



Permit Number #

[Empty box for Permit Number]

COMMERCIAL AND MULTI-FAMILY BUILDING PERMIT APPLICATION

Complete all applicable areas

PARCEL NUMBER / / JOB SITE ADDRESS CITY ZIP

S-T-R / / SUBDIVISION NAME:

(Office use only: check subdivision status sheet for special requirements) SUBDIVISION FILING # LOT # BLOCK/TRACT #

Table with 3 columns: Name, Mailing Address/City/Zip, Phone #. Rows include Property Owner, Contractor, Leasee, Engineer, and Architect.

WORK DESCRIPTION:

Use of Building/Tenant space:

VACANT PROPERTY: Yes No If No, Current # of Buildings Current # of Dwelling Units
Are you creating New Access off of a County Road? Yes No Engineered Foundation: Yes No

TYPE OF CONSTRUCTION: New Addition Repair/Remodel Moved Building Temporary Building Other
Is addition 50% > than original building: Yes No

PERMIT TYPE: Check One: Multi-Family (3 or more units) # of Buildings Commercial Industrial Public Tenant Finish
Business Use:
Previous Tenant Use (if applicable):

Approved signed Site Plan included: Yes No Project # Staff Site Plan Waiver: Yes No

Change of Use by Land Use Code? Yes No From To
Change of Occupancy by Building Code? Yes No From To

Table with 4 columns: Fuel Source, Heating Type, Type of Sewage Disposal, Type of Water. Each column has sub-columns for New and Existing.

IS THERE ANY ELECTRICAL WORK BEING DONE? YES NO
IS THERE ANY HVAC? YES NO
IS THERE ANY PLUMBING? YES NO
IS THERE ANY GAS LINE EXTENSION OR INSTALL? YES NO
ARE YOU SERVING FOOD OR DRINK? YES NO
IS FIRE SPRINKLER BEING INSTALLED: YES NO

# OF KITCHENS: New Existing # OF BATHROOMS: New Full 3/4 1/2 Existing Full 3/4 1/2
# OF FURNACES: New Existing

TOTAL ESTIMATED VALUATION \$
(Excluding land, landscaping, & utilities costs)
FOOTING AND FOUNDATION COST \$
(Applies only to separate permits for Footing and Foundation)

I hereby certify that the above information is correct and agree to construct this building in accordance with the site plan, building plans, and specifications submitted herewith, and in strict compliance with all the provisions of the Land Use Code, Building Code, and Health and Plumbing Regulations of the County of Larimer.

PRINT NAME OF APPLICANT: DATE:

SIGNATURE OF APPLICANT: PHONE #

OFFICE USE ONLY:
Date Received By

Government Code Amount Collected Check # Cash Revised 2009

**PLEASE READ, SIGN AND RETURN TO THE BUILDING DEPARTMENT  
BUILDING PERMITS**

**EXPIRATION OF PLAN REVIEW:** Applications for which no permit is issued within 180 days (six months) following the date of application expire by limitation, and plans and other data submitted for review are then returned to the applicant. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant must resubmit plans and pay a new plan review fee. (*The original plan review fee is non-refundable since that portion of work has been completed by staff.*)

**PERMIT EXPIRATION:** Every permit issued by the building official under the provisions of the Larimer County Building Code expires by limitation 18 months after the date of issue. (A permit may be extended for an additional 18-month period, for a maximum validity period of three years, as noted below). Every permit also expires WHEN:

1. The building or work\* authorized by the permit is not commenced within 180 days from the date the permit was issued; or
2. The building or work\* authorized by the permit is suspended or abandoned at any time after the work is commenced for a period of 180 days; or
3. The person or entity to whom the permit is issued fails to request a first inspection within 180 days from the date the permit was issued.

**[\*NOTE: The reference to "building or work" as used above is not intended to mean minor, inconsequential work (i.e., the installation of one or two boards), but instead is intended to mean substantial work (i.e., siding installed, shingles adhered, foundation poured, etc.) Other agency inspections, i.e., electrical, health, etc., qualify as on-going work or work commenced.]**

Before work can be recommenced, a new permit must be obtained. The fee for the new permit is one-half the amount required for a new permit, provided no changes have been made or will be made in the original plans and specifications, and provided further that the suspension or abandonment of work has not exceeded one year. Changes in plans and specifications require an additional permit fee and plan review fee. Any nullified permit where the suspension or abandonment has exceeded one year will require the permittee to pay a new permit fee plus plan review fee.

When a permit has expired and application for a new permit is made, if changes and specifications have been made since the issuance of the original permit, or if a new Building Code has been adopted during the time between the original permit was issued and a new permit is issued, the permittee is required to pay a new building permit fee plus a new plan review fee, and the approved plans must be reviewed and will be required to be brought into compliance with current code.

**PERMIT EXTENSIONS:** Any person/permittee holding an unexpired and valid permit may apply for an extension of time to commence work, return to work or complete work under the permit by submitting a written request describing good and satisfactory reasons for the extension. This request must be received prior to the date on which the original permit expires or becomes null and void. A permit cannot be extended further than 18 months from the original expiration date without prior written approval of the Larimer County Building Official. Approval will only be granted upon extraordinary cause shown. [It is the intent of the Larimer County Building Department to allow a maximum of three years to complete a project]. An extended permit does not require compliance with codes adopted since the original permit was issued, and does not require the payment of new fees.

**PERMIT ISSUANCE/INSPECTIONS/OCCUPANCY:** The application, plans, specifications, computations and other data filed by an applicant for a permit are reviewed under the direction of the Larimer County Building Official. The plans may be reviewed by other Larimer County Departments to verify compliance with any applicable laws under their jurisdiction. If the building official finds that the work described in an application for a permit and the plans, specifications and other data filed therewith conform to the requirements of the Larimer County Building Code and other pertinent laws and ordinances, and that the fees specified have been paid, the building official will issue a permit to the applicant.

When the building official issues the permit where plans are required, the building official will endorse in writing or stamp the plans and specifications APPROVED. The approved plans and specifications cannot be changed, modified or altered without authorization from the building official, and all work regulated by the Larimer County Building Code must be done in accordance with the approved plans.

It is the duty of the person doing the work authorized by a permit to notify the building department that the work is ready for inspection. If the requested inspection is inadvertently missed by the building department, it is the duty of the person doing the work authorized by a permit to resubmit the request for inspection. Please have the permit card and approved plans on site.

The building department requires that every inspection be requested by 8:00 a.m. for the day requested. Requests may be made by calling the Building Department's inspection request line for the Estes Park area at 577-2100 and for all other areas at 498-7697. It is the duty of the person requesting any inspection to provide access to and means for inspection of such work.

The Building Department requests that the property owner stake the four corners of the proposed structure and property boundaries in order to allow for accurate setback, wildfire and slope inspections.

Approved numbers or addresses must be provided for all new buildings in such a position as to be plainly visible and legible from the street or road fronting the property.

No work is to be done on any part of the building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the building inspector. This approval will be given only after an inspection has been made of each successive step in the construction.

No building or structure may be used or occupied until the building official has issued a certificate of occupancy or temporary certificate of occupancy, except that no certificate of occupancy is issued for cabins, agricultural buildings, additions, alterations, garages, carports, sheds, tanks and towers, however, letters of completion may be requested for these structures. Changes in the character or use of a building may not be made without approval of the building official.

**FAILURE TO HAVE THE FINAL INSPECTION OR EXTENSION APPROVED OR, WHERE APPLICABLE, A CERTIFICATE OF OCCUPANCY ISSUED, IS CONSIDERED A VIOLATION OF THE ADOPTED REGULATIONS OF LARIMER COUNTY AND SUBJECT TO REMEDIES ALLOWED BY LAW, INCLUDING BUT NOT LIMITED TO, THE FILING OF A NOTICE WITH THE LARIMER COUNTY CLERK AND RECORDER CONFIRMING THERE IS A VIOLATION OF THE BUILDING CODE ADOPTED BY LARIMER COUNTY ON THE PROPERTY.**

Failure to comply with minimum County requirements for this permit application may result in permit process delays. If you neglect to have the permit approved and issued within 6 months of the application date, the application and plans will be null and void and returned to the applicant. Submittal fees are nonrefundable. If you decide not to build under an issued permit, please call any of the Building Department's permit technicians at 498-7700 for an explanation of Larimer County's refund policy.

If the signatory below is someone other than the property owner, the signatory represents and warrants that he/she has full authority to sign this permit application on behalf of the property owner and to bind the owner to all terms and conditions herein.

Name of Owner (print) \_\_\_\_\_ By: \_\_\_\_\_ (Signature)

\_\_\_\_\_ Permit Number \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Person Signing, Title/Relationship to Owner