



Pitkin County

MEMORANDUM OF POLICY

Building Codes

FROM: Tony Fusaro

DATE: March 15, 2019

APPROVED: Brian Pawl, C.B.O.
Chief Building Official

EFFECTIVE: *Original effective date January 19, 2011

SUBJECT: CHANGE ORDER POLICY

Change orders will not be accepted prior to issuance of the #1 permit.
Change orders will only be processed on active building permits.
Changes proposed after final building inspection shall require a new building permit.

Intent of policy:

A change order may be issued when minor changes to a building are proposed. A new permit is required when significant changes to a building are proposed.

Change order

A change order may be issued when minor changes are made to a building:

The following examples are considered minor changes.

1. Reconfiguration of approved floor plan. Reconfiguration means changing interior wall layout, changing the use of rooms and moving rooms from one location within the building to another without changing the footprint of the building.
2. Reallocation of approved floor area without changing approved footprint, roofline or floor area. Example: size of eaves reduced and additional FAR used to convert crawlspace into living area.
3. Change in use of room or area.
4. Addition or deletion of plumbing facilities, addition of snowmelt or other supplemental energy use.
5. Change in fenestration, including size, location and/or number of windows
6. Increase in approved building floor area (as calculated by the building code) of 120 square feet or less.

7. Reallocation of floor area from one building to another on the same parcel not exceeding 120 square feet.

New Permit

A new permit is required when significant changes are made to a building.

The following examples are considered significant changes:

1. Changes to the approved building footprint in excess of 120 sq ft as calculated by the building code.
2. An increase in floor area in excess of 120 sq ft.
3. A change to the roofline of a building that results in an increase in roof height when viewed from any direction. Example: changing a shed dormer to a gable dormer.
4. A change to the height of the structure by modifications below the top plate or by modifications to finished grade plane.
5. Reallocation of floor area from one building to another on the same parcel in excess of 120 square feet

The building official has final discretion to interpret conformance with the intent of this policy.