

**TOWN OF PALMER LAKE**

**ORDINANCE NO. 10-2023**

**AN ORDINANCE ADOPTING AND APPLYING THE PIKES PEAK REGIONAL BUILDING CODE, 2023 EDITION, AND REPEALING THE PREVIOUS EDITION OF SUCH CODE**

**WHEREAS**, on June 14, 2018, the Board of Trustees for the Town of Palmer Lake, Colorado, (the “Board”), adopted the Pikes Peak Regional Building Code (the “Code”), 2017 Edition, and has subsequently amended the adopted 2017 Edition of the Code; and

**WHEREAS**, the Code provides for the administration of Pikes Peak Regional Building Department (the “Department”), licensing and registration of contractors, plan review(s), permitting, and enforcement of adopted model codes and locally developed standards, including, but not limited to regulation of construction, alteration, maintenance, repair, and demolition of buildings; and

**WHEREAS**, it is necessary to continue regulation of construction activities within the Town of Palmer Lake to protect the health, welfare, and safety of the citizens and the public at large; and

**WHEREAS**, the Town of Palmer Lake entered into an agreement with El Paso County, Colorado, and several of its municipalities allowing the Department to administer and enforce the Code; and

**WHEREAS**, the Board of Review of the Department, as the governing body responsible for reviewing, approving, implementing, and enforcing the Code, has reviewed and approved the proposed 2023 Edition of the Code after public comment period(s) and conducting public hearing(s); and

**WHEREAS**, the Board of Trustees has determined it to be reasonable and necessary to adopt by reference the 2023 Edition of the Code and its model codes as amended and adopted therein by reference; and

**WHEREAS**, the Board of Trustees now desires to adopt said Code by repealing the 2017 Edition of the Code, as amended, in its entirety and adopting and applying the 2023 Edition of the Code in its entirety, together with Appendix A and Appendix B; and

**WHEREAS**, the Board of Trustees finds that it has complied with all approval and notice requirements related hereto, if any.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALMER LAKE, COLORADO**, as follows:

**Section 1. Repeal.** Any previously adopted edition of the Code, as amended, is hereby repealed and all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

**Section 2. Adoption by Reference.** The Pikes Peak Regional Building Code, 2023 Edition, together with Appendix A and Appendix B, as published by Pikes Peak Regional Building Department, 2880 International Circle, Colorado Springs, Colorado 80910, and all secondary codes duly described or referenced therein, are hereby adopted by reference and applied and enacted as the building code of the Town of Palmer Lake, Colorado, as if fully set out herein.

**Section 3. Amendments.** The following are the amendments in full set forth in the Code:

1. **Section RBC108.2 SCHEDULE OF PERMIT FEES** is amended and modified by adding the following to read: “The Board of Trustees establishes Appendix B: Building Permit Fee Schedule of this Code as the adopted fee schedule.”

**Section 4. Penalties.** The following penalties herewith set forth shall apply to this ordinance:

1. It shall be unlawful for any person, firm, corporation or other entity to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure, or cause or permit the same to be done in violation of any of the provisions stated or adopted in this ordinance.
2. Any person violating this ordinance or any provision thereof shall, upon conviction thereof, be punished as provided in Chapter 1.12 of the Town of Palmer Lake Municipal Code.
3. The building official may impose an administrative fine in an amount of up to one thousand dollars (\$1,000.00) on any person (entity included) engaged in any construction consulting work or construction work covered by this ordinance who engages in this work in violation of any provisions of this ordinance. Appeals to this action may be made as provided for elsewhere in the adopted Code.
4. A separate offense shall be deemed committed for each and every calendar day during which any illegal erection, construction, reconstruction, alteration, maintenance, or use continues.
5. In case any building or structure is, or is proposed to be, erected, constructed, reconstructed, altered or remodeled, used or maintained in violation of the adopted Code or of any provision of the Building Code<sup>1</sup>, the town attorney or Pikes Peak Regional Building Department’s attorney, as applicable, in addition to other remedies provided by law, may institute an appropriate action for injunction, mandamus, or abatement to prevent, enjoin, abate, or remove any unlawful erection, construction, reconstruction, alterations, remodeling, maintenance, or use.

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<sup>1</sup> As referenced throughout the Pikes Peak Regional Building Code, 2023 Edition, “Building Code” means either the Commercial Building Code or the Residential Building Code, as applicable, in accordance with Chapter 3 of the Pikes Peak Regional Building Code, 2023 Edition.

**Section 5.** The following additional fines and penalties in the adopted Code are hereby adopted and set forth in this adopting ordinance pursuant to C.R.S. § 31-16-204:

1. The Building Official shall have authority to record a certificate of alleged noncompliance in the public records of the County of the Jurisdiction where a property is located thirty (30) calendar days after notice of noncompliance is posted on the premises or sent by registered mail or by certified mail, postage prepaid, return receipt requested, addressed to the record owner as such concerns any work done by any person, which work allegedly fails to comply with the final inspection requirements of the Pikes Peak Regional Building Code. Service is perfected under this Section at the earliest of the date of posting; the date the record owner receives the notice of non-compliance; the date shown on the return receipt, if signed on behalf of the record owner; or five (5) days after mailing. This Section does not prescribe the only means, or necessarily the required means, of serving a person in the State of Colorado. When the person has made appropriate corrections so that the work becomes compliant with the Pikes Peak Regional Building Code, the Building Official may record a release of the certificate of alleged non-compliance. *See, RBC103.13*
2. All work performed on an emergency basis, as determined by the Building Official, to maintain an existing service or to maintain an existing installation, building, or structure, where the maintenance is necessary to protect life or property, shall not be subject to penalty if application for any required permits is made within seventy-two (72) hours after commencement of the emergency work. *See, RBC105.2.3.*
3. The Building Official may, in writing, suspend or revoke a permit issued under the provisions of the Pikes Peak Regional Building Code whenever the permit has been issued in error or on the basis of incorrect information supplied, or in violation of any other provisions of this Code. *See, RBC105.10.4.*
4. Any person who refuses, without lawful excuse, to attend any hearing or to produce material evidence in the person's possession or under the person's control, as required by any subpoena served upon the person as provided for herein, shall be guilty of a misdemeanor. *See, RBC112.3.8.3.*
5. The Jurisdiction's Engineer shall keep an itemized account of the expenses incurred by the Jurisdiction in the repair or demolition of any building or structure done pursuant to the provisions of Section RBC112.4.1.2 Item 3 of the Pikes Peak Regional

Building Code. Upon the completion of the work of repair or demolition, the Jurisdiction's Engineer shall prepare and file with the Jurisdiction's Clerk a report specifying the work done, the itemized and total fees and cost of the work, a description of the real property upon which the building or structure is or was located, and the names and addresses of the persons entitled to notice pursuant to Section RBC112.2.5 of the Pikes Peak Regional Building Code. Upon receipt of this report, the Jurisdiction's Clerk shall fix a time, date, and place for hearing the report, and any protests or objections thereto. The Clerk shall cause notice of the hearing to be posted upon the property involved, published once in a newspaper of general circulation in the Jurisdiction, and served by registered mail or by certified mail, postage prepaid, addressed to the owner of the property as the owner's name and address appears on the assessment roll of the County Assessor, if it so appears or is known to the Clerk. The notice shall be given at least ten (10) calendar days prior to the date set for hearing, and shall specify the day, hour, and place when the governing body of the Jurisdiction will hear and pass upon the Engineer's report, together with any objections or protests that may be filed as hereinafter provided by any person interested in or affected by the proposed charge. *See, RBC112.5.1.*

6. The Jurisdiction may thereupon order that the charge be made a personal obligation of the owner, or assess the charge against the property involved, or both. *See, RBC112.5.4.*
7. If the Jurisdiction orders that the charge be a personal obligation of the owner, it shall direct the Jurisdiction's attorney to collect the same on behalf of the Jurisdiction by use of all appropriate legal remedies. *See, RBC112.5.4.1.*
8. If the Jurisdiction orders that the charge be assessed against the property, it shall confirm the assessment roll, and thereafter this assessment shall constitute a special assessment against and a lien upon the property and shall be collected in the same manner as other special assessments of the Jurisdiction. *See, RBC112.5.4.2.*
9. Eligible persons who are determined to have a marginal income such that they cannot pay an assessment or personal obligation levied under this Section, either against the property on which they reside or against themselves personally, may be afforded relief as hereinafter provided.
  1. Within thirty (30) calendar days after the assessment or the personal obligation is ordered by the Jurisdiction, an

application for relief shall be filed with the Jurisdiction's Clerk.

2. The governing body of the Jurisdiction, or a hardship committee, as designated and authorized by the governing body of the Jurisdiction, shall review the application for the requested relief. To determine the applicant's eligibility, the reviewing body shall use criteria established or adopted in the Jurisdiction's code, ordinances, rules, or regulations, except that ownership of real property need not be required.
3. If it is determined that the applicant is eligible and that any person would probably default on the assessment or personal obligation, the reviewing body may authorize the execution with the applicant of an installment note for the payment of the assessment or personal obligation. The note shall be secured by a deed of trust, or if not available, by some other security reasonably available or appropriate. If no security is reasonably available or appropriate, then none may be required. The installment note shall provide that the owner shall make monthly payments to the Jurisdiction's Treasurer; that the payments shall not be less than five dollars (\$5.00) and shall be sufficient to repay the amount within a period of not more than twenty-five (25) years; that interest shall be charged at a rate of three percent (3%) per annum on the unpaid balance; that the entire outstanding balance shall become due and payable upon the death of the obligor or the sale or transfer of the property; that if at any time the Jurisdiction determines that the obligor is financially able to pay the outstanding balance, or that the obligor has willfully misrepresented the obligor's financial condition on the obligor's application, it may upon sixty (60) calendar days' notice declare the entire balance due and payable.

*See*, RBC112.5.4.3.

10. Immediately upon its being placed on the assessment roll, the assessment shall be deemed to be complete, the several amounts assessed shall be payable, and the assessment shall be a lien against the property assessed. The lien shall be subordinate to all existing special assessment liens previously imposed upon and recorded against the same property and shall be priority or superpriority, as applicable, to all other liens except for State, County, and municipal taxes with which it shall be upon a parity. The lien shall continue until the assessment and all interest due and payable thereon are paid in full. *See*, RBC112.5.6.1.

11. Any assessments remaining unpaid after thirty (30) calendar days from the date of recording on the assessment roll shall become delinquent and shall bear interest at the rate of one percent (1%) per month from and after this date. *See*, RBC112.5.6.2.
12. The amount of the assessment shall be collected at the same time and in the same manner as general taxes are collected; and shall be subjected to the same penalties and procedures and sale in case of delinquency as provided for general municipal taxes. All laws applicable to the levy, collection, and enforcement of general municipal taxes shall be applicable to the assessment. If the Jurisdiction has determined that the assessment shall be paid in installments, each installment and any interest thereon shall be collected in the same manner as general and municipal taxes in successive years. If any installment is delinquent, the amount thereof is subject to the same penalties and procedures for sale as provided for general municipal taxes. *See*, RBC112.5.8.
13. No person or entity convicted or found by a court or an administrative agency or authority having competent jurisdiction of a felony, or for civil or criminal fraud, constructive or actual, or for civil or criminal theft, for work related to any license or registration issued by Pikes Peak Regional Building Department, or for work related to the building trades in any jurisdiction, shall be granted a license or registration, or serve as an examinee for a contractor in Pikes Peak Regional Building Department's jurisdiction. *See*, RBC201.6.6.
14. Each policy of insurance shall contain an endorsement to the effect that the insurance carrier shall notify Pikes Peak Regional Building Department at least ten (10) calendar days in advance of the effective date of any reduction or cancellation of the policy. The lapse, cancellation, or reduction of insurance shall be cause for automatic suspension of the license or registration until the required coverage is timely reinstated. *See*, RBC201.7.2.
15. Failure to renew a license within this (45) calendar day period after the expiration date of the license or registration will require payment of a penalty at one-half ( $\frac{1}{2}$ ) of the license or registration fee if renewed within ninety (90) days of the expiration date. After (90) days to (135) days, the penalty will be equal to the license or registration fee. After (135) days up to (180) days, the penalty will be equal to twice the license or registration fee. All requests for renewal(s) after (180) days from the expiration date shall require payment of all fees accrued, re-application, examination, evaluation by the respective Advisory Committee, and approval by the Board of Review of Pikes Peak Regional

Building Department, as applicable. *See*, RBC201.10.4.

16. The following actions shall be considered punishable:
  1. Willfully violating any provisions of the Pikes Peak Regional Building Code including any codes which are adopted by reference.
  2. Failure to comply with any lawful order of the Building Official or of any other authorized representative employed by Pikes Peak Regional Building Department pertaining to the administration of the Pikes Peak Regional Building Code and the codes which have been adopted by reference.
  3. Using a contractor's license or registration to obtain permits required under the Pikes Peak Regional Building Code for work that will not be performed by or supervised by the contractor.
  4. Misrepresentation by an applicant of a material fact when applying for a contractor's license or registration.
  5. Failure to obtain a proper permit for any work for which a permit is required by virtue of the Pikes Peak Regional Building Code.
  6. Commitment of any act of willful and wanton negligence in the conduct of the contractor's or other person's specific trade or business on work done by the contractor or other person that is regulated by the provisions of the Pikes Peak Regional Building Code.
  7. Ordinary negligence of the contractor or other person, evidenced by letters of reprimand and/or incident reports received by the contractor within a three (3) year time period that are, in the judgment of the Board of Review of Pikes Peak Regional Building Department, sufficient in number and severity to warrant revocation or suspension of the contractor's license or registration.

*See*, RBC201.11.3.

17. A license or registration, or the right of an examinee of the contractor to serve as a contractor or as an examinee of a contractor, shall automatically be suspended or revoked by the Building Official as follows:
  1. Registrations within this jurisdiction shall be automatically

revoked or suspended upon revocation, suspension or refusal to renew any required Colorado State license.

2. Any license or registration within this jurisdiction shall be automatically suspended upon lapse, cancellation, or reduction of insurance coverage below that required by section RBC201.7 of the Pikes Peak Regional Building Code. This suspension shall remain in effect until proof of the reinstatement of the required coverage is presented to Pikes Peak Regional Building Department. Failure to present this proof within twelve (12) months from the date of the lapse, cancellation, or reduction shall result in automatic revocation of the license or registration.
3. Conviction or a finding by a court or administrative agency or authority having competent jurisdiction of the contractor and/or its examinee(s), for a felony, or for civil or criminal fraud, constructive or actual, or for civil or criminal theft, for work related to any license or registration under the authority of the Pikes Peak Regional Building Code, or for work related to the building trades in any jurisdiction, shall result in automatic revocation of the license or registration and revocation of the right of the examinee and all authorized persons of the contractor to serve as a contractor or examinee for this or another contractor after notification by the Board of Review of Pikes Peak Regional Building Department and exhaustion of due process rights, if any, in accordance with Colorado law. The notification shall be served personally or posted by registered or by certified mail, return receipt requested, to the last known mailing address.

*See, RBC201.11.4.*

18. Voluntary Suspension.

1. The Board of Review of Pikes Peak Regional Building Department may suspend licenses or registrations upon the voluntary written request for this action by the contractor. These suspensions shall not exceed a period of twelve (12) months unless a notarized annual certification from an employer is furnished to Pikes Peak Regional Building Department indicating that the contractor is engaged in an active capacity in the field of building codes and construction.
2. While under voluntary suspension, the contractor need not carry insurance, but shall be responsible for all license or registration fees normally due.



3. The voluntary suspension shall be automatically lifted at any point during the twelve (12) month period under the following conditions:
  - a. Written request is made to the Board of Review of Pikes Peak Regional Building Department by the contractor.
  - b. Proof of insurance is provided in accordance with section RBC201.7 of the Pikes Peak Regional Building Code.
4. In the event the contractor does not terminate the voluntary suspension within the twelve (12) month period as provided in item 3 above, or furnish proof of active engagement in the construction field and building codes, as provided in item 1 above, in order to obtain a new license or registration, the contractor must then meet all requirements of sections RBC201.5 and RBC201.6 of the Pikes Peak Regional Building Code.

*See, RBC201.11.5.*

19. The Building Official shall have the authority to require compliance with the requirements of SECTION RBC312 - of the Pikes Peak Regional Building Code. It shall be the responsibility of the property owner(s) to meet or cause to be met all applicable requirements. Upon due notification of noncompliance and failing to meet or cause to be met all applicable requirements, the property owner(s) shall be responsible for any and all incurred expenditures on the part of the Jurisdiction(s) or any authorized agency in the enforcement of and compliance with applicable requirements. *See, RBC312.3.8.*
20. Refer to local Jurisdiction's penalties for noncompliance, as stated within the Jurisdiction's ordinances or regulations. *See, RBC313.10.*
21. The following provisions of Appendix B:

R. Investigation Fee: Work Without a Permit.

**Investigation.** Whenever any work for which a permit is required by this Code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work.

**Fee.** An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is then or subsequently issued. The investigation fee shall be equal to twice the

amount of the permit fee that would be required by this Code if a permit was issued. The payment of such an investigation fee shall not exempt any person from compliance with any provisions of this Code nor from any prescribed by law.

Equal to two times the Permit Fee

S. Re-Inspection Fees:

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is requested is not complete, when corrections required by a previous inspection have not been made, or when an additional inspection is required for alterations made after completion of initial inspection.

This is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as controlling the practice of requesting inspections before the job is ready for such an inspection or re-inspection.

Re-inspection fees may be assessed for failure to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the Building Official.

In instances where re-inspection fees have been assessed, no additional inspection of the work will be performed until such fees have been paid.

\$50.00 for 1<sup>st</sup> incident  
\$100.00 for 2<sup>nd</sup> incident  
\$200.00 for 3<sup>rd</sup> incident  
Plus 2 workday inspection delay

**Section 6. Inspection.** Responsibility to maintain copies for inspection by the public is hereby delegated to the Building Official. Three copies of the 2023 edition of the Code adopted by reference, as referenced in Section 2 above, are now filed and available in the office of the Building Official, Pikes Peak Regional Building Department, 2880 International Circle, Colorado Springs, Colorado 80910, and may be inspected by the public during regular business hours.

**Section 7. Severability.** It is hereby declared to be the intention of the Board of Trustees that the sentences, clauses, and phrases of this ordinance are severable, and if any sentence, clause, or phrase of this ordinance be declared unconstitutional or invalid by a valid judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining sentences, clauses, or phrases of this

ordinance since the same would have been enacted by the Board of Trustees without incorporation of any unconstitutional or invalid sentence, clause, or phrase.

**Section 8. Publication(s).** The Town Clerk shall certify to the passage of this ordinance and cause notice of its contents and passage to be adopted and to be posted or published. This ordinance shall become effective on \_\_\_\_\_, 2023.

**INTRODUCED AND PASSED** this 23 day of March, 2023, by the Board of Trustees of the Town of Palmer Lake by a vote of 7 for and 0 against the ordinance.

ATTEST: TOWN OF PALMER LAKE

By: *Heather Collins*  
Town Clerk

By: *Robert Hunsicker*  
Mayor

**PASSED AND ADOPTED** this 13 day of April, 2023, by the Board of Trustees of the Town of Palmer Lake by a vote of 5 for and 0 against the ordinance.

ATTEST: TOWN OF PALMER LAKE

By: *Heather Collins*  
Town Clerk

By: *Robert Hunsicker*  
Mayor