



January 13, 2011

To: Contractors, Builders and Homeowners

Re: Plan Check and Inspection Fees for the Crested Butte Fire Protection District

To Whom It May Concern:

Due to the increased volume of construction within the Crested Butte Fire Protection District (CBFPD), we have employed additional resources to help with Subdivision Evaluations, Plan Checks and Fire Inspections. To help offset these increased costs, the CBFPD Board of Directors has implemented a "Plan Check and Inspection Fee."

Please allow up to two to three weeks (14-21 days) to adequately review any submitted plans. The attached "Flow Chart of the Building Process" will help you to familiarize yourself with the steps that need to be taken.

After the CBFPD completes a Plan Check and the appropriate deposit has been paid, a formal letter will be issued to the applicant regarding the CBFPD requirements for that project. This letter should accompany the building plans that are submitted to the proper building department or building official. After the building department has determined the cost of the Building Permit, the appropriate fee for the CBFPD can be applied. (Please see the attached "Plan Review and Inspection Fee" policy.)

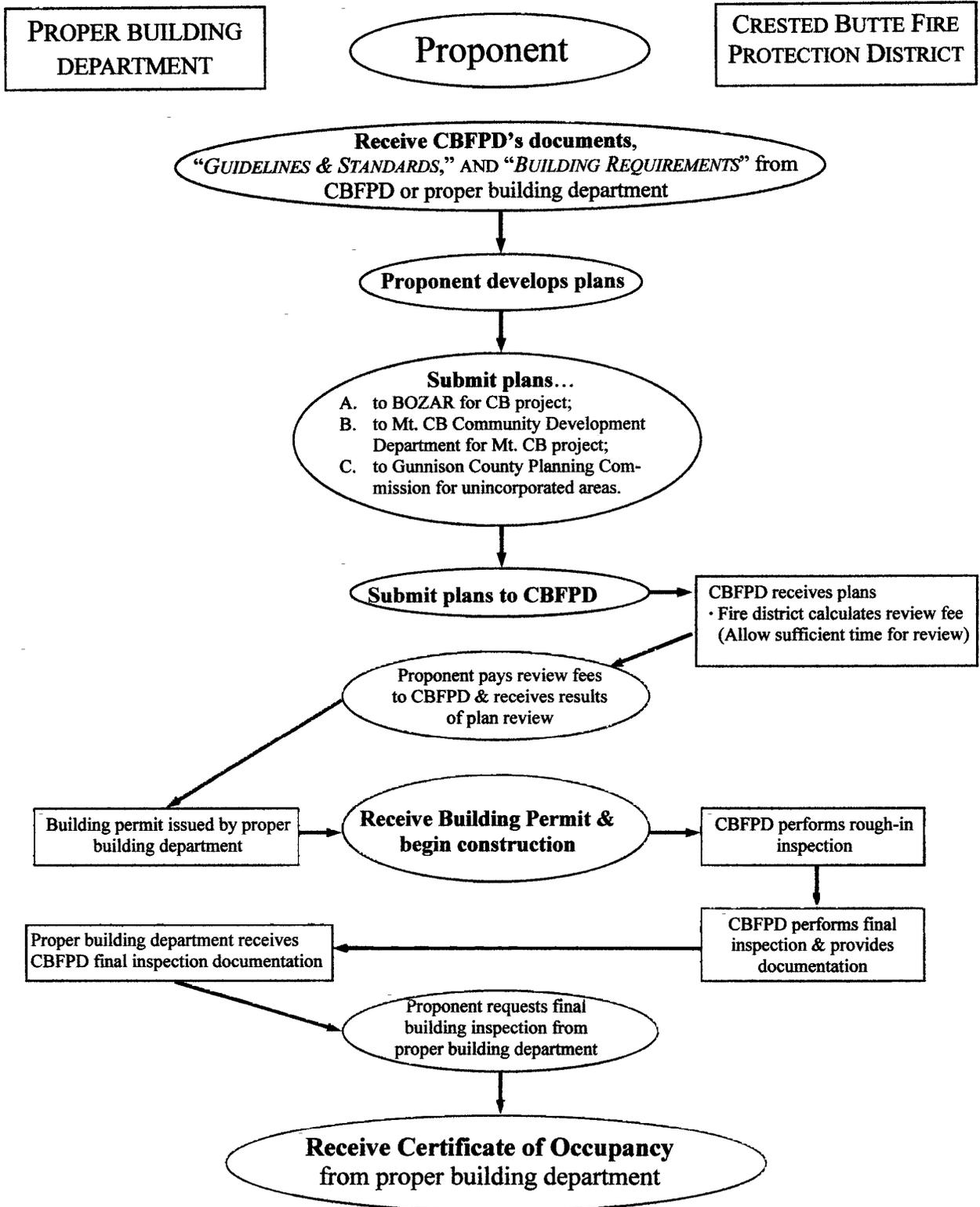
Upon payment of the "Plan Check and Inspection Fee" the CBFPD will provide you with a receipt. The CBFPD Fire Division will not perform Fire Inspections until payment has been received in full. Once the "Plan Check and Inspection Fee" has been paid, please allow up to 5 days from the time you request a Fire Inspection until the Fire Inspection is completed and documented. (Please see the attached "Plan Check and Fire Inspection Checklist.")

To request building information or to schedule a Plan Check or Fire Inspection, please contact CBFPD Fire Inspector Scott Wimmer at (970) 349-5333, ext. 4. If you have questions regarding payment of the "Plan Review and Inspection Fee Policy," please contact CBFPD General Manager Mike Miller at (970) 349-5333, ext. 1. For general fire-related questions, please contact CBFPD Fire Chief/Fire Marshal Ric Ems at (970) 349-5333, ext. 2.

Sincerely,

Ric Ems  
CBFPD Chief/Fire Marshal

## FLOW CHART OF THE BUILDING PROCESS





**CBFPD FIRE DIVISION  
PLAN CHECK AND FIRE INSPECTION CHECKLIST**

**PLAN CHECK:**

- Proponent submits plans to CBFPD
- CBFPD gives proponent results of Plan Check
- Proponent pays “Plan Check and Inspection Fee” to CBFPD
- Proponent receives letter of compliance from CBFPD & submits this letter to the appropriate building department
- Appropriate building department issues Building Permit to proponent

**If at any time you have any questions concerning CBFPD regulations or requirements from the Plan Check, please contact the CBFPD Fire Division.**

**AT ROUGH-IN INSPECTION:**

- CBFPD verifies that proponent has placed temporary premises identification
- Proponent, CBFPD and utility provider meet on-site and verify the location of natural gas meters and/or propane tanks, and complete the required “Location Agreements” while on-site
- CBFPD verifies the location of all smoke detectors, carbon monoxide detectors, heat detectors, explosive gas detectors and any other early-warning devices
- CBFPD verifies the proper installation of approved gas-fired or wood-burning fireplaces
- CBFPD verifies that exhaust venting has been properly installed for all gas-fired appliances
- CBFPD verifies that applicable fire suppression system installations are compliant with the Plan Check
- CBFPD verifies compliance with any other Plan Check requirements

**AT FINAL INSPECTION:**

- CBFPD verifies that proponent has placed permanent premises identification
- CBFPD verifies all natural gas meter and/or propane tank installations
- CBFPD verifies that all early-warning detection devices are operable, and if required by the Plan Check, that they are on a monitored system; CBFPD verifies that this monitoring system is operable and that it notifies all proper agencies in a timely manner
- CBFPD verifies that all gas-fired or wood-burning fireplaces are compliant and operable
- CBFPD verifies that all appliances are properly vented to the outside of the structure, as required
- CBFPD verifies that all gas-fired appliances have proper combustion air (AKA “make-up air”)
- CBFPD verifies that there’s access to gas shut-off valves of each and every gas-fired appliance
- CBFPD performs final fire suppression system inspection, if applicable
- CBFPD verifies that the fire suppression monitoring system is operable and that it notifies all proper agencies in a timely manner
- CBFPD verifies that all fire-resistive construction is complete
- CBFPD verifies that all self-closing fire doors are complete and operable
- CBFPD verifies all access, egress and final grade

**CBFPD Fire Inspector Scott Wimmer can be reached at (970) 349-5333, extension 4 to answer any questions you may have, or to schedule your fire inspection.**

**CRESTED BUTTE FIRE PROTECTION DISTRICT**

**FEES FOR THE REVIEW OF FIRE PROTECTION SYSTEMS, SPRINKLER SYSTEMS, AND THE SUBSEQUENT INSPECTIONS THEREOF FOR BUILDINGS WITHIN THE CRESTED BUTTE FIRE PROTECTION DISTRICT.**

**SECTION 1. COMMERCIAL BUILDING AND R-1 OCCUPANCY FEE.**

- 101. Upon plan approval by the planning bodies of the municipalities or county, the Crested Butte Fire Protection District (District) shall perform a plan check of all commercial buildings and R-1, R-2, R-4 & I occupancies to be constructed within the District to ascertain compliance with the International Fire Code as adopted by the municipalities and county.
- 102. The District shall provide the building departments of the municipalities or county a written documentation of the findings of the review and the requirements to be incorporated into the building.
- 103. The District shall collect a fee from the building proponent based upon the following PLAN REVIEW AND INSPECTION FEE SCHEDULE. District fees are:

**PLAN REVIEW AND INSPECTION FEE SCHEDULE**

**PLAN REVIEW FEE SCHEDULE**

**Commercial / Mixed Use Occupancy**

| Gross Sq. Footage | Fee      |
|-------------------|----------|
| ≤ 5,000           | \$ 500   |
| 5,001-10,000      | \$ 1,000 |
| 10,001-20,000     | \$ 1,500 |
| 20,001-50,000     | \$ 2,000 |
| 50,001-100,000    | \$ 2,500 |
| 100,001-200,000   | \$ 3,000 |
| 200,001-300,000   | \$ 3,500 |
| ≥ 300,001         | \$ 4,000 |

**Single Family Occupancy**

| Gross Sq. Footage | Fee      |
|-------------------|----------|
| ≤ 3,600           | \$ 250   |
| 3,601 - 7,200     | \$ 500   |
| 7,201 - 11,000    | \$ 1,000 |
| 11,001 - 20,000   | \$ 1,500 |
| ≥ 20,001          | \$ 2,000 |

In the event that residential sprinkler systems are required (or voluntarily installed) in R-3 occupancies to mitigate inadequate access or water supply, fees shall apply to cover the costs of plan review and all subsequent inspections of the building.

Driveway only           \$ 250.00

**INSPECTION FEE SCHEDULE**

All inspection fees shall be computed on the following formula:

Gross square footage of the contract area or structure times a multiplier of \$ 4.80/sqft to establish a total dollar valuation amount. This total valuation is then used with Table 1A to figure the inspection fee.

**Table 1A**

| VALUATION            | FEE  |
|----------------------|--|
| ≤ \$ 300             | \$ 50.00   |
| \$ 301-\$ 2,000      | \$ 60.00   |
| \$ 2,001-\$ 50,000   | \$ 21.00 per thousand or fraction thereof                                  |
| \$ 50,001-\$ 500,000 | \$ 20.00 per thousand or fraction thereof<br><b>PLUS</b> base fee of \$ 50 |
| ≥ \$ 500,001         | \$19.00 per thousand or fraction thereof<br><b>PLUS</b> base fee of \$ 550 |

Sample: The project is 1,100 sqft multiplied by the \$ 4.80/sqft factor = \$ 5,280 valuation. Valuation is rounded *UP* to the next full thousand (\$ 6,000). Per the schedule, the fee is calculated as follows:

$6 \times \$ 21.00 = \mathbf{\$ 126.00}$  inspection fee plus plan review fee.

Sample: The project is 10,474 sqft multiplied by the \$ 4.80/sqft factor = \$ 50,275 valuation. Valuation is rounded *UP* to the next full thousand (\$ 51,000). Per the schedule, the fee is calculated as follows:

$51 \times \$ 20 = \$ 1,020.00$  plus base fee \$ 50.00 =  $\mathbf{\$ 1,070.00}$  inspection fee plus plan review fee.

**Other Inspections and Fees:**

1. Inspections outside of normal business hours \$ 100.00 per hour\*
2. Re-inspection fees \$ 100.00 per hour\*
3. Inspections for which no fee is specifically indicated \$ 100.00 per hour\*
4. Additional plan review required by changes, additions or revisions to plans \$ 100.00 per hour\*
5. For use of outside consultants for plan checking and inspections, or both \$ 100.00 per hour\*
6. Inspection fees shall be imposed for Fire Code violations \$ 100.00 per hour\*

\* Or the total hourly cost (**1/2 hour minimum**) to the Crested Butte Fire Protection District, whichever is greater. This cost shall include legal fees, fees of outside consultants retained on behalf of the jurisdiction, and supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

104. The fee shall cover all costs incurred in reviewing the building plans, sprinkler system plans, other fire suppression systems or appliances, the creation of pre-fire plans, and all subsequent inspections of the building.

105. The fee shall be due and payable upon issuance of the building permit. Inspections shall not be conducted until the fee is paid. In no event shall a certificate of occupancy be issued without full payment of the fee and the Fire Chief signing off on final inspection of the building.

106. In the event of a failed inspection requiring a re-inspection, a fee of \$100.00 per hour (1/2 hour minimum) may be assessed.

**SECTION 2. R-3 OCCUPANCY SPRINKLER SYSTEMS.**

201. In the event that residential sprinkler systems are required, or voluntarily installed, in R-3 occupancies to mitigate inadequate access or water supply, fees shall apply to cover the costs of plan review and all subsequent inspections of the building.

202. In the event of a failed inspection requiring a re-inspection, a fee of \$100.00 per hour (1/2 hour minimum) may be assessed.



**CRESTED BUTTE FIRE PROTECTION DISTRICT**

306 MAROON AVENUE  
 P.O. BOX 1009  
 CRESTED BUTTE, COLORADO 81224  
 (970) 349-5333 FAX: (970) 349-3420

**Gas Meter Location Agreement**

Date \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Project Name \_\_\_\_\_ Contractor \_\_\_\_\_  
 Location \_\_\_\_\_ Phone \_\_\_\_\_  
 Owner \_\_\_\_\_ Plumber \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Phone \_\_\_\_\_ Fire Inspector \_\_\_\_\_

CB  Mt. CB  County

Map of Gas Meter Location (Indicate North on map)



CRESTED BUTTE FIRE PROTECTION DISTRICT REQUIREMENTS FOR THE LOCATION OF GAS METERS AND THEIR APPURTENANCES. GAS METERS, PRESSURE RELIEF VALVES, AND SERVICE LINES SHALL BE INSTALLED,

- ON THE GABLE END OF THE BUILDING
- 3 FEET FROM ANY OPENING OR IGNITION SOURCE
- 3-5 FEET OFF FROM THE GROUND & PERMANENTLY ATTACHED TO THE STRUCTURE
- NO EXPOSED, HORIZONTAL GAS LINES
- IN ACCORDANCE WITH ALL APPLICABLE CODES AND MANUFACTURES DESIGN SPECIFICATIONS

**\*I am solely responsible and understand/agree to the location and installation of the gas meter and its appurtenances.**

**SIGNATURES:**

**\*CONTRACTOR/OWNER/DATE GAS COMPANY REPRESENTATIVE/DATE FIRE INSPECTOR/DATE BUILDING OFFICIAL/DATE**

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

WHITE - CBFDP YELLOW - Gas Co. PINK - Responsible Party GOLD - Building Official



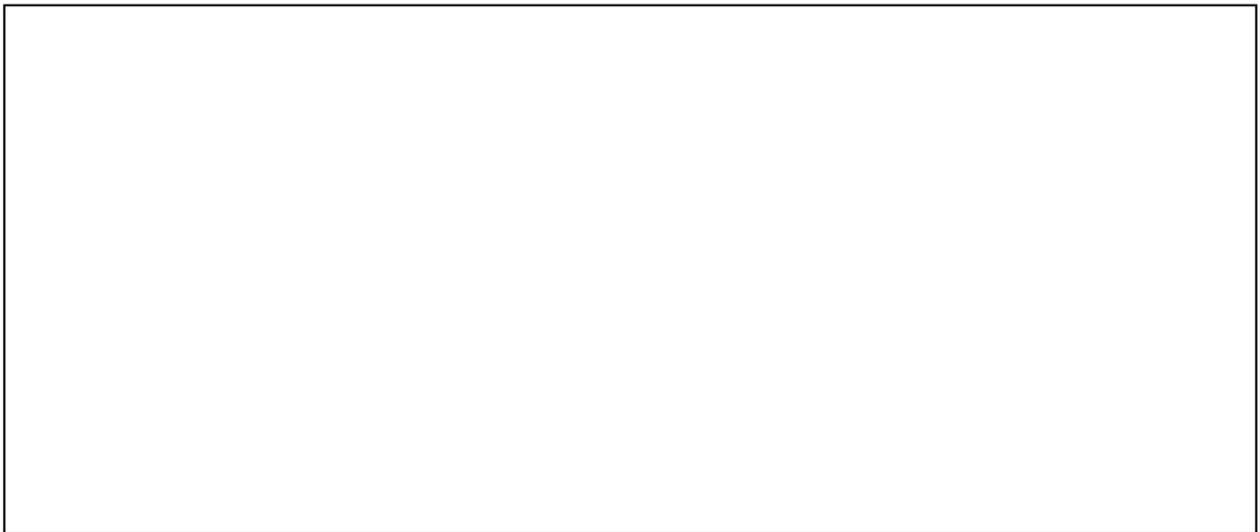
**CRESTED BUTTE FIRE PROTECTION DISTRICT**

306 MAROON AVENUE  
P.O. Box 1009  
CRESTED BUTTE, COLORADO 81224  
(970) 349-5333 FAX: (970) 349-3420

**Propane Tank and Service Line Location Agreement**

Date \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Project Name \_\_\_\_\_ Contractor \_\_\_\_\_  
 Location \_\_\_\_\_ Phone \_\_\_\_\_  
 Owner \_\_\_\_\_ Plumber \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Phone \_\_\_\_\_ Fire Inspector \_\_\_\_\_

CB  Mt. CB  County  Map of Propane Tank and Service Line Location (Indicate North on map)



CRESTED BUTTE FIRE PROTECTION DISTRICT REQUIREMENTS FOR THE LOCATION OF PROPANE TANKS AND THEIR APPURTENANCES. PROPANE TANKS, PRESSURE RELIEF VALVES, AND SERVICE LINES SHALL BE INSTALLED,

- ON THE GABLE END OF THE BUILDING
- 3 FEET FROM ANY OPENING OR IGNITION SOURCE
- 3-5 FEET OFF FROM THE GROUND & PERMANENTLY ATTACHED TO THE STRUCTURE
- NO EXPOSED, HORIZONTAL GAS LINES
- IN ACCORDANCE WITH ALL APPLICABLE CODES AND MANUFACTURES DESIGN SPECIFICATIONS

**\*I am solely responsible and understand/agree to the location and installation of the propane tank and service line.**

**SIGNATURES:**

**\*CONTRACTOR/OWNER/DATE GAS COMPANY REPRESENTATIVE/DATE FIRE INSPECTOR/DATE BUILDING OFFICIAL/DATE**

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_

WHITE - CBFPD YELLOW - Gas Co. PINK - Responsible Party GOLD - Building Official

## **PROCEDURES FOR BURNING**

Gunnison County and Emergency Response Agencies have been over-extended by "Controlled Burns" getting out of control. This condition has necessitated the initiation of an ordinance concerning burning.

All burns must be called into Gunnison Communications at 641-8200 prior to ignition and upon completion of burning. Gunnison Communications will be able to advise you if a burn ban or Red Flag Day exists. Burning will not be allowed if a ban or dangerous conditions exist. Inversion conditions should also be avoided to lessen effects on air quality.

Failure to report these burns will lead to billing from emergency responders when they respond to a controlled burn.

Burning shall be supervised by one or more responsible persons, depending on the type of burning. Larger fires may require closer supervision to eliminate the possibility of fire spreading beyond control. Precautions shall be taken to localize the burning and shall in no way pose a fire hazard to persons or property within or adjacent to the area of burning.

It is the responsibility of the fire owner to insure an adequate water source is available to extinguish the fire completely before leaving.

Slash piles should be as dirt-free as possible, and after burn out should be scattered to ensure no embers exist. Fires have started several months after burn piles were thought to be burned out.

The responsibility of containment rests solely with the person owning the fire, and the liability for damage caused to adjacent properties is also the responsibility of the owner of the fire.

**EXEMPT FROM REQUIRED CALL-IN ARE CAMPFIRES, BAR-B-QUE AND SMALL FIRES (6 ft. or less in diameter) IN RECOGNIZED CONTAINMENT**



## **POLICIES AND PROCEDURES FOR CONTROLLED BURNS IN GUNNISON COUNTY**

**Please use the following guidelines when requesting a controlled, supervised open burn:**

1. Call Gunnison Dispatch at **641-8200** and ask if there is a “Burn Ban” or “Red Flag” warning in effect.
2. If there is not a “Burn Ban” or “Red Flag” warning in effect, then inform dispatch that you want to have a controlled, supervised open burn.
3. Provide Gunnison Dispatch with the following information:
  - a. The location and address of the burn
  - b. The person responsible for the burn
  - c. The person supervising the burn
  - d. The time the fire is to be ignited
  - e. The time the fire will be **fully extinguished**
  - f. A callback phone number for the **responsible** and **supervising** persons
4. **All burns shall be fully extinguished by the time stated!**

Please see the attached information from Gunnison County concerning procedures and guidelines for safe burning.

**\*\*MAKE A PHONE CALL AND BE INFORMED BEFORE YOU BURN\*\***

## **Guidelines for Safe Burning**

**\*\*Notify Gunnison County Communications at 641-8200 before igniting your fire\*\***

### **DITCH AND FIELD BURNING**

1. Notify Gunnison County Communications at 641-8200 before igniting a ditch or field fire. Notify them again upon completion of burn.
2. Consider options to burning. Mowing fields may provide similar results without the risks of an escaped fire.
3. Keep in mind fuels and topography. Dense fuels and slope will cause a fire to increase in intensity. These fires will burn hotter and move faster and are difficult to fight.
4. Don't burn alone. Have several helpers.
5. Have a shovel or rake for every person helping you.
6. Wear appropriate clothing. Synthetic Fibers will melt. You should wear cotton/wool outerwear, leather boots and leather gloves.
7. Set up a water source before burning. Have a garden hose that will reach entire burn. For larger fires have a pickup or ATV with a water tank. Turn water on before burning.
8. Check the weather. You can obtain a local forecast by visiting the National Oceanic and Atmospheric Administration web site at [www.noaa.gov](http://www.noaa.gov). Keep in mind that this will give a general forecast for an area. Weather conditions can change within a very small area due to land formations.
9. Postpone your burn if windy weather is predicted.
10. Personally observe weather conditions. Postpone your burn even if it is slightly breezy. Observe the sky; postpone your burn if you can see thunderstorms building in any direction.
11. Plan the area to be burned, and keep the burn area small enough so that if the wind increases, you can put fire out.
12. Make sure there is a barrier between the fire and any buildings, propane tanks, etc. Barriers may be roads, streams, driveways or lawns. You can be held criminally and financially responsible if you destroy your neighbor's property.
13. Mow around utility poles and telephone pedestals before burning. Wet down grass at base of poles with water.
14. Dial 911 immediately if fire starts to get away. Have a cell phone with you while burning.
15. If the fire gets away from you, don't get in front of it. Begin fighting the fire at its base and progress around the sides. Stay inside the safety of the burned area, or close enough to it so you can quickly get in it all times.
16. Don't leave fire unsupervised. Take extra time to make sure it is completely out before you leave it.

## **Slash Pile Burning**

1. Notify Gunnison County Communications at 641-8200 before igniting the slash pile(s). Notify them again upon completion of burn.
2. Consider options to burning piles. Chipping piles may provide similar results without the risk of an escaped fire.
3. Don't pile slash within 15 feet of trees.
4. Burn only in late November through February with a minimum of six inches snow cover.
5. Piles should be built tightly to keep snow from penetrating into the pile. Snow in the pile will slow combustion or extinguish the pile.
6. Piles should be constructed twice as high as they are wide to facilitate burning.
7. There should be no soil in the piles. Soil will cause piles to smolder up to several months and may cause fire to escape during warm weather.
8. If soil in the pile cannot be avoided, monitor the pile until it cools. Then use equipment to spread soil and remaining material out on snow. This should be done within a few days of ignition. This will expose burning wood buried in the soil and allow it to burn or go out.
9. Stop lighting before 2:00 pm to avoid nighttime smoke impacts. At night smoke can settle into valleys, causing poor air quality and visibility problems.
10. Stop lighting if wind blows smoke towards a community, road or home site.
11. Check the burn after the spring snowmelt to make sure the fire is out.