



Town of Hayden Permit Process

All permit applications must be submitted at Town Office between 8AM-4PM Monday – Thursday & 8AM-12PM Friday. Hayden Town Office is located at 178 W. Jefferson Ave. No applications will be accepted after 4PM.

Plan Check fees, all use tax fees (Town and County) & Fire District review fees payments must accompany the permit application. No applications will be accepted without payment.

Three sets of plans and construction documents are required for all single-family, duplex and townhome projects (new and remodels). Four sets of plans and construction documents are required for all multi-family and commercial projects (new and remodel). No construction documents are needed for any “one-stop” permit applications. All one-stop permit applications are issued over the counter. There is no plan review process for one-stop permit applications

The correct check-list shall also be included with each permit applications submittal.

Permit applications are inputted into the Permit Portal system by the Town of Hayden Assistant Town Clerk or the Town Clerk.

Once the applications has been accepted and inputted, SAFEbuilt Building Official is notified to pick the complete application package up.

Building Official assembles each complete package for preparation to route permit packages to Planning, Fire Town Clerk for Addressing and Public Works

Building Official makes required entries into the Permit Portal. Required entries include: Changing status from “application acceptance” to “SAFEbuilt Plan Review”, Changing status of other department review if review is not needed, assign appropriate plans examiner and change permit from “pending” to “in-process”.

Building Official fills out routing slips for each department and fills out a master routing slip for documentation and creates an active file for permit application.

Building Official hand delivers permit packages to Planning, Fire and Public Works.

Each department performs their respective plan review and returns routing slip back to the Town office (Planning and Public Works) or to SAFEbuilt via email. The routing slip shall reflect if the plans are approved, approved with conditions or denied.

SAFEbuilt is performing plan review congruently with other department reviews. Per our contract with the Town of Hayden, we will complete all single-family, duplex and townhome reviews within 5 business days and small commercial projects within 10 business days. All large commercial projects time-frames will be negotiated for the appropriate turn-around time-frame.

Once review is completed, we will communicate any comments/corrections in writing to the applicant. Each department does this independently currently.

If permit application is approved, Building Official enters approvals for Planning and Fire into the Permit Portal and changes the status to "Returned to Town" The field set of construction documents are returned to the Town and the Town notifies the applicant to come pick-up the approved plans.

Town issues permit to applicant by printing two copies of the permit. One is on orange paper to be released back to the applicant and the other on regular paper to be returned to SAFEbuilt for record/filing. Each issued permit shall be signed by the applicant.

Building Official maintains possession of the office set of plans, tags and files them upon the active permit shelf.

Permit is Issued/Inspection Process

Inspection requests are the responsibility of the permit holder/person performing the work.

How to request an inspection:

Call our office number of 970-291-1269 prior to 4PM before of day of inspection

Provide permit number

Job name

Contact name and phone number

Address of project

Type of inspection requested

Date and time of requested inspection

All permits issued in by the Town of Hayden are considered "combination permits". Separate permits are not issued for each trade. This means the same permit number is used for each

type of inspection request. To obtain trade inspections (plumbing, electrical and mechanical), each trade sub-contractor must be listed on the building permit application. There is no additional fee for plumbing and mechanical work. **Please note there is an additional fee for all electrical work.** A fee schedule is on file with both the Town of Hayden and SAFEbuilt

Required inspections differ from permit to permit. Listed below is a general guide of required inspections for new construction:

Footing Inspection

Foundation Inspection

Underground Electrical

Temp Power/Construction Meter

Underground Plumbing

Underground Gas Piping

Rough Electrical

Rough Plumbing

Rough Mechanical

Framing

Insulation

Electrical Final /Permanent Meter

Plumbing Final

Mechanical Final

Building Final

Planning/Zoning Approval

Fire Approval

Certificate of Occupancy Issuance

Each inspection on the list must be completed and approved before the next inspection can be requested.

For projects that require Planning and Fire District approvals, SAFEbuilt Building Official will email both the Town of Hayden and the Fire District with an inspection request sheet at the time a Building Final inspection request is provided. Certificates of Occupancy will only be issued when all departments have completed their respective inspection and an approval has been

obtained. The inspection request sheet shall be returned to SAFEbuilt to input other department approval and to file the final approval into building permit active file. Please allow for 10 working days to process the Certificate of Occupancy.

One-Stop inspection process only requires the applicant/permit holder to call for a Final Inspection. SAFEbuilt will complete the rest of that process without the need for other department involvement.

Once all items have been completed, the Building Official shall file all information into the "completed permit" file and plan rack and maintain these records according to the Town and State of Colorado's retention schedule that is on file.