



Permit Number #

Commercial & Multi-Family Building Permit Application

Parcel# _____ - _____ Address _____ City _____ Zip _____

Remodel/Tenant Finish for: New Tenant Existing Tenant If new, is this the first tenant to occupy the space? Yes No

Proposed Use of Building/Tenant Space: _____ Previous Tenant Use (if applicable): _____

Property Owner Name	Mailing Address/City/Zip	Phone Email
Lessee/Tenant Name	Mailing Address/City/Zip	Phone Email
General Contractor & License #	Email	Phone
Electrical Name & State License #	Email	Phone
Plumber Name & State License #	Email	Phone
Engineer Name & Phone	Architect Name & Phone	

Work Description: _____
 Estimated Valuation \$: _____ Electrical Valuation \$ _____ Construction Meter Yes No
 Include labor, material & profit — exclude land & landscaping Meter Relocation Yes No
 Service Provider _____ Service Upgrade Yes No Existing Amps _____ Proposed Amps _____

New Structure	
Commercial	<input type="checkbox"/>
Industrial	<input type="checkbox"/>
Multi-Family (3 or more units)	<input type="checkbox"/>
Bed and Breakfast	<input type="checkbox"/>
Large Short-Term Rental	<input type="checkbox"/>
Large Vacation Home	<input type="checkbox"/>

Additional Questions	
Change of Occupancy	<input type="checkbox"/>
Conversion	<input type="checkbox"/>
Addition 50%> than Original Building	<input type="checkbox"/>
Asbestos Inspection Done	<input type="checkbox"/>
If yes, inspection date _____	

Alteration & Other	
Vacant Property	<input type="checkbox"/>
New Access	<input type="checkbox"/>
Addition	<input type="checkbox"/>
Alteration	<input type="checkbox"/>
Tenant Finish	<input type="checkbox"/>
Moved Building	<input type="checkbox"/>
Temporary Building	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Fuel Source		
	New	Existing
Public Gas	<input type="checkbox"/>	<input type="checkbox"/>
Propane	<input type="checkbox"/>	<input type="checkbox"/>
Elec Heat	<input type="checkbox"/>	<input type="checkbox"/>
Woodstove	<input type="checkbox"/>	<input type="checkbox"/>

Heating Type		
	New	Existing
Boiler	<input type="checkbox"/>	<input type="checkbox"/>
Furnace	<input type="checkbox"/>	<input type="checkbox"/>
Unit Heater	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>

Water		
	New	Existing
Public	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>
Cistern	<input type="checkbox"/>	<input type="checkbox"/>
Haul	<input type="checkbox"/>	<input type="checkbox"/>

Sewer		
	New	Existing
Public	<input type="checkbox"/>	<input type="checkbox"/>
Septic	<input type="checkbox"/>	<input type="checkbox"/>
Vault	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Square Footage	
Total Building	_____
2 nd Floor	_____
Unfinished Basement	_____
Finished Basement	_____
Crawlspace	_____
Deck	_____
Garage	_____

Please Write the # of		
	New	Existing
Bedrooms	_____	_____
Bathrooms	_____	_____
Kitchens	_____	_____
Decks	_____	_____
Garage	_____	_____
Other	_____	_____

Utilities		
	Yes	No
Electrical	<input type="checkbox"/>	<input type="checkbox"/>
Fire Sprinkler	<input type="checkbox"/>	<input type="checkbox"/>
Gas Fireplace	<input type="checkbox"/>	<input type="checkbox"/>
Gas Line (Inside)	<input type="checkbox"/>	<input type="checkbox"/>
Gas Line (Outside)	<input type="checkbox"/>	<input type="checkbox"/>
Heating, Vent, AC	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>

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 _____ Email _____

SIGNATURE OF APPLICANT: _____ Phone # _____

OFFICE USE ONLY: Date Received: _____ Permit Technician Initials: _____
 Amount Collected: _____ Check Cash Card
 BSOC Review Done By: _____ Code Compliance Initials: _____ CC Fee: No Yes

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, non-buildable 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 11:59PM the day before the inspection. Call the Building Inspection request line at (970) 498-7697 or schedule online onlineportal.larimer.org.

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 Division the work is ready for inspection. If a requested inspection is inadvertently missed by the Building Division, 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 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. 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)

_____ Date: _____ Permit #: _____
Print name of person signing, title/relationship to owner