



City of Black Hawk
Community Planning and Development
211 Church St, PO Box 68
Black Hawk, CO 80422
Visit: www.cityofblackhawk.org
Email: cpdinquiry@cityofblackhawk.org

BUILDING PERMIT GUIDE

OVERVIEW

A Building Permits shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures. (2015 IBC 101.2) Except where otherwise stated in the I-Codes or City's amendments permits must be pulled in all cases above.

A change in ownership, use, or occupancy of a space requires permitting with commercial plans and reviews.

For questions about Building Permit Applications, contact the Community Planning and Development (CP&D), **Emily Richards** (303) 582-2223, cpdinquiry@cityofblackhawk.org. CP&D will provide the Applicant with directions on applying for a Building Permit Application and the specific documents required for the submittal.

CP&D may schedule a DRC (Design Review Committee) if required. This usually occurs when several departments are involved in the Building Review. This allows the Applicant an opportunity to give an overview of the project.

SUBMITTAL REQUIREMENTS

The following Building Permit Application must be submitted through the City's online portal, [CommunityCore](#). Any missing information may cause the application to be incomplete and, therefore, rejected by CP&D.

- **Application:** The Applicant first registers as a Community Member or Contractor in [CommunityCore](#) and then creates and submits a new application through the City's online portal, [CommunityCore](#).
 - Contractors must have a current City of Black Hawk Business License to register with [CommunityCore](#). Contact the City Clerk's office to apply for a Business License.
<https://www.cityofblackhawk.org/businesssales-tax-licensing-and-contractor-registration> .
- **Plans:** All commercial businesses, with 10 or more occupants, must have plans drawn up and stamped by a registered design professional, i.e. architect or engineer. Please see the City's [Commercial Submittal Checklist](#) on the website for additional information.
- **Description of Work:** The Applicant must give a detailed Description of Work on the application.
- **Engineering:** If required, the Applicant must upload all required engineering (stamped) to accompany the Application.
- **Approved COAC/SDP:** If the project required a COAC and/or SDP the Applicant must upload the approved set into the Building Permit Application.

PROCESS

- After first consulting with Community Planning & Development (CP&D) on submitting a Building Permit Application, the Applicant provides **all of the items listed in the Submittal Requirements**, as required by CP&D, through the City's online portal, [CommunityCore](#). Keep in mind that the more information available to the City's review team, the more thorough and complete the comments can be.
- DRC meetings, if necessary, are held in person, on a Wednesday at 10:00 a.m. in the City Council Chambers at 211 Church St Black Hawk, CO 80422. The Applicant can check-in at the Community Planning and Development counter upon arrival.



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- At the meeting, the Applicant is provided an opportunity to present their proposal to the DRC for comment and discussion. The Applicant is encouraged to bring their design team and general contractor. The DRC will provide verbal comments on various regulations related to the project and describe the necessary items and steps needed to seek approval of an application.
- All Building Permit Applications are reviewed by the City's Building Consultant, [SAFEbuilt](#).
- Minor projects have a 15 business day review time. Major projects have a 30 business day review time.
- The speed of the submittal and approval process is dependent on the Applicant's response time and quality of submittal.
- After the appropriate review time, within 24 hours, plan review comments are compiled and sent out to the Applicant. If they Applicant is not the architect or designer of record the plan review comments should be forwarded to the design professional immediately.
- A Building Permit Application submittal, review, and response will expire 180 days after acceptance of such application if there is no forward movement from the Applicant.
- The Applicant can request a project extension in writing before the Application expiration date, demonstrating a justifiable cause for the request. One or more reasonable extensions of time may be granted. CP&D determines the extension of time, per request, not to exceed 30-60-90-or 180 days, which is the new Application expiration date.
- Once the Building Permit has been issued the Permit expires in 180 days if there is no forward movement.
- All Building Permits require final inspections. All inspections must be scheduled through, [CommunityCore](#).
- Certificates of Completion and Certificates of Occupancy take 48 hours to be processed **after ALL** City departments have approved the project.

CODE REQUIREMENTS

The City's currently adopted codes are found on the City's website: <https://www.cityofblackhawk.org/community-planning-development/building-division/pages/adopted-codes-and-design-criteria>

Black Hawk's Municipal Code is found on the City's website: <https://www.cityofblackhawk.org>; please also note the adopted but not yet codified ordinances.

Please be advise, Building Permit Applications may need to be reviewed by other departments before approval.