



NOTICE

June 22, 2016

The purpose of this memo is to inform all builders, contractors, developers and property owners of changes to the Town of Fraser Building Permit Inspection Record (hard card) and inspection process, including:

- Inspection requests protocol
- Water Meter Assembly inspections (Rough and Final),
- Improvement Location Certificate (ILC) submittals
- Final Zoning inspections

ALL future building permit inspection requests will be processed through the Winter Park/Fraser/Granby Building Department Inspection Request phone line at 970-726-8081 x620. The Building Department is located in the Winter Park Town Hall at 50 Vasquez Road in the Town of Winter Park.

Additionally, the Town of Fraser now requires **all water meter assemblies to be installed and pass a rough inspection in advance of the plumbing rough inspection.** This change is required in order for the Town to turn on the water service to your project by having the meter, pressure reducing valve and backflow assemblies installed which protects our water system and users from potential backflow/cross-contamination events that could occur if these devices are not installed.

The following is an excerpt from the Town of Fraser 'Building Permit Overview' packet which is available online at www.frasercolorado.com.

WATER & SANITARY SEWER INSPECTION PROTOCOL

****NEW** (June 2016)

Water meter assemblies must now be installed and pass the ROUGH inspection prior to receiving a 'Plumbing Rough' inspection and prior to the water being turned on to the property.



ALL inspection requests will be processed through the Winter Park/Fraser/Granby Building Department Inspection Request phone line at 970-726-8081 x620.

- **Water Meter Assembly Ordering**
Complete the Water Meter Order & Inspection Form and submit it with the building permit application. Allow a minimum of two (2) months from date of order. You will be contacted when the assemblies are available and they must be picked up from the Town following notification.

- **** Water Meter Assembly Inspections**
Prior to contacting the Winter Park/Fraser/Granby Building Department (970-726-8081 x620) to schedule a meter ROUGH and FINAL inspection, locate and expose the water curb stop and ensure that it is accessible. Meter inspection requests received by 4:00 PM should occur the next business day. Please note that water use is **not** available on-site prior to a successful Water Meter ROUGH inspection at which time the curb stop will be turned on.
- **Water and Sanitary Sewer Main Tap Inspections**
Contact the Winter Park/Fraser/Granby Building Department at 970-726-8081 x620 to schedule an inspection. Main tap inspection requests received by 4:00 PM should occur the next business day. **Tapping of water and/or sanitary sewer mains is not allowed on Fridays.**

All items shall be completely and correctly installed prior to the inspector arriving on-site in order to expedite the inspection and avoid reinspection fees. **If a subsequent inspection is required, a reinspection fee of \$125.00 per visit will be assessed.** Any reinspection fees incurred must be paid to the Town of Fraser prior to approval of the final building inspection and issuance of a Certificate of Occupancy (CO).

The Town of Fraser will begin billing for water and sewer service ninety (90) days after payment of the Plant Investment Fee and issuance of a building permit for a new dwelling. Water and sewer service rates are billed quarterly at the end of each quarter (March, June, September and December) and will be prorated accordingly.

The Town of Fraser is no longer requiring private water and sanitary sewer service lines to be inspected. HOWEVER, water and sanitary sewer TAPS into the public main lines still require an inspection and sign-off. As stated above, these inspection requests are processed through the Building Department by calling 970-726-8081 x620.

Previously issued building permits (hard cards) are not being held to these new requirements, however, we are asking permit holders to begin complying with the new requirements effective immediately.

IMPROVEMENT LOCATION CERTIFICATE (ILC) PROTOCOL

An ILC is required for all new foundations within the Town of Fraser. Prior to requesting a rough framing inspection by the Building Department, an ILC shall be submitted to the Town Planner by email to ctrotter@town.fraser.co.us. The surveyor shall show and label the locations of the water curb stop(s) and sewer clean out(s) on the ILC. **For any water service line curb stop located outside of a public right-of-way or utility easement, a rectangular shaped utility easement shall be provided prior to CO (Fraser Municipal Code Section 14-3-240).**

FINAL ZONING INSPECTION PROTOCOL

At final zoning inspection, Town of Fraser staff will review final grade, driveway construction, parking improvements, as-built water service line and water curb stop locations and sanitary sewer service line and clean out locations, permanent address numbers, landscaping, revegetation, etc., as applicable. An Improvement Agreement may be required due to seasonal constraints. Contact the Winter Park/Fraser/Granby Building Department at 970-726-8081 x620 to schedule an inspection. Inspection requests received by 4:00 PM should occur the next business day. Final Zoning inspections are NOT available on Fridays. **If a subsequent inspection is required, a reinspection fee of \$125.00 per visit will be assessed.** Any reinspection fees incurred must be paid to the Town of Fraser prior to approval of the final building inspection and issuance of a CO.

The Town of Fraser and the Building Department appreciate your efforts in complying with these changes in an effort to better service the building community while streamlining the inspection process.

Questions regarding any of the above referenced matters should be addressed to Fraser's Town Planner by email: ctrotter@town.fraser.co.us or by telephone at 970-726-5491 x209.