

Temporary Emergency Housing Units

October 10, 2012

Rebuild Program

On July 30, 2012, a three-year re-building program ("Rebuild Program") was approved to provide temporary measures to assist residents and businesses affected by the High Park Fire in rebuilding efforts.

For the duration of the Rebuild Program, a property owner may obtain a permit for temporary emergency housing and temporary emergency accessory structures upon compliance with the Rebuild Program conditions.

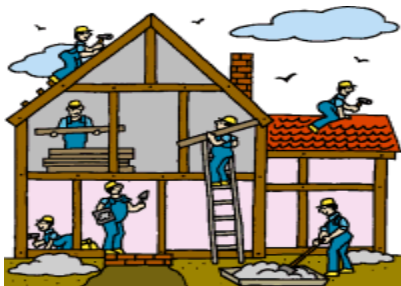
Temporary housing units may be manufactured housing, RVs, existing accessory structures converted to temporary dwelling units or membrane structures such as yurts and tents.

FEMA units are not allowed—they are designed for a maximum snow load of 20 psf. The Colorado minimum is 30 psf.

RVs and membrane structures (see page 2) may be used as temporary emergency housing units for up to 180 days without the need for a building permit. RVs and membrane structures used as temporary emergency housing units for 180 days or longer require a permit.

For all other types of temporary emergency housing units, building permits are required to be issued prior to moving the housing units onto properties and final inspection approvals are required prior to occupying the units.

For more information, please see the attached pages that include details on types of temporary emergency housing units, building permit application requirements and permit fees.



Rebuild Program Conditions

The following conditions apply to **temporary emergency housing units** (except RVs and membrane structures are exempt from these requirements for up to 180 days):

1. A building permit is required (see page 5 of this handout for permit application requirements for manufactured housing units; see page 6 of this handout for permit application requirements for RVs and membrane structures).
2. To obtain a building permit for a temporary emergency housing unit, a building permit for repair or replacement of a permanent dwelling must be issued, OR:
 - The owner may provide a letter with the permit application for a temporary emergency housing unit containing a timetable for rebuilding a permanent dwelling, or agreeing to remove the temporary emergency housing unit or converting the unit to an approved use under a change of occupancy building permit at the end of the Rebuild Program.
 - Such letter and timetable shall become an enforceable agreement between the owner and County.
 - If a building permit for rebuilding a permanent dwelling *is not* applied for by July 30, 2015, the temporary emergency housing unit must be removed from the property within sixty (60) days from July 30, 2015, unless this deadline is otherwise extended.
 - If a building permit for rebuilding a permanent dwelling *is* applied for by July 30, 2015, the temporary emergency housing unit must be converted to an approved use under a change of occupancy permit or removed from the property within sixty (60) days from the issuance of a certificate of occupancy for the permanent dwelling.
3. Only one temporary emergency housing unit is allowed per lot unless the owner demonstrates additional units are necessary and the additional units have been approved by the Planning Director.
4. Temporary emergency housing shall be occupied only by the property owner(s) or their designee(s).
5. Temporary emergency housing shall be connected to an approved sewage disposal system, and the structure must comply with all applicable building, fire, electrical, mechanical and related codes.
6. Temporary housing units shall:
 - Comply with zoning setback requirements unless the Planning Director determines that existing site conditions make such location impractical or unnecessary. At a minimum, temporary emergency housing shall be located at least five feet from all property lines.
 - Be located in a manner that provides safety from natural hazards, including flood, fire damage, unstable soils and geological hazards.
 - Shall be served by existing access ways and not be located within a road right-of-way.

Types of Temporary Emergency Housing Units

1. Manufactured Housing

“IRC Modular” or “UBC Modular” Manufactured Housing: This is a factory-built housing unit that has been inspected in the factory and certified by the Colorado Division of Housing as meeting either the requirements of the International Residential Code (IRC) or Uniform Building Code (UBC).

“HUD Standard” Manufactured Housing: This is a factory-built housing unit that meets federal HUD standards for manufactured homes (formerly known as “mobile homes”). These units are also inspected in the factory and certified by the Colorado Division of Housing as meeting the HUD standards for manufactured housing.

Manufactured Housing without HUD or Colorado Division of Housing Approval Seals: If the manufactured unit does not have a HUD or Colorado Division of Housing approval seal, the unit cannot be placed on the property without first obtaining written evaluations confirming the structural adequacy of the unit and the safety of the plumbing and wiring within the unit.

2. Site-Built Accessory Structure

For properties with existing accessory structures that survived the fire, an accessory structure such as a garage or other outbuilding may be converted into a temporary dwelling unit meeting the minimum requirements of the County’s adopted International Residential Code (IRC) under a change of occupancy building permit.

3. Recreational Vehicles (RVs)

These are units that are inspected and certified in the factory as meeting either ANSI Standard A119.2 (NFPA 1192) as a recreational vehicle or ANSI Standard A119.5 as a recreational park trailer. RVs are allowed for emergency living and storage purposes on properties for up to 180 days without a permit. RVs and membrane structures used as temporary emergency housing and temporary emergency storage units for 180 days or longer require a permit and are subject to conditions summarized under building permit application requirements for RVs (see page 6).

4. Membrane Structures such as Yurts and Tents

“Yurt”—a circular, domed semi-permanent tent supported by wood lattice framing usually built on a deck; “Tent”—a portable shelter, usually of canvas, stretched over a supporting framework of poles with ropes and pegs.

Membrane structures such as yurts and tents are allowed for emergency living and storage purposes on properties for up to 180 days without a permit, however, owners should check with their local fire department to determine if there are any restrictions on the placement of the membrane structure for 180 days or less.

Membrane structures such as yurts and tents erected for 180 days or longer may be used as temporary housing units subject to conditions summarized under building permit application requirements for membrane structures in this handout (see page 6).

Temporary Emergency Accessory Structures

For the duration of the Rebuild Program, a property owner may also obtain a permit for **temporary emergency accessory structures** under certain conditions. These structures may include, but are not limited to, cargo containers and semi-trailer units. RVs may be used for temporary emergency storage purposes.



PERMIT FEES

Fees vary with the type of emergency housing or accessory unit and number of inspections required. All or some of the following fees may apply:

- \$ 50.00 Building fee to cover administrative costs
- \$ 25.00 Plan review fee for unit including review of decks greater than 30" above ground, decks >= 200 sq.ft. and decks serving as entryways to structures
- \$ 15.00 Plot plan review fee to approve setbacks and location
- \$ 50.00 Mountain inspection fee to cover cost of gas and inspector time
- \$ 42.00 Inspection fee for installation of gasline, propane tank, woodstove, etc.

No fee will be assessed for placing an RV on property for use as a temporary emergency housing or storage unit. Inspection and plan review fees will be assessed for accessory structural plans, installation of gaslines, woodstoves, etc.



Temporary Emergency Housing Unit Requirements

The following requirements **APPLY** to all temporary emergency housing units (RVs and membrane structures are exempt from these requirements for up to 180 days):

- The Larimer County Department of Health & Environment must approve an adequate sewage disposal system .
- The unit must be located 30 feet from continuous vegetation in the County Wildfire Hazard Area.
- Coverings for membrane structures such as tents and yurts must comply with NFPA Standard 701—flame resistance requirements for membrane material.

Permit and inspection approval from the State Electrical Board for electrical work and hookups are required regardless of the power source.

Examples of other items relating to temporary emergency housing units requiring permits and inspection approvals

- Decks greater than 30" above ground, decks that exceed 200 sq. and decks serving as entryways to structures.
- Installation of underground propane lines, woodstoves and other utilities.
- Outbuildings that exceed 120 sq.ft. in floor area or one story in height.

Outside propane or gas tanks

Propane tanks of 125 gallons or more require a permit from the County Building Dept. Minimum Fire Code requirements for propane tanks:

- 10' from a source of ignition (open flame, window air conditioner, or compressor).
- 10' from intakes to direct vented gas appliances or mechanical ventilation.
- 125-500 gallon tanks must be 10' from structures and property lines.
- 501-2001 gallon tanks must be 25' from structures and property lines.

[this distance may be reduced to no less than 10' for a single container of 1200 gal or less, provided the container is at least 25' from any other LP-Gas container of more than 125 gal]

The following requirements **DO NOT** apply to temporary emergency housing units:

- Permanent foundations and Energy Code requirements, except manufactured housing units must meet Colorado Manufacturing Installation Program (MHIP) minimum wind load requirements contained in the State's Wind Zone I, a minimum snow load of 30 psf, and other minimum requirements of the MHIP program.
- It is highly recommended that all exterior siding and roofing materials have a flame-spread classification of Class III or better, although this requirement is not mandatory except membrane structures such as yurts and tents must comply with NFPA 701—flame resistance requirements for membrane material.
- Transportation capital expansion fees (TCEFs), district fees and use taxes.

HELPFUL CONTACTS

(970) 498-7700

Call the Larimer County Planning and Building Services Division for zoning, site development, information about utility services, permit requirements, County inspection requirements, setbacks and estimated building permit fees.

(303) 866-2036

Call the State of Colorado Manufactured Home Installation Program (MHIP) for inspection requirements for the installation of the manufactured home.

(303) 866-2036

Call the Colorado State Electrical Board for electrical permit and inspection requirements.

(970) 498-6775

Call the Larimer County Health Department for permit and inspection requirements for a proper sewage disposal system.

(970) 498-7073

Call the Larimer County Assessor's Office at (970) 498-7073 or 498-7063 for information about a move permit for manufactured housing units (required to confirm the location of the unit).

(970) 498-5709

Call the Larimer County Engineering Department for information about a special transportation permit (required for transporting heavy loads over county roads).

Manufactured Housing

Checklist for Installation and Inspection of a Manufactured Home

A basic checklist for the installation and inspection of a manufactured home under State of Colorado Manufactured Home Installation Program (MHIP) and Larimer County regulations is summarized below.

First, place calls to the agencies identified in the "Helpful Contacts" section of this handout to learn about requirements and fees of those agencies. After you have called the agencies:

1. Obtain a "Manufactured Home Installers' Authorization Form" from a MHIP certified installer. A homeowner may complete the form if the homeowner installs no more than one home in any twelve (12) month period.
2. Post the completed MHIP Installation Authorization Form in the window of the unit so it is clearly visible.
3. Obtain necessary move and transportation permits (see "Helpful Contacts" section in this handout).
4. Submit a building permit application to the Larimer County Building Department for the home (see section on "Permit Application Requirements" in this handout).
5. Upon approval of plans submitted with the permit application to the Building Department, pay all fees associated with the building permit in order to have the permit issued.
6. Installation of the unit must be by the person identified on the Installers' Authorization Form (certified installer or homeowner).
7. After installation, request an inspection by the certified MHIP inspector you have selected to perform the inspection. The Installation Authorization Form and installation instructions or alternate standards used for the installation must be on site for all inspections.
8. When the certified MHIP Inspector approves the installation, the inspector will provide the State of Colorado with his/her inspection results, and the State will provide the owner/contractor with a Certification Insignia which should be affixed to the unit after inspection approval. (The Manufactured Home installer's Authorization Form must remain in the manufactured home until the Colorado MHIP Certification Insignia is obtained.)
9. Request remaining inspections from the Larimer County Building Department, Larimer County Health Department and State Electrical Board. All inspection approvals must be obtained prior to using or occupying the home.
10. Upon final inspection approval, a temporary certificate of occupancy (CO) for a manufactured home will be issued by the Larimer County Building Department which will remain valid for the duration of the Rebuild Program (to and including July 2015), after which the home must be removed or made permanent through a valid land-use application process.



Building Permit Application Requirements for Temporary Emergency Housing Units

Manufactured Housing

Submit a completed building permit application to the Larimer County Building Department along with the following documentation.

1. **Site Plan**—Four copies of a site plan, drawn to scale, showing all existing structures on the property, including the proposed temporary emergency housing unit, identifying the use of each structure, and showing distances of the proposed unit to property lines, roadways and waterways.
2. **Minimum Wind and Snow Loads**--Specifications from the manufacturer of the unit confirming it meets minimum wind loads for the proposed area and a minimum snow load of 30 psf. If this information is not available, a written evaluation from a Colorado registered structural engineer confirming the unit meets these wind and snow loads is acceptable.
3. **Approval Seals**—Proof of approval from the Colorado Division of Housing or HUD. If the manufactured unit does not have a HUD or Colorado Division of Housing approval seal, the unit cannot be placed on the property without first obtaining the following certifications:
 - A written evaluation from a Colorado registered structural engineer confirming the unit is structurally adequate to meet minimum wind loads for the proposed area and a minimum snow load of 30 psf.
 - A written evaluation from a Colorado licensed master electrician confirming the wiring in the unit meets minimum Electrical Code regulations for manufactured homes.
 - A written evaluation from a Colorado licensed master plumber confirming the plumbing in the unit meets minimum Plumbing Code regulations for manufactured homes.
4. **Blocking and Tie-Down Plan**--Two copies, drawn to scale, of a support blocking and tie-down plan. The unit needs to be supported and tied down pursuant to the manufacturer's instructions or designed pursuant to minimum MHIP requirements.
5. **Floor Layout Plan**—Two copies of a floor layout plan, drawn to scale, showing marriage wall openings and the use of each room, including:

- Door and window sizes and locations;
- Stair details;
- Location of all permanently installed equipment such as heating/cooling units, water heaters, stoves, cabinets, closets, etc.

Site-Built Accessory Structures

Submit a completed building permit application form to the Larimer County Building along with the following documentation:

1. Site Plan

Four copies of a site plan, drawn to scale, showing all existing structures on the property, including the proposed temporary emergency housing unit, identifying the use of each structure, and showing distances of the proposed unit to property lines, roadways and waterways.

2. Floor Layout Plan

Two copies of a floor layout plan, drawn to scale, showing the use of each room, including:

- Door and window sizes and locations;
- Stair details;
- Location of all permanently installed equipment such as heating/cooling units, water heaters, stoves, cabinets, closets, etc.

3. Professional Evaluations

A written evaluation from an electrician with a master's license through the State of Colorado Electrical Board confirming the wiring in the structure meets minimum Electrical Code regulations for dwellings if there is existing wiring in the structure, or a State Electrical Board permit and inspection approvals for new wiring.



Recreational Vehicles (RVs)

RVs are exempt from these requirements for up to 180 days

Submit a completed building permit application form to the Larimer County Building Department along with four copies of a site plan, drawn to scale, showing all existing structures on the property, including the proposed temporary emergency housing unit, identifying the use of each structure, and showing distances of the proposed unit to property lines, roadways and waterways.

Colorado State Statute 24-32-901: The general assembly hereby declares that recreational park trailers and recreational vehicles sold in Colorado should comply with national industry standards to ensure the safety of occupants using them for temporary living and sleeping accommodations.

The County recommends RVs meet the definitions set forth in ANSI Standards A119.2 or A.119.5 for compliance with Colorado State Statute 24-32-901 and national industry standards to ensure the safety of occupants.

Conditions for Use => 180 Days

- The RV must be connected to a sewage disposal system approved by the Department of Health & Environment.
- In wildfire hazard areas, the RV must be located at least 30 feet from continuous vegetation

Park Model RVs

Recreational park trailers are vehicles. They can look like a cabin or cottage with a peaked roof, shingles and/or bay windows. Park model RVs are not designed to be used as permanent housing, but may be used as temporary emergency housing in connection with the Rebuild Program.

Park model RV units are titled as vehicles designed exclusively for part-time, recreational use. The units are financed like automobiles, loans are secured by attaching a lien to the certificate of title, and used units are valued in "value guides" like automobiles (such as the NADA Recreational Vehicle Appraisal Guide).

The following standards apply to all recreational vehicles, whether used for emergency housing or not.

- Recreational vehicles must remain readily mobile. Nothing may be attached to a recreational vehicle or placed in a manner that would prevent or hinder the immediate removal of the recreational vehicle.
- The RV site and hook-ups to the RV must be in compliance with all applicable building, fire, electrical, mechanical and related codes.
- The RV must have a current registration and/or vehicle license.

Membrane Structures (such as yurts and tents)

Membrane structures are exempt from these requirements for up to 180 days

Submit a completed building permit application form to the Larimer County Building Department along with the documentation summarized below.

1. Site Plan

Four copies of a site plan, drawn to scale, showing all existing structures on the property, including the proposed temporary emergency housing unit, identifying the use of each structure, and showing distances of the proposed unit to property lines, roadways and waterways.

2. Manufacturer's Specs

Two copies of manufacturer's specifications for tie-downs and building components.

If the specs are not available, tie the structure down so as to prevent wind damage and/or movement of the unit due to wind.

3. Floor Layout Plan

Two copies of a floor layout plan, drawn to scale, showing the use of the interior, including:

- Stair details;
- Location of all permanently installed equipment such as heating/cooling units, water heaters, stoves, cabinets, closets, etc.

4. Proof of Compliance with NFPA701.

For membrane coverings and linings.

Membrane structures such as yurts and tents cannot be used as permanent structures outside the Rebuild Program without first providing proof to the Larimer County Chief Building Official that the membrane structure meets minimum fire-resistive requirements, Energy Code requirements and wind and snow load specifications for the proposed area.