



Permit Number

# Residential/Utility Building Permit Application

**Parcel #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot# \_\_\_\_\_ Planning File # \_\_\_\_\_ Existing # of Buildings \_\_\_\_\_ Existing # of Dwellings \_\_\_\_\_

Property Owner Name:	Mailing Address/City/Zip	Phone Email
General Contractor & License #	Phone	Email
Plumber Name & State License #	Phone	Email
Electrician Name & State License #	Phone	Email

Work Description: \_\_\_\_\_ As Built  Yes  No  
 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 \_\_\_\_\_

Structure	
Single Family Home	<input type="checkbox"/>
Accessory Dwelling	<input type="checkbox"/>
Cabin	<input type="checkbox"/>
Duplex	<input type="checkbox"/>
Garage	<input type="checkbox"/>
Townhome	<input type="checkbox"/>
Manufactured Home	<input type="checkbox"/>
Barn	<input type="checkbox"/>
Loafing Shed	<input type="checkbox"/>
Pool	<input type="checkbox"/>

Change of Occ/Conversion to	
Single Family Home	<input type="checkbox"/>
Accessory Dwelling	<input type="checkbox"/>
Duplex	<input type="checkbox"/>
Townhome	<input type="checkbox"/>
Short-Term Rental	<input type="checkbox"/>
Vacation Home	<input type="checkbox"/>
Large Vacation Home	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>

Alteration & Other	
New Home	<input type="checkbox"/>
Replacement Home	<input type="checkbox"/>
Addition	<input type="checkbox"/>
Alteration	<input type="checkbox"/>
Basement Finish	<input type="checkbox"/>
Moved Building	<input type="checkbox"/>
Temporary Building	<input type="checkbox"/>
Vacant Property	<input type="checkbox"/>
New Access	<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	
	_____
Main Floor	_____
2 <sup>nd</sup> Floor	_____
Unfinished Basement	_____
Finished Basement	_____
Crawlspace	_____
Decks	_____
Garage	_____

Please Write the # of		
	New	Existing
Bedrooms	_____	_____
Bathroom - Full	_____	_____
Bathroom - 3/4	_____	_____
Bathroom - 1/2	_____	_____
Kitchen	_____	_____
Decks	_____	_____
Garage	_____	_____

Work on this permit will include:	
	Yes
Gas Fireplace	<input type="checkbox"/>
Wood Fireplace	<input type="checkbox"/>
Heat, Vent, AC	<input type="checkbox"/>
Electrical	<input type="checkbox"/>
Plumbing	<input type="checkbox"/>
Gas Line	<input type="checkbox"/>
Fire Sprinkler	<input type="checkbox"/>

An asbestos inspection has been done on the building materials this project will disturb: Circle - Do Not Know, No, Yes Inspection Date: \_\_\_\_\_

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

## RESIDENTIAL 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 issued by the building official under the provisions of this code shall expire 18 months after the date of issue. The building official is authorized to grant a one-time written extension of 18 months at no charge, making the original permit valid for three years. Additional 18-month extensions will cost one-half the amount of the original building permit fee or a minimum of \$50, whichever is more. Every permit shall become null and void if the building or work authorized by such permit is not commenced within 180 days from the date of issue of such permit, if the person or entity to whom the permit is issued fails to request a first inspection within 180 days of the date of such permit, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days or more. Before such work can be recommenced, a new permit shall be first obtained to do so. The fee for such new permit shall be one-half of amount required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications for such work and provided further that the suspension or abandonment has not exceeded one year. Changes in the plans and specifications or abandonment exceeding one year shall require an additional permit fee and plan review fee as described in International Residential Code Section R108. Permits for "as-built" construction must have final inspection approval within 180 days of permit issuance. The Building Official is authorized to grant a one-time extension of twelve months for "as-built" permits, at no charge, provided evidence of progress towards final inspection or good cause is shown.

**PERMIT INSPECTIONS:** Inspections must be requested before 11:59PM the day before the inspection. Call the Building Division's inspection request line at (970) 498-7697 or schedule online at <https://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. Obtaining a permit constitutes authorization for County personnel to enter upon the property for inspection purposes. Some helpful information:

- Have the yellow 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 are issued 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 the Larimer County Wildfire Coordinator, Larimer County Department of Health & Environment, Larimer County Building Division, Fire Department having jurisdiction and the 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 30-day period 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 No: \_\_\_\_\_

(Print name of person signing, relationship to owner)