



**TOWN OF WINDSOR**  
**PERMIT CONSTRUCTION GUIDELINES**  
**Revised April 19, 2019**

# NEW BUILD CONSTRUCTION GUIDELINES

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## **Town of Windsor – Building Permits and Utilities**

Office hours: Monday through Thursday  
8:00 a.m. to 5:00 p.m.  
Closed at NOON on Fridays

Address: 301 Walnut Street, Windsor CO 80550

Phone number: (970)674-2400

Building permits: (970)674-2436

Water & Sanitary: (970)674-2403 (970) 674-2400

Inspection Email: [utilities@windsorgov.com](mailto:utilities@windsorgov.com)

Website address: [www.windsorgov.com](http://www.windsorgov.com)

Stormwater Insp.

Email: [jhegeman@windsorgov.com](mailto:jhegeman@windsorgov.com)

Phone: (970) 674-2490

### **SAFEbuilt**

Address: 561 E. Garden Drive,  
Windsor, CO 80550

Phone number:  
(970)686-75119

Inspections:  
(970)674-1036  
or (866)671-1036

## **Town of Windsor Public Works Department – Fire Hydrant Meter Rental**

Office hours: Monday through Friday  
7:00 a.m. to 3:30 p.m.

Address: 922 N. 15<sup>th</sup> Street, Windsor, CO 80550

Phone number: (970) 674-5400

## **Obtaining a Certificate of Occupancy**

The Town of Windsor Construction Guidelines provides the requirements that must be met in order to receive a Certificate of Occupancy. The following steps must be completed:

1. **Utility Inspections:** The contractor must email the Town of Windsor and request up to three separate utility inspections in the order below. The utility inspections include but are not limited to, public sidewalks, curb stops, meter pits, sewer clean outs, and special assessments. **See Scheduling Inspections under Utilities/Construction Water for more details.**
  - a. Water/Sewer Inspection - if Town of Windsor provides water and/or sewer
  - b. Meter Install and Sewer Camera - If Town of Windsor provides water and/or sewer
  - c. Public Works Utility Check for CO - must be completed for every property being constructed in the Town of Windsor city limits.
  - d. Storm Sewer Camera Inspection.
  - e. Properties located on privately owned streets may qualify for an exemption of the utility check for CO requirement. In order to qualify, a letter from the responsible Homeowners Association (HOA) or other entity responsible for street maintenance is required stating that HOA or other responsible entity assumes full responsibility for sidewalk construction, inspection and maintenance. This letter is required by the Town of Windsor Utilities Department prior to scheduling the Utility Check for CO.
2. **Site Grading Certificate:** The Site Grading Certificate must be submitted to the Town of Windsor for review and approval by the Engineering Department (48 hour turn around for inspections). See page 8 for more details.
3. **Final Construction Inspection:** The contractor must call SAFEbuilt, Colorado and request final construction inspection and acceptance.
4. **Final Stabilization Inspection:** The contractor must call the Stormwater Program Coordinator to request an inspection of stabilized areas (as applicable).

The final construction inspection does not release the Certificate of Occupancy; only after final construction acceptance (including Stormwater Final Stabilization, if applicable), approval of the Site Certification, and final utility inspection has been approved will the CO be released.

### **SAFEbuilt**

SAFEbuilt Colorado is a private agency contracted by the Town of Windsor to perform building inspections and plan reviews. While all building permits are applied for and issued in the Town of Windsor Planning Department, any building code questions should be directed to SAFEbuilt Colorado. A plans examiner is generally available from 8:00 am to 5:00 pm Monday - Friday at (970) 686-7511. Please visit SAFEbuilt's website at <http://www.safebuilt.com/> for general information and construction handouts.

Building permit inspections are scheduled through an inspection hotline. Call the phone number below with your building permit number, address, the requested inspection, as well as contact name and phone number - SAFEbuilt Colorado will inspect the next working day.

Inspection Hotline - (970) 674-1036

## Utilities/Construction Water

### Scheduling inspections

All Water/Sanitary Sewer inspection requests are required to be emailed to the Utility Billing Clerk between the hours of 8 a.m. and 3 p.m. in order to be scheduled for the next business day. Each inspection at a property requires a separate request to [utilities@windsorgov.com](mailto:utilities@windsorgov.com) and has a 48 hour turnaround time.

The items below are required to be available prior to scheduling an inspection or meter install:

- A correct address and building permit number
- The building permit must be available at the site in order to be signed by Town staff

### Inspection Requirements

All work must be completed and ready for inspection by 7:00 a.m.

Water/Sewer Inspection:

- Curb box must not be located in the driveway area
- See water/sewer service standard for more information
- An afternoon inspection can be requested

Meter Install:

- Town of Windsor issued yoke must be installed
- Shut off valves must be installed before and after the yoke
- Curb box must be visible and clear of all debris & accessible to the technician
- See water/sewer service standard for more information
- Include in request: water left on or off

Camera Sewer Line:

- Sewer cleanout must not be taller than 18-24 inches from existing grade
- See water/sewer service standard

Utility Check for CO:

- This is the only inspection required if water and sewer isn't provided by Town of Windsor
- The previous inspections must have been schedule and passed
- Curb box/meter pit must be to finished grade
- Sewer must have a permanent cap
- Sidewalks & gutters must be clean/clear of all debris and free of crack/large chips **NOTE:** Power washing of pavement/sidewalks into streets and gutters is prohibited per Municipal Code

If an inspection(s)/install fail, a door hanger is left at the building site indicating the corrections that are necessary. Once the corrections are complete, the inspection/install can be rescheduled by emailing the utility department at [utilities@windsorgov.com](mailto:utilities@windsorgov.com), but will not be scheduled for the same day as the original inspection. For each re-inspection/installation a fee will be billed to the account. The schedule of fees can be found on the Town of Windsor website at [www.windsorgov.com](http://www.windsorgov.com).

**The Town of Windsor may withhold the Certificate of Occupancy until all water, stormwater, and sewer service standards have been met or if the Town has imposed special requirements on the developer, builder, subdivision, or lot.**

Contractors /Plumbers are not permitted to turn water off and on; such action is punishable by law. Curb stops and street valves can only be operated by Town of Windsor employees. The Town of Windsor has the authority to confiscate and dispose of illegal jumpers whereby theft of services is suspected.

#### **Construction Water**

Unmetered water cannot be used for irrigating sod, water settling soil on the lot, development or landscaping of the site; special arrangements must be made with the Town of Windsor to obtain water for such purposes. Meter set requests are to be made to the Town of Windsor Utilities Department; one business day notice is required.

#### **Windsor water utility customers – Construction Water & Utility Fees – Residential meters ¾" &**

**1"** One yoke and a jumper for water are paid for when a building permit is issued by the Town of Windsor. Fees for construction water will be assessed through collection of water, sewer, and storm drain base fees.

The base fees will be billed monthly starting with the date the building permit is received by the customer; the property owner named on the building permit will be responsible for payment. Once a meter is set, customers will then be billed for water that is used according to tap size and monthly rates.

#### **Windsor water utility customers – Construction Water & Utility Fees – All meters larger than**

**1 inch** Fees for construction water will be assessed through collection of water, sewer, and storm drain base fees. For projects requiring meters larger than 1 (commercial, industrial, or school), water, sewer, and storm drain base fees will be billed monthly starting with the date of issuance of the building permit; the property owner named on the building permit will be responsible for payment. Once the meter is issued it needs to be installed as soon as possible; customers will then be billed for water that is used according to tap size and monthly rates.

#### **Non-Windsor water utility customers – Utility Fees**

Fees will be assessed through collection of sewer and/or storm drain base fees. The base fees will be billed monthly starting with the date the building permit is received by the customer. The property owner named on the building permit will be responsible for payment.

#### **Billing of utilities/Property transfers**

A monthly utility bill consisting of one or all of the water, sewer, and storm drainage fees will be generated monthly and due on the 20<sup>th</sup> of the month. The property owner named on the building permit will be responsible for payment until such time that a closing occurs and a final meter read is taken, thereby changing ownership. Monthly base charges will be billed to each meter in use regardless of whether any usage occurs.

## **Hydrant Meters**

Fire hydrants are to be used for those situations where a large volume of water is needed for a short period of time. Hydrant meters will not be used as a substitute for permanent water service.

Hydrant meters are available for rental at the Town of Windsor Public Works Department at 922 N. 15<sup>th</sup> Street, Windsor, CO, 970-674-5400. The maximum monthly limit for a single hydrant meter is 64,000 gallons; current deposit and rental rates will be applied.

## **Water & Sewer Service Standards**

### **Water Service Standards**

A service line shall be Type K copper pipe. The line from the curb stop to the valve within the house must be continuous pipe. No intermediate couplings are permitted.

All water service lines must be pressure tested by the plumber. A town representative must give approval before backfilling. Pressure testing may be done by water or air.

- If the water method is used, it will be done by the curb stop and testing with the pressure in the water main.
- If the air method is used, the plumber will be responsible for the apparatus, which must be capable of pressurizing the service line to 80 psi.

Water meters installed in crawl spaces will be located within 5 feet of the crawl space access and a minimum of 18 inches below the floor joists. All meters shall be installed with a stopcock or valve on each side of the meter, except meter pits.

Curb boxes should not be located within a concrete driveway. Only under unusual circumstances will this be permitted and a town representative must grant permission.

- The curb box must have an extension rod attached to the curb stop.
- The contractor is responsible for replacing faulty or damaged curb stops and boxes and for adjusting the curb box to match the finished ground elevation.
- Curb boxes must be properly adjusted according to grade and approved by the Town of Windsor Public Works Department.

### **Sewer Service Standards**

All sewer services must be inspected before backfilling the trench.

- A Town of Windsor representative must be present to assure that the plug has not been pulled or any pipe has been laid. Call the Town of Windsor to schedule an inspection.
- The trench will need to be de-watered by means of a pump. Discharge from dewatering operations must be directed to a dewatering bag on a vegetated area or toward a stormdrain equipped with sediment filtering control measures.
- Any removal of a plug to de-water a trench is in violation of the Town of Windsor Municipal Code.
- Sewer cleanout must not be taller than 18-24 inches

Sewer service pipe shall be bell and spigot type with rubber gaskets. All P C pipe must be minimum SDR 35 strength and must be stamped with strength data from the factory. Minimum grade of 4-inch sewer services shall be 1/4 per foot (2%). Minimum grade of 6" sewer services shall be 1/8" per foot (1%).

Sewer pipe must have tamped bedding at least half way up on the side of pipe. The maximum deflection at a joint is 45 degrees. Connections of pipes that cannot be accomplished with the integral bell and

spigot shall be made with a rubber "Caulder-type" coupling with stainless steel bands.

All sewer cleanouts shall be located on the exterior of buildings and shall be at a location accessible for service. Any deviation from the prescribed procedures and materials must be approved by the Director of Public Works before installation.

### **Sump Pump Requirements**

Under no circumstances should discharge from any pump reach the Town's sanitary sewer system. It is unlawful to connect a sump pump to the interior plumbing of your home or building, or to allow discharge from a sump pump to run to a basement drain.

Sump pump discharge should drain outside your home or commercial building in a manner which ensures that there will be no runoff across the sidewalks or driveways in the area of your home or building.

### **Site Grading Certification Requirements**

#### **Requirements for Site Grading Certifications**

A Site Grading Certification shall be provided to and accepted by the Town of Windsor prior to issuance of a Certificate of Occupancy for all new construction building permits. The Site Grading Certification shall include the following:

- A Town of Windsor standard Site Grading Certification form prepared by a registered professional engineer licensed by the State of Colorado.
- An as-built plot plan showing the proposed elevations on the lot as approved by the Town at the time of the issuance of the building permit and the existing elevations at the time of certification. Elevations shall be provided at all locations where elevations were shown on the plot plan approved with the building permit including the top of foundation elevation and any additional elevations necessary to clearly represent the final grading of the lot. Typically this will include an elevation at all lot corners, an elevation at the building corners, elevations opposite the building corners at the side property line, all high point and grade break elevations on the side property lines, and rear yard high point and flowline elevations of swales which carry flows around the house. Plot plans shall be to scale with the scale indicated.
- If there are deviations from the approved plot plan, a letter shall be attached to the Site Grading Certification that identifies those deviations.

Minimum requirements for acceptance of Site Grading Certifications by the Town shall be as follows (unless waived by the Town):

- The minimum slope on any portion of the lot shall be 1.5% except on estate lots where flatter slopes were approved by the Town at the time the building permit was issued. Most newer subdivisions are designed on the basis of a 2% slope and final grades should be near this design standard for these types of developments.



- The ground elevation adjacent to the foundation shall be a minimum of 0.5 below the top of the foundation (International Building Code requirement).
- The slope away from the foundation shall be a minimum of 5% in the first 10 feet.
- Estate lots where driveway culverts are installed as part of the site construction, the installed culvert(s) size and indication of whether flared end sections or concrete headwalls were installed and flowline elevations shall be shown.

Inspections and approval of the site grading certification can take up to 48 hours.

### **Stormwater Management**

Stormwater inspections begin upon building permit approval.

Once Final Stabilization is achieved inspections will be terminated, provided:

- The Stormwater inspector is notified to conduct a final stabilization inspection
- OR receives proof of sales agreement or other document limiting the contractors ability to complete stabilization on a portion of the property

Stormwater Inspections will include:

- Checking that all appropriate temporary control measures installed and functioning; no dirt or other non-stormwater material is in the street; trash is contained
- Final Stabilization Inspections -70% of the exposed soil is stabilized with permanent structures, hardscaped and landscaped
- Appropriate temporary control measures are in place in areas where final stabilization via vegetation or landscaping isn't possible due to seasonal circumstances and/or sales agreement with homeowner.

### **Building Regulations**

The Town of Windsor has adopted several amendments to the International Building Codes and those amendments are available at:

[https://www.municode.com/library/co/windsor/codes/charter and municipal code?nodeId=WI CH18 BURE](https://www.municode.com/library/co/windsor/codes/charter%20and%20municipal%20code?nodeId=WI_CH18_BURE)

For more information regarding the building code and regulations, please contact 970-674-2400.



# TOWN OF WINDSOR

301 WALNUT STREET • WINDSOR, CO 80550  
PHONE: (970) 686-7476 FAX: (970) 686-7180

## SITE GRADING CERTIFICATION

(NOT REQUIRED FOR ADDITIONS AND REMODELS)

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

I hereby certify that:

1. The elevations and drainage patterns shown on the enclosed Final Grade Certification Plan were determined from a field survey performed by me, or under my supervision, to measure critical elevations at the above referenced address.
2. The slopes, elevations and drainage flows are in substantial conformance with the grading plan that was approved by the Town of Windsor with the building permit for the subject property.
3. There is positive drainage away from all openings in the foundation (such as window wells, garden level window openings and walkout basements, as applicable) and off the lot.

If there are any exceptions to the items being certified in statements 1 through 3 above, I have attached a letter identifying those exceptions for review by the Town.

\_\_\_\_\_  
ENGINEERING FIRM NAME

\_\_\_\_\_  
FIRM ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE NUMBER/EMAIL ADDRESS

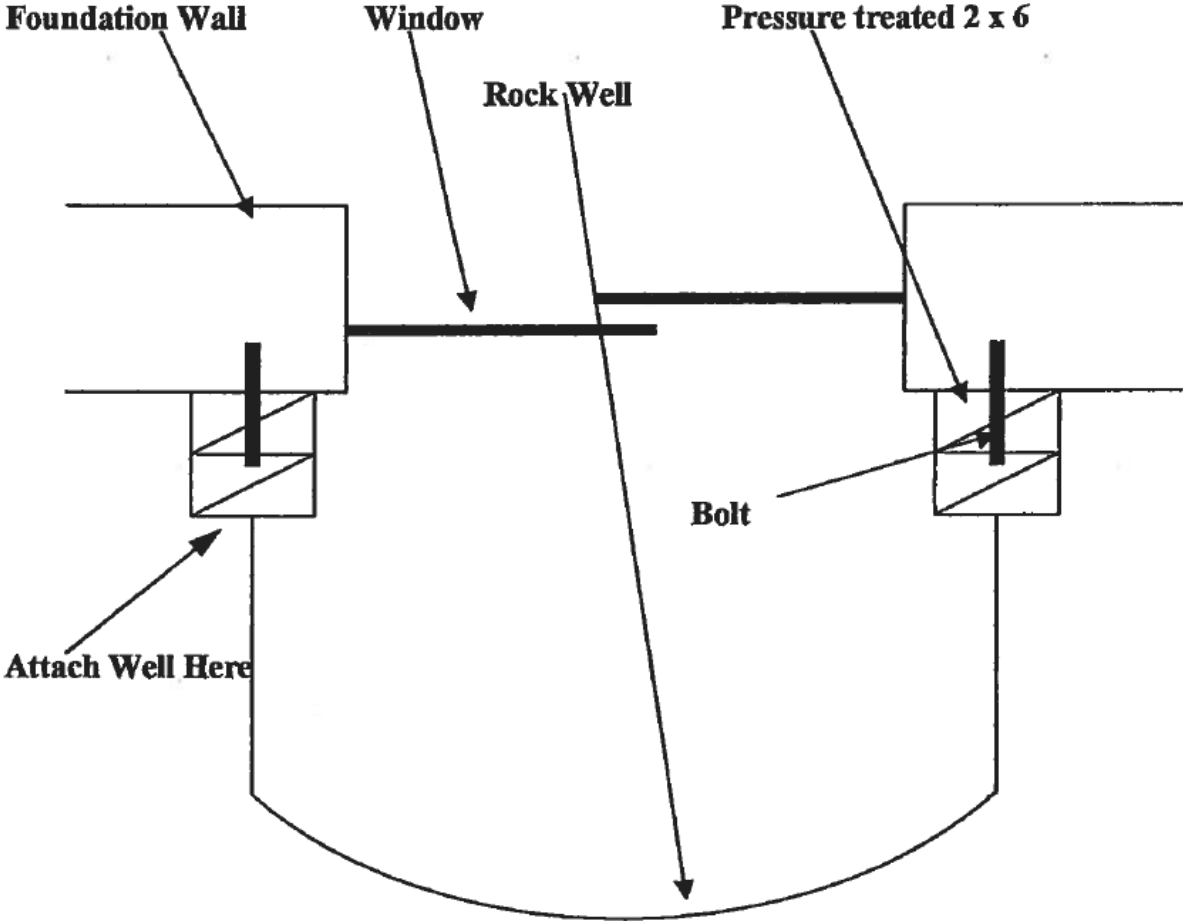
\_\_\_\_\_  
PRINT NAME OF ENGINEER

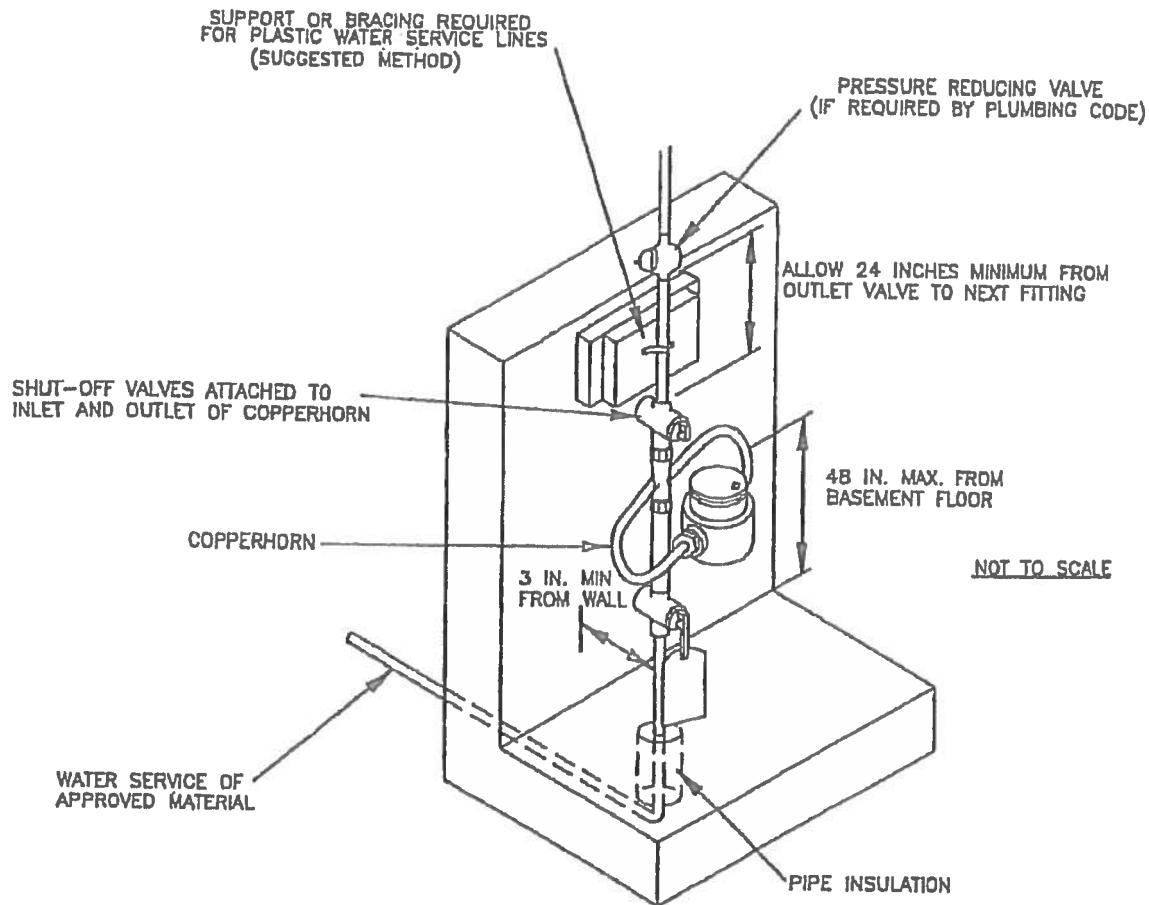
SEAL

(Sign & Date)

**Window Well Information**

ATTENTION CONTRACTORS: Please be aware that some Rock Well brand window wells do not meet the provisions of the building code for minimum horizontal projection unless the well is furred out a minimum of three (3) inches away from the concrete wall. Please contact SAFEbuilt at (970) 686-7511 with any questions or concerns.

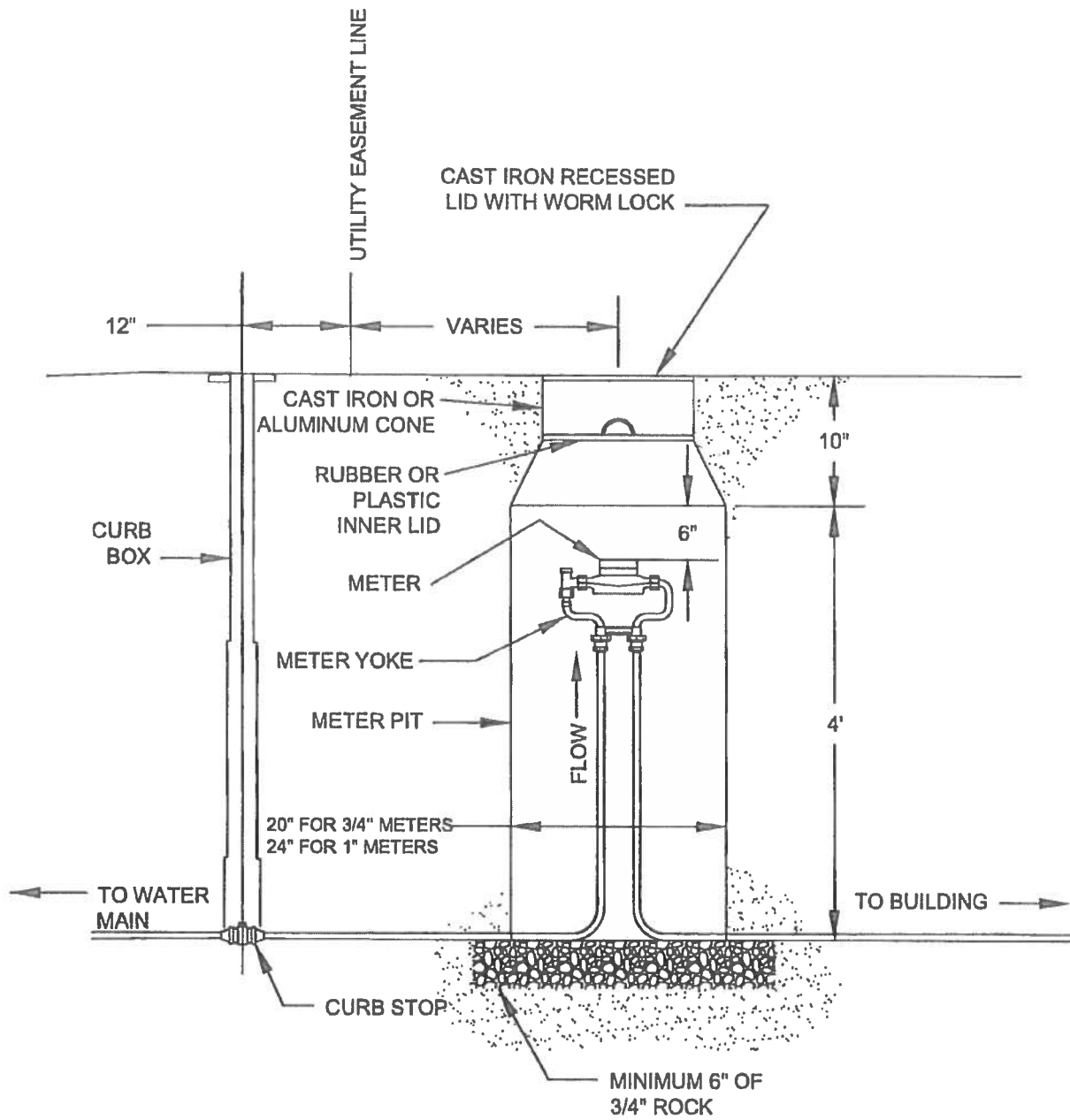




**GENERAL NOTES:**

1. Water meters installed in crawl spaces will be located within 5 feet of the crawl space access and a minimum of 18 inches below floor joists.
2. Provisions will be made to prevent freezing of meters and service lines located in unheated crawl spaces.
3. Provide clear and unobstructed access to the copperhorn and shutoff valves.
4. A secure support is required for copperhorns installed on plastic water service lines.
5. Copperhorns will be installed so that meters are in a horizontal position.
6. All tees and connections to the water service line will be a minimum of 24 inches past the outlet valve attached to the copperhorn.

**STANDARD INTERIOR METER SETTING FOR 3/4" AND 1" METERS**



TOWN  
OF  
WINDSOR  
COLORADO

METER PIT FOR 3/4" AND 1" WATER METERS

STANDARD  
CONSTRUCTION DETAILS

APPROVED:  
DATE: 10-20-05  
DRAWN BY: WRA

SCALE:  
N.T.S.

SHEET  
1 OF 1

