



**Rules & Regulations
for
Improvements, Remodels, and Renovations of Condominium Units**

Association Manager: William Laird, Mountain Home Management CB
523 Riverland Drive, Unit 2E
Email: info@mountainhm.com
Office: 970-349-8966

Unit: _____ **Owner:** _____

Complete this form and email or deliver it to Association Manager.

Initial items below or indicate "N/A" if item does not apply to your project.

_____ 1. Description of the work to be performed (attach blueprints or design drawings, if applicable).

Overview: _____

Electrical: _____

Plumbing: _____

_____ 2. The Association Manager will review proposed modifications within condominium units. The Association Manager may require inspection and approval of a structural engineer for removal or modification of interior walls. An appropriate consultant may be required for plumbing and electrical modifications. If the Manager has any concerns, project plans may be submitted to the Board of Directors for further review.

_____ 3. Contractor information:
General Contractor name: _____
Business name: _____
Business physical address: _____
Email: _____
Phone number: _____

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Contractor name: _____
Business name: _____
Business physical address: _____
Email: _____
Phone number: _____

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Business name: _____
Business physical address: _____
Email: _____
Phone number: _____

- _____ 4. Improvements requiring a permit must meet code requirements of the Town of Mount Crested Butte, the Mount Crested Butte Fire Department, State, and Federal entities. A copy of the permit must be provided to the Association Manager.
- _____ 5. No work shall commence until written approval from Association Manager has been obtained.
- _____ 6. Contractors and subcontractors must submit proof of liability and workmen's compensation insurance.
- _____ 7. Demolition and construction debris cannot be disposed of in the Association's dumpster nor can it be stored in common areas, including parking lots. Contractor is responsible for removing debris on a daily basis or obtaining approval from Association Manager for any waste container use and location.
- _____ 8. Common areas, such as hallways, must be kept clean and free of debris and dust or you will be billed at the rate of \$45.00 per hour for cleaning done by the Association Manager.
- _____ 9. **Unit entry locks must be keyed to the Association's master.**
Contact HVM Security Services, 970-349-7400 for information about compatible locks and to have any new locks re-keyed.
- _____ 10. The Town of Mount Crested Butte permits noise related to construction during the following hours:
- | | |
|-----------------|---------------|
| Monday – Friday | 7 am to 7 pm |
| Saturday | 7 am to 6 pm |
| Sunday | 10 am to 5 pm |
- _____ 11. No modifications are allowed to the common areas or exterior of the buildings.

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- _____ 12. No more than two vehicles per unit are permitted on the premises.
Temporary parking permits for contractors must be obtained from the
Association Manager.
- _____ 13. Contractors and their employees are not to bring dogs to the premises.

From Condominium Declaration for Ponderosa Condominiums:

19. OWNERS' MAINTENANCE RESPONSIBILITY OF UNIT.

- 19.1. The owner of a condominium unit shall keep and maintain the interior of his unit, including, but without limitation, the interior walls, ceilings, floors, windows, doors and all permanent fixtures and appurtenances thereto in a good and proper state of repair and in a clean, sanitary and attractive condition.
- 19.2. The owner shall not be deemed to own any utilities running through his unit which serve one or more other units except as tenants in common with the other owners. No utilities shall be altered, changed, relocated or disturbed without the prior written consent of the Association.
- 19.3. Such right to repair, alter and remodel shall carry the obligation to replace any finished materials removed with similar or other types or kinds of finishing materials.
- 19.4. All fixtures and equipment installed within the unit commencing at a point where the utility lines, pipes, wires, conduits or systems (which for brevity are referred to as "utilities") enter the unit shall be maintained and kept in repair by the owner thereof.
- 19.5. An owner shall do no act nor any work that will impair the structural soundness or integrity of the building or impair any easement or utility.

Project Start Date: _____ Estimated
Completion Date: _____

I understand and agree to comply with the **Rules & Regulations for Improvements, Remodels, and Renovations** and the provisions of **Paragraph 19 of Ponderosa Condominiums Declarations** as stated above.

Signature of Owner on Deed: _____

Date: _____

Interior Remodel Building Permit Project Guide

Definition

The Town defines an interior remodel as *making alterations to the interior of an existing structure such that it will be better suited to meet modern needs. Interior remodels include but are not limited to basement finishes, attic conversions, kitchen remodels, and bathroom remodels.*

Building Permits

No permit is required for simple projects that only replace (like-for-like) existing cabinets, countertops, tiling, flooring, windows, doors and other finish materials. No permit is required for tearing down, replacing or repairing drywall, if limited to less than one 4-foot by 8-foot sheet. Permits are not required when replacing door and windows provided the openings do not change.

Permits are required when your project includes the following:

- Alteration to an existing floor plan
- Structural changes, such as adding or removing doors or windows
- New or rerouted ductwork or any other mechanical ventilation
- Changing or adding insulation in exterior building thermal envelope
- Replacing, adding, or converting gas or solid fuel burning devices (fireplace, stove)

Building Code

The 2012 International Residential Code (IRC) provides minimum standards for building in order to safeguard public safety, health, and welfare. The permitting and inspection process ensures that all home projects meet these standards and that all dwellings are safe and habitable at the time of construction.

Permit Application

Submit all architectural and structural drawings to the Mt Crested Butte Community Development Department. The general contractor performing the construction work shall have a valid business license for Mt Crested Butte. A design review fee may be required prior to review.

Permit Fees

Building permit fees are based on an estimated valuation of the work to be completed including labor and materials. Once this estimate is received Town Staff would supply the applicant with the building permit fees. Fees shall be paid in person at our office. Checks shall be made out to the Town of Mt Crested Butte. Credit Cards are not accepted at this time.

To pay by mail send check to:

Town of Mt Crested Butte
Community Development Department
PO Box 5800
Mt Crested Butte, CO 81225

Permit Reconciliation

The Town reserves the right to require an audit on the permit valuation upon completion of the construction project to ensure that the initial permit valuation estimation was in line with the actual cost of the construction project.

Inspections

Typical inspections for interior remodel projects include the following:

- Framing
- Insulation
- Drywall when garage separates living space
- Final Certificate of Occupancy

The inspections above may vary depending on the complexity of your project. Additional inspections may be required. You will be advised as to which inspections your project requires through the permitting process and by your inspector. The Town requires a minimum 24 hours notice for inspection requests.

For further questions please contact:

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Todd Carroll tcarroll@mtcrestedbuttecolorado.us

Leah Desposato ldesposato@mtcrestedbuttecolorado.us

(970) 349-6632