

HOW TO OBTAIN A BUILDING PERMIT FOR THE TENANT FINISH OF A COMMERCIAL SPACE



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 tenant finish of commercial space requires one (1) set of plans, stamped by a Colorado licensed architect or engineer, to be submitted with the application. Plan review fees are due at the time of application for a building permit. 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

It is important that plans and drawings be drawn to scale, dimensioned, legible, and accurate. The plans must be stamped by a licensed architect or engineer. The submitted plans must at a minimum contain the following information:

- Site plan showing property lines and building location
- Floor plans with complete dimensions (showing existing and proposed)
- Building elevations (if exterior changes are proposed)
- Framing details of any wall or floor construction

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:

- Lake Dillon Fire-Rescue 513-4100
- Frisco Sanitation district 668-3723
- Town of Frisco Water Department 668-0836
- Town of Frisco Public Works Department 668-0836
- Town of Frisco Planning Department 668-5276
- Summit County Environmental Health Dept. 668-4070

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 4:30 PM the business day prior to the desired day of inspection. Inspections may be requested by calling 668-5276 Option 1. All electrical inspection requests must be scheduled with the Summit County Building Department at 668-3710.

CERTIFICATES OF OCCUPANCY

After all final inspections are completed and approved, the department can proceed with issuing the Certificate of Occupancy for that project. The process for issuing the Certificate of Occupancy begins when you turn in the Inspection Record Card and the Agency Sign-Off Card with final approvals from the indicated agencies. This typically will require you to return to those same agencies which you visited for a sign-off to get your original building permit. Please be aware that these agencies may require an inspection or fees prior to giving their approval for a Certificate of Occupancy.

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](#).