



BUILDING DIVISION NEWS

SEPTEMBER 2021 VOL. 3

Hello! Welcome to the City of Littleton Building Divisions’ monthly newsletter. We are happy to be sharing news and information related to the Building Division with you. This and subsequent newsletters will be presented in the format below. To opt in or out of receiving this newsletter, please send an email indicating your preference to permits@littletongov.org .

Building Division Activity

AUGUST 2021

PERMIT AND INSPECTION DATA AND COMPARISON

MONTH/YEAR	PERMITS	INSPECTIONS
AUGUST 2021	211	1137
AUGUST 2020	115	918
PERCENTAGE OF CHANGE	+83.5%	+23.9%
YEAR 2021	1479	7877
YEAR 2020	1353	7174
PERCENTAGE OF CHANGE	+9.3%	+9.8%

Contractors’ Corner

The City of Littleton now only accepts permit applications electronically, typically via our permits@littletongov.com email box . The Building Division continues to expand the list of permit types available for online application through our eTRAKiT portal. Below is a list of the new permit types that will be made available through our eTRAKiT portal in the month of September:

- Residential Accessory Structure
- Residential Single Family Addition
- Residential New Single Family
- Residential New Two Family Dwelling
- Residential New Townhouse
- Residential interior Remodel
- Residential Basement Remodel



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- Residential Retaining Wall
- Residential Pools or Spas or Hot Tubs
- Residential Patio or Deck, Residential Patio or Deck Cover
- Mobile Home Siting/Set up
- Mobile Home Permit Subtypes:
 - Deck
 - Interior Remodel
 - Patio Cover or Deck Cover
 - Electrical
 - Miscellaneous
 - Mechanical
 - Plumbing
 - Roofing

The eTRAKiT portal may be accessed at <https://permit9.littletongov.org/etrakit/> Instructions for registering and using the eTRAKiT system can be found at <https://www.littletongov.org/building-development/etrakit-portal> . You must have a Username and Password to access the eTRAKiT portal system.

Over the next few months additional permit types will be made available and the list of available permit types will be updated on the Building Division’s web pages.

Homeowner Hints

The Building Division team frequently receives questions related to “Homeowner” permits. When can a homeowner obtain a “Homeowners” building permit? Can licensed contractors be listed on a “Homeowners” permit? When are contractors required to be licensed or registered? When is a General Contractor required?

Homeowner permits are intended to allow property owners **that occupy their personal residences** and who intend to **personally perform the work** to be able to obtain a “Homeowner’s” permit. The work to be performed by the homeowner may not affect the structural sufficiency of the residence, nor may it affect the mechanical, electrical and plumbing systems within the residence without the homeowner having demonstrated knowledge in these disciplines, typically through nationally recognized testing, prior to issuance of a permit. When homeowners are adding to or altering existing components or systems in a manner that does not possess the potential to compromise the existing components or systems, testing is typically not required.

So, what does this mean? Is a homeowner prohibited from doing any structural, mechanical, electrical or plumbing work without taking a test or multiple tests? The answer is “No”. Homeowner’s may conduct



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work that is structural in nature without testing, provided that it does not potentially affect the existing structural sufficiency of the residence. Examples of projects with a structural component that may be **personally performed** by a homeowner without testing are residential basement finishes, decks, and detached garages. Examples of projects with structural components that may be **personally performed** but that require successful testing are attached garages, removal or alteration of existing structural walls or beams, and any alteration of the structures' foundation.

Similarly, mechanical, electrical and plumbing alterations do not always require testing. The addition of supply and return air ducting by a homeowner for a basement finish project by does not typically require testing. However, installation of a new furnace or significant alteration of the existing ducting, particularly the main or trunk duct, and those ducts attached to it, would require demonstration of the necessary knowledge through testing. The requirement for testing to perform work in the areas of electrical and plumbing would be evaluated in a similar manner. The Chief Building Official bears the ultimate responsibility of insuring qualification of the permittee to perform the permitted work.

Homeowners who are conducting projects on which work in multiple disciplines is to be **personally performed** by themselves are not required to be licensed. The key component is that the homeowner is **personally performing** all or the vast majority of the work to be conducted. Homeowners who are performing work and are hiring a contractor to assist with a **single discipline** also are not required to be licensed. The contractor to be used for the single discipline of work is required to be licensed in the appropriate license class for the work to be performed and to be listed on the permit prior to its' issuance.

When **more than one discipline of work** (Structural, Mechanical, Electrical or Plumbing) **is to be performed by a contractor or contractors hired by the homeowner**, and the homeowners wishes to obtain a "Homeowners" permit, the homeowner, who is then acting in the capacity of a General Contractor, is required to demonstrate the level of knowledge associated with a Class C Residential General Contractor license. To demonstrate the knowledge associated with a Class C Residential General Contractors' License, homeowners are required to successfully complete the same test that is required of other Class C Residential General Contractors.

The intent of a homeowner permit is to allow homeowners to **personally perform work** on their own **residences that they occupy**. Homeowner permits are not intended to homeowners to act as in the capacity of a general contractor while foregoing the requirements associated with that responsibility. The intent of contractor licensing and the testing requirements associated with that licensing is not to impede any individual desiring to conduct work within the City of Littleton. It is to insure that individuals conducting work possess the knowledge and understanding necessary to achieve compliance with adopted codes and



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amendments, conduct work in a manner which insures the safety of current and future occupants of that and neighboring structures, and that insures the integrity of public electrical and plumbing systems that may be potentially affected by the work.

From the Desk of the CBO

The Building Division team strives to assist you and to provide you with the most efficient and professional customer service possible. Providing feedback concerning your most recent experience with the City's building permitting and inspection processes is very valuable to us in our ongoing efforts to enhance our processes and procedures and provide the most pleasant and productive experience possible for our customers. Your comments and suggestions concerning how we can best do that are always welcome and we encourage you to **take our customer service survey** at <https://www.littletongov.org/building-development/building-inspections> . Feedback can also be submitted directly to us at permits@littletongov.org or jschumacher@littletongov.org. We look forward to working with and serving you in the near future.