtaining a building permit and an electrical permit.

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, a brief description of the work and valuation of the project. An application for the building permit for a hot tub 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 hot tub
- Details of the existing deck or slab that will support the hot tub. IF A NEW DECK OR SLAB IS REQUIRED SEE THE “HOW TO OBTAIN A BUILDING PERMIT FOR A NEW DECK” HANDOUT. If placed on an existing wood framed deck, stamped plans by a registered Colorado Engineer must be submitted to show the adequacy or required reinforcement of the existing deck before placing the new hot tub
- Location of any windows or doors near the proposed hot tub
- Specifications on the hot tub, and details on the type of locking cover that will be installed. Include the R-values of the cover and the tub enclosure.
- Summit Sustainable Building Code Checklist to be completed and signed. You may find this document at: www.highcountryconservation.org

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. For placing a hot tub on an existing deck or slab, this typically means obtaining approval from the Town of Frisco Planning Department. 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.

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. After obtaining the final electrical inspection approval from the Summit County Building Department, you can request a final building inspection from the Town of Frisco Building Department.

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](#). 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.