



Permit Number #

# COMMERCIAL AND MULTI-FAMILY BUILDING PERMIT APPLICATION

PARCEL # \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

OFFICE USE: S-T-R \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ SUBDIVISION NAME: \_\_\_\_\_

PRINT STATUS SHEET FILING # \_\_\_\_\_ LOT # \_\_\_\_\_ BLOCK/TRACT# \_\_\_\_\_

Property owner name	Mailing address/City/Zip	Phone
Contractor name & license#	Mailing address/City/Zip	Phone
Contractor business name & license #	Mailing address/City/Zip	Phone
Engineer name & state license#	Mailing address/City/Zip	Phone
Lessee/tenant name	Mailing address/City/Zip	Phone
Architect name & state license#	Mailing address/City/Zip	Phone

WORK DESCRIPTION: \_\_\_\_\_

Use of building/tenant space: \_\_\_\_\_

VACANT PROPERTY:  No  Yes If No, Existing # of Buildings \_\_\_\_\_ Existing # of Dwelling Units \_\_\_\_\_

NEW ACCESS from a County Road?  NO  YES

CONSTRUCTION:  NEW  ADDITION  REMODEL  MOVED BLDG  TEMPORARY BLDG  OTHER \_\_\_\_\_

Is addition 50% > than original building:  NO  YES

TYPE:  MULTI-FAMILY (3 or more units)  Commercial  Industrial  Public  Tenant Finish  OTHER \_\_\_\_\_

Business Name: \_\_\_\_\_ Previous tenant use (if applicable): \_\_\_\_\_

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

Change of Use by Land Use Code? No  Yes  From \_\_\_\_\_ To \_\_\_\_\_

Change of Occupancy by Building Code? No  Yes  From \_\_\_\_\_ To \_\_\_\_\_

### FUEL SOURCE:

	New	Existing
Public gas	_____	_____
Propane	_____	_____
Elec heat	_____	_____
Woodstove	_____	_____

### HEATING TYPE:

	New	Existing
Boiler	_____	_____
Furnace	_____	_____
Radiant	_____	_____
Unit Heater	_____	_____

### WATER:

	New	Existing
Public	_____	_____
Well/Cistern	_____	_____
Haul	_____	_____

### SEWER:

	New	Existing
Public	_____	_____
Septic	_____	_____
Vault	_____	_____
Other	_____	_____

FIREPLACE?  GAS  WOODBURNING

IS ANY OF THE FOLLOWING WORK BEING DONE?

HEATING, VENT OR AIR CONDITIONING  NO  YES ELECTRICAL  NO  YES PLUMBING  NO  YES

INSTALLING/EXTENDING A GAS LINE  NO  YES Inside  Outside  FIRE SPRINKLER REQUIRED?  NO  YES

SERVING FOOD/DRINK?  NO  YES

BATHS: #New Full \_\_\_\_\_ 3/4 \_\_\_\_\_ 1/2 \_\_\_\_\_ #Existing: Full \_\_\_\_\_ 3/4 \_\_\_\_\_ 1/2 \_\_\_\_\_ KITCHENS: #New \_\_\_\_\_ #Existing \_\_\_\_\_

ESTIMATED SQ. FT. OF PROJECT: Bsmt \_\_\_\_\_ 1<sup>st</sup> Level \_\_\_\_\_ 2<sup>nd</sup> Level \_\_\_\_\_ Decks \_\_\_\_\_ Other \_\_\_\_\_

TOTAL ESTIMATED VALUATION \$ \_\_\_\_\_ FOOTING/FOUNDATION COST FOR F&F PERMITS ONLY: \$ \_\_\_\_\_  
(Include material and labor, permanent systems (like radon, solar heating, etc.)—exclude land, landscaping & utilities)

I hereby certify that the above information is correct and agree to construct this building in accordance with the plot 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 # \_\_\_\_\_

E-Mail Address (Owner): \_\_\_\_\_ E-Mail Address (Business): \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	Date Received: _____	By: _____
Government Code: _____	Amount Collected: _____	Check # _____ Cash _____ Revised. 2011

## COMMERCIAL BUILDING PERMITS

**EXPIRATION OF APPLICATION:** If a permit is not issued within 180 days from the application date, plans and other documents submitted with the application are destroyed or returned to the applicant upon request if no construction was started on the structure. The Building Official may extend the time for an additional 90 days upon the applicant's written request showing cause why an extension is needed. No application will be extended more than once.

**PERMIT ISSUANCE:** The permit application, plans and specifications are reviewed under the direction of the Larimer County Building Official. The plans may be reviewed by other Larimer County Departments and outside agencies to verify compliance with applicable regulations. If the Building Official finds the work described in an application conforms to the requirements of the Larimer County Building Code and other applicable regulations, and the fees specified have been paid, the Building Official will issue the permit. When the Building Official issues the permit where plans are required, the Building Official endorses in writing or stamps the plans and specifications APPROVED. The approved plans and specifications cannot be changed or altered without authorization from the Building Official, and all work must be completed pursuant to the approved plans.

**REVOCACTION:** The Building Official is authorized to suspend or revoke a permit when the permit is issued in error based on incorrect or incomplete information. The applicant must disclose and comply with all regulations regarding easements, setbacks, building envelopes, nonbuildable areas, structure height, size limitations and other building restrictions that may be imposed by virtue of plat notes, state and local land use regulations and other like documents.

**PERMIT EXPIRATION:** Every permit becomes invalid if the work authorized by the permit is not started within 180 days from the date the permit is issued, or if the work authorized is suspended or abandoned for a period of 180 days after the work is commenced. The Building Official is authorized to grant, in writing, one or more extensions of time for periods not more than 180 days each upon written request and justifiable cause demonstrated.

**PERMIT INSPECTIONS:** Inspections must be requested before 8:00 a.m. for the day requested. Call the Building Department's inspection request line at (970) 498-7697 or schedule online at [www.larimer.org/fasttrack](http://www.larimer.org/fasttrack).

It is the duty of the person requesting inspections to provide adequate access to and means for inspection of the work. If adequate access is not provided, the inspection will not be conducted. It is also the duty of the person doing the work authorized by a permit to notify the Building Department the work is ready for inspection. If a requested inspection is inadvertently missed by the Building Department, it is the duty of the person doing the work authorized by the permit to resubmit the request for inspection. Some helpful information:

- Have the blue permit card and approved plans on site.
- Read and comply with all conditions listed on the back of the yellow permit card.
- Stake the four corners of the proposed structure and property boundaries to allow for accurate setback inspections.
- Approved numbers/addresses for all new buildings must be plainly visible from the road fronting the property.
- No work is to be done on any part of a structure requiring corrections without first passing a reinspection or obtaining the approval of the building inspector (i.e., framing corrections must be made before insulating, etc.).

**USE AND OCCUPANCY:** No structure may be used or occupied until the Building Official has issued a certificate of occupancy (CO) or temporary CO\*, except that no CO is issued for cabins, agricultural buildings, additions, alterations, garages, carports, sheds, tanks and towers, however, letters of completion may be requested for these structures. Regardless of whether or not a CO or letter of completion is issued, all required inspection approvals for structures, including cabins, must be obtained prior to using or occupying the structure. These inspections may include but are not limited to final inspection approvals from the Larimer County Wildfire Coordinator, Larimer County Department of Health & Environment, Larimer County Building Department and State Electrical Board.

**\* The Building Official is authorized to issue a temporary CO (TCO) before the completion of the entire work covered by the permit, provided the structure can be safely occupied. A TCO is valid for 180 days at a cost of \$600.00. If a full CO is issued within the first 30 days, all but \$40.00 will be refunded. After that, if a full CO is issued within the 180-day period, \$100.00 shall be refunded for each full month remaining out of the original 180-day validity period.**

***FAILURE TO HAVE THE FINAL INSPECTION 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.***

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 No: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name of person signing, title/relationship to owner