



[www.larimer.org](http://www.larimer.org)

Community Development Division

200 W. Oak Street - 3<sup>rd</sup> Floor

P.O. Box 1190

Fort Collins, CO 80521

970-498-7683

## CONSTRUCTION WITHOUT A PERMIT

### 'As-Built' Construction

**Requirements when construction is done without a building permit or without inspection approvals during the construction process.**

Larimer County is responsible for providing County residents with a safe environment in which to live, work, and raise families. The Building Department helps do this by administering building codes to protect lives and property from the hazards of unsafe construction. Homeowners also have a responsibility to provide a safe environment for themselves, their families, and other citizens.

#### What is 'As-Built' Construction?

Structures, additions or alterations to structures, or basements constructed or finished without a building permit or without required inspections during the construction process.

#### How do I rectify 'As-Built' Construction?

##### Construction without inspections:

If construction has taken place without inspections then those inspections may need to be done by licensed professionals as well as Building Department Staff. When all inspections are conducted and approved under a valid building permit an 'As-Built' *Certificate of Observable Compliance* is issued. If the owner wishes to obtain a regular Certificate of Occupancy or Letter of Completion all concealed construction must be exposed and fully inspected.

##### Construction without a building permit:

Prior to applying for or renewing a building permit, a life-safety inspection may need to be scheduled by the Code Compliance staff. This inspection will determine if any imminent, life-safety corrections are required and what, if any, components of the finished construction need to be verified as code-compliant by independent, licensed plumbing and heating professionals or if structural and foundation components need to be evaluated by a Colorado licensed engineer.

Also required will be proof that all required inspection approvals for electrical work have been obtained under a valid permit issued by the State Electrical Board. In some cases, a certification letter from a Colorado licensed master electrician may be acceptable. Consult with the Code Compliance Inspector you are working with.



#### Homeowner Life-Safety Inspections

When staff or the homeowner is conducting a life-safety inspection, the 'As-Built' *checklist* can be used as a guideline. The checklist is not meant to be all-inclusive of Building Code requirements but rather used as a guideline for inspectors to determine permit and inspection requirements for the structure. Upon request, Code Compliance staff will supply a copy of the completed checklist to the owner when a meeting is held with the owner to obtain or renew a new permit.

Code Compliance staff will meet with the property owner after the life-safety inspection to explain the permit renewal or application process. The application must include an *'Agreement Concerning Existing 'As-Built' Construction'* for the structure, addition or basement finish.

## Building Permit Applications

A building permit is issued and a final building inspection is performed after all approvals from applicable departments are obtained and final permit fees are paid\*\*. *Note:* All corrections noted by inspection staff and licensed professionals, if any, must be completed prior to final inspection approval.

When final inspection approvals are obtained under the permit, including approvals from all other required agencies (i.e. Health, Engineering, Planning Departments, etc.) an 'As-Built' Certificate of Observable Compliance' will be issued.

Depending on the findings of the inspector during the life-safety inspection, permit or renewal applications may need to contain one or all of the following documents:

- Seven copies of a plot plan (see plot plan handout for more information).
  - Two copies of a floor layout plan, drawn to scale (1/4" = 1'), showing dimensions of each room, the use of each room, location of all heating and sanitation appliances, location of floor drains, location of smoke alarms, etc.
  - Two copies of exterior elevation photos.
  - Certification letter from a Colorado licensed structural engineer (for structural and foundation work), a certification letter from a licensed plumbing and/or heating contractor (for plumbing and heating work), and proof that all required inspection approvals for electrical work have been obtained under a valid permit issued by the State Electrical Board or an evaluation by a Colorado licensed master electrician depending on the circumstances of the case.
- These professionals must check the work completed and certify that all completed construction meets the building, mechanical, and/or plumbing codes adopted by Larimer County and the Electrical Code adopted by the State of Colorado. If the work does not meet code requirements, detailed drawings and/or a list of corrections describing what needs to be done to bring the construction up to code are required.
- For wood stoves, the manufacturer's installation requirements must be available in the structure. If specifications are not available, the wood stoves must meet minimum requirements for clearances to combustible materials, and be EPA approved.

\*\*An investigation fee, in addition to the permit fee, may be collected whenever any work for which a permit is required has been commenced without first obtaining a permit. The investigation fee is equal to the amount of the building fee. The fee may be waived if the work was completed by a previous owner.

## Certification Letter – Instructions for Preparation

Depending on the extent of the existing construction, a Colorado licensed master plumber and heat/vent contractor, Colorado licensed master electrician (if applicable), and/or a Colorado licensed structural engineer must visit the site, review the existing work, and complete a certification letter to be submitted for a plan review along with a permit or renewal application.

When the plan review is completed, a permit will be renewed or issued. Any structural repairs required by the licensed engineer can then be completed. Inspection staff will inspect changes required by these professionals, if any, and perform all other required inspections.

The following sample certification forms and letters are attached:

[Plumbing Certification](#)

[Heating Certification](#)

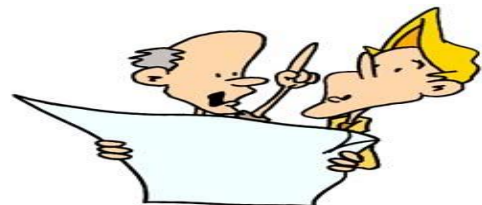
[Electrical Certification](#)

[Engineer Certification](#)

['As-Built' Life-Safety Inspection Checklist](#)

[Agreement Concerning Existing 'As-Built' Construction](#)

['As-Built' Certification of Observable Compliance](#)



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For more information please contact the  
Larimer County  
Code Compliance Department  
Phone: 970-498-7700  
Fax: 970-498-7667

**PLUMBING & FUEL GAS CERTIFICATION**

I, \_\_\_\_\_ a Colorado licensed master plumber, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted for a building permit, and my own calculations, hereby certify that the plumbing and/or fuel gas systems for the structure intended for use as (described structure):

\_\_\_\_\_

Located at (provide address):

\_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable plumbing codes of Larimer County; or

\_\_\_\_\_ Has been constructed in conformance with all applicable fuel gas codes of Larimer County; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the plumbing and/or fuel gas systems can comply with all applicable plumbing/fuel gas codes of Larimer County.

DATED: \_\_\_\_\_

Name of Colorado Licensed Master Plumber:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Colorado Master Plumber License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



**MECHANICAL & FUEL GAS CERTIFICATION**

I, \_\_\_\_\_ a licensed heating contractor with Larimer County, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted for a building permit, and my own calculations, hereby certify that the Mechanical/Fuel Gas systems for the structure intended for use as (described structure):

\_\_\_\_\_

Located at (provide address):

\_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable mechanical codes of Larimer County; or

\_\_\_\_\_ Has been constructed in conformance with all applicable fuel gas codes of Larimer County; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the mechanical and/or fuel gas systems can comply with all applicable mechanical/fuel gas codes of Larimer County.

DATED: \_\_\_\_\_

Name of Licensed Contractor:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Larimer County License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



**ELECTRICAL CERTIFICATION**

I, \_\_\_\_\_ a Colorado licensed master electrician, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted for a building permit, and my own calculations, hereby certify that the electrical system for the structure intended for use as (described structure):

\_\_\_\_\_

Located at (provide address):

\_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable electrical codes adopted by the State of Colorado Electrical Board; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the electrical system can comply with all applicable electrical codes adopted by the State of Colorado Electrical Board.

DATED: \_\_\_\_\_

Name of Colorado Licensed Master Electrician:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Colorado Master Electrical License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



**ENGINEER CERTIFICATION**

I, \_\_\_\_\_ a certified Colorado professional engineer with expertise in “structural design”, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted, and my own calculations, hereby certify that the certain structure intended for use as (described structure):

\_\_\_\_\_

Located at (provide address):

\_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable building codes adopted by Larimer County; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the structure will comply with all applicable building codes adopted by Larimer County.

DATED: \_\_\_\_\_

Name of Engineer:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Colorado License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Engineer’s Seal)



**“AS-BUILT”**

**LARIMER COUNTY**

**HOMEOWNER LIFE-SAFETY INSPECTION CHECKLIST**

(Does Not Include Inspections for Structural Elements of the Building)

DATE: \_\_\_\_\_ PERSON CONTACTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BLDG SIZE: \_\_\_\_\_ PARCEL NO: \_\_\_\_\_

BLDG USE: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

**CHECKLIST**

\_\_\_\_\_ All plumbing fixtures installed pursuant to minimum code requirements and hooked up to an approved septic, vault or public sewer if SFR (not required for cabins).

\_\_\_\_\_ Heating system, furnace and water heater property installed and working. Flue vent height, vent termination, vent cap and adequate combustion air for gas appliances. Gas pipe shut-off in appropriate places. Gas appliances are not allowed in bedrooms.

\_\_\_\_\_ Verification from Colorado licensed electrician that home is safe.

\_\_\_\_\_ All stairs, handrails and guardrails installed per code.

\_\_\_\_\_ Smoke detectors in bedrooms, hallways, and each level (may be battery-operated if unable to hard wire).

\_\_\_\_\_ Carbon monoxide alarms within 15 feet of bedrooms.

\_\_\_\_\_ Dryer vent and bath fan ducts termination to outside.

\_\_\_\_\_ Fireplace and woodstove meet minimum code requirements.

\_\_\_\_\_ Egress windows, window wells and window well ladders installed per code in effect at the time the house was constructed.

\_\_\_\_\_ Firewalls, firedoors and any other fire separation requirements complete to IRC regulations.

\_\_\_\_\_ Safety glazing in place in required locations per code in effect at time structure was constructed.

\_\_\_\_\_ Moisture resistant—roof doesn't leak and positive drainage away from house.

\_\_\_\_\_ Other life-safety issues identified by the building inspector (identify on back of this form).

CORRECTIONS REQUIRED: \_\_\_ YES \_\_\_ NO (Identify corrections on back of this form).

**\*A code modification may be requested to approve any inspection corrections that were allowed by a previous code but not allowed by the current code.**



**AGREEMENT CONCERNING EXISTING  
“AS-BUILT” CONSTRUCTION**

Permit Application No: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_

I, \_\_\_\_\_, as owner of record of this property, hereby request a permit for and final inspection of the installation or construction work described in the permit application, which work was completed or covered without obtaining a permit and/or without required inspections during construction. I understand and agree the Larimer County Building Department will perform a final inspection based on observable conditions and non-destructive methods to assess code compliance of such work, some or all of which may be concealed by permanent construction and finish material. I do not wish to remove permanent construction and finish material as the removal of such work would be destructive to the subject structure. I further understand it may not be practical or possible for Larimer County to verify full compliance with Larimer County Building Codes without removal of such permanent construction and finish material.

I understand if the Larimer County Building Inspector discovers any violations of County codes during the final inspection related to electrical, health, and safety issues, the violations must be resolved. I further understand upon resolution of all violations, if any, and approval of the final inspection, an “*As-Built Certificate of Observable Compliance*” will be issued.

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

TO BE FILLED OUT BY CODE COMPLIANCE OFFICER

**Engineer’s letter stating foundation and other structural work meets minimum building code requirements.**

Description of work: \_\_\_\_\_.

**Electrical contractor’s letter stating observable work meets minimum code requirements.**

Description of work: \_\_\_\_\_.

**Plumbing contractor’s letter stating observable work meets minimum code requirements.**

Description of work: \_\_\_\_\_.

**Mechanical contractor’s letter stating observable work meets minimum code requirements.**

Description of work: \_\_\_\_\_.

This application shall be attached to the Larimer County Building Department’s regular building permit application.

**\*A letter stating all construction was completed pursuant to minimum code requirements per the approved set of plans may be required by the plans examiner. A code modification may be requested to approve any inspection corrections that were allowed by a previous code but not allowed by the current code.**





**COMMUNITY DEVELOPMENT DIVISION**

P.O. Box 1190  
Fort Collins, CO 80522-1190  
Planning (970) 498-7683 Planning Fax (970) 498-7711  
Building (970) 498-7700 Building Fax (970) 498-7667  
<http://www.larimer.org/planning>

**AS-BUILT CERTIFICATE OF  
OBSERVABLE COMPLIANCE**

Permit Number:

Certificate Issuance Date:

At the time of issuance, components of this structure were concealed by permanent construction and/or finish materials. This *As-Built Certificate of Observable Compliance* certifies that all observable construction components are in compliance with minimum requirements of the Larimer County Building Code regulating building construction and use.

Permit Type:

Work Description:

As Built –

----- OWNERS -----

----- CONSTRUCTION SITE INFORMATION -----

Address:  
Subdivision:  
Parcel Number:

Eric Fried, Larimer County Building Official



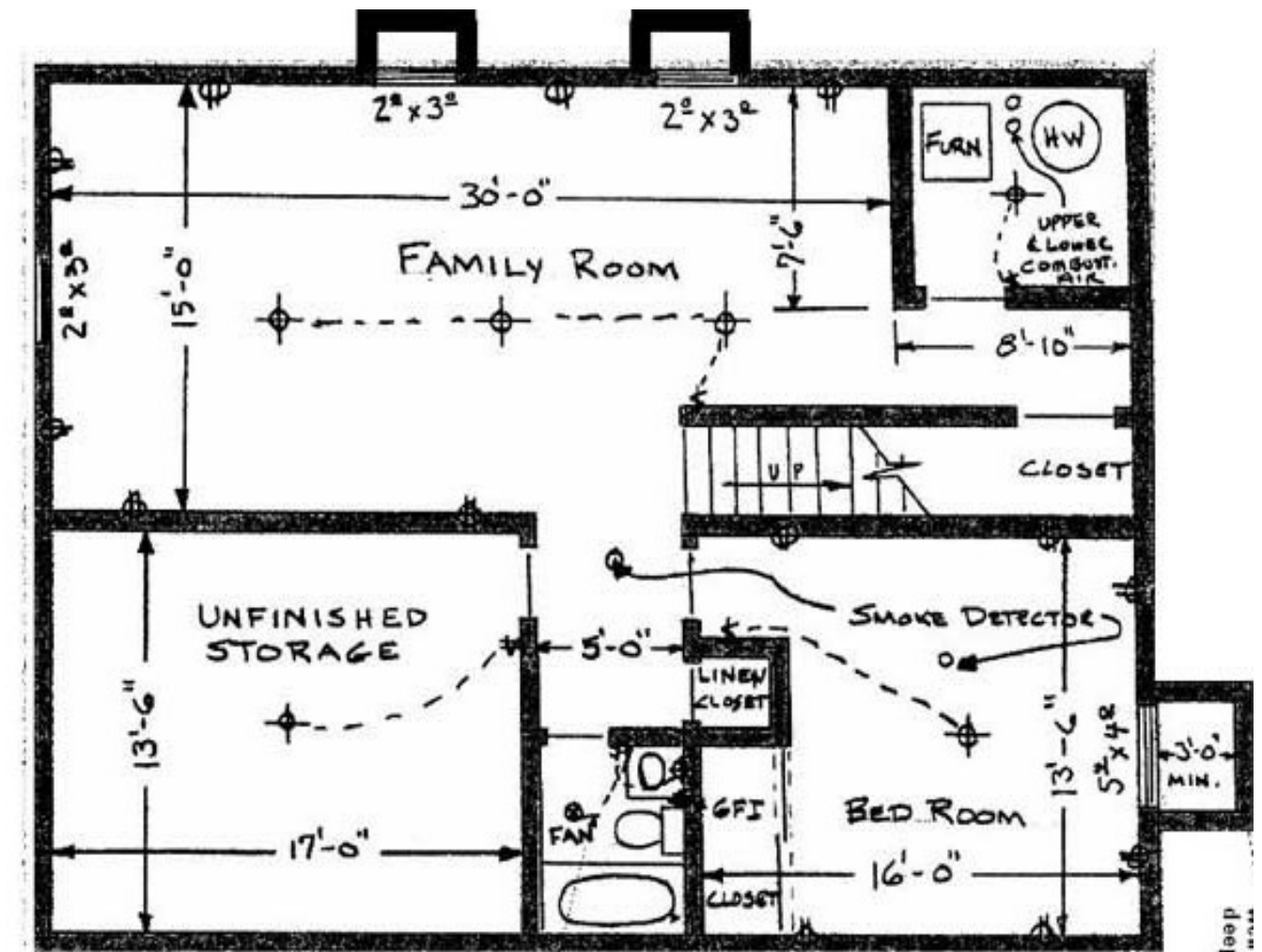
# SAMPLE FLOOR LAYOUT PLAN

WHEN SUBMITTING A BUILDING PERMIT:

A floor plan, with room dimensions, drawn to scale will need to be submitted. It must show the layout of the entire level with all rooms labeled with use.

Preferred scale  $\frac{1}{4}'' = 1'$ .

**2 SETS OF DRAWINGS ARE REQUIRED FOR SUBMITTAL**







# Larimer County Building Department Code Modification Request

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Date : \_\_\_\_\_

Address : \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Property owner's name : \_\_\_\_\_

Property owner's signature : \_\_\_\_\_

Property owner's email address: \_\_\_\_\_

Type of building : \_\_\_\_\_

I would like to request a code modification/waiver from the Larimer County Building Department for :

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**Building Official comments:** \_\_\_\_\_

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Building Official Signature : \_\_\_\_\_ Date: \_\_\_\_\_



# Plot Plan Requirements

December 2016

## What is a Plot Plan?

A plot plan is an accurate, scaled drawing illustrating the following:

- Property's dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)
- Architectural features (cornices, canopies, eaves, awnings, bay windows, window wells, cantilevered walls, chimneys)

Plot plans show what currently exists on the site **and** the physical changes you plan to make to the site.

Sample PLOT PLAN on back page ➡

**A Plot Plan** is required when submitting a building permit application for:

- Residential Buildings
- Accessory Buildings
- Decks, porches, gazebos & awnings
- Garages (attached and detached)
- Pole Barns
- Storage Buildings larger than 120 sq ft

### Note: **Commercial Buildings**



Site Plan **approval** is required from the Planning Department **before** submitting a building permit application for a **commercial** building or alteration of an existing commercial building. Please contact the Planning Department at 970-498-7683.


## Plot Plan Basics

### 1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1 inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

Scale 1" = 10'     0  10 ft  
Scale 1" = 100'   0  100 ft

- Include an arrow showing **North** 

### 2. PLOT PLAN PAPER

- Minimum Size 8½" x 11"
- Maximum Size 24" x 36"
- Larger parcels of land may require multiple sheets of paper.

### 3. PROPERTY DIMENSIONS

- Draw and label property lines and length
- Indicate if property is a corner lot and label all roads

### 4. EASEMENTS and RIGHT OF WAY

- Show easements, e.g., utility, drainage landscape, access.
- Structures cannot be built in, over or under ANY easement or right-of-way including architectural features such as eaves and window wells.

### 5. ROADS, STREETS, ACCESS

- Named and unnamed roads (public, private, county roads & state highways)
- Driveways, existing and proposed
- Vehicle parking area

## 6. SETBACKS Land Use Code Section 4.9 and 8.9

**Q.** What are setbacks?

**A.** The Larimer County Land Use Code defines setbacks as;

*"The distance, measured perpendicular or radial, from a property line or right-of-way centerline between a building and the property line or right-of-way centerline."*

**Q.** I'm getting ready to submit my building permit application. How can I find my setbacks?

**A.** Setbacks vary by Zoning District and a property's proximity to roads and highways. A planner can tell you what the setbacks are for your property. Contact the Larimer County Planning Department at 970-498-7683.

### SETBACK CERTIFICATION

Larimer County Land Use Code Regulations require the property owner to clearly identify the boundary corners of the lot and/or building envelope.

Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.

Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Colorado. The letter must include the building permit number issued for the site in question.

# Sample Plot Plan [8½ x 11]

September 2009

✓ Scale 1 in = 50 ft

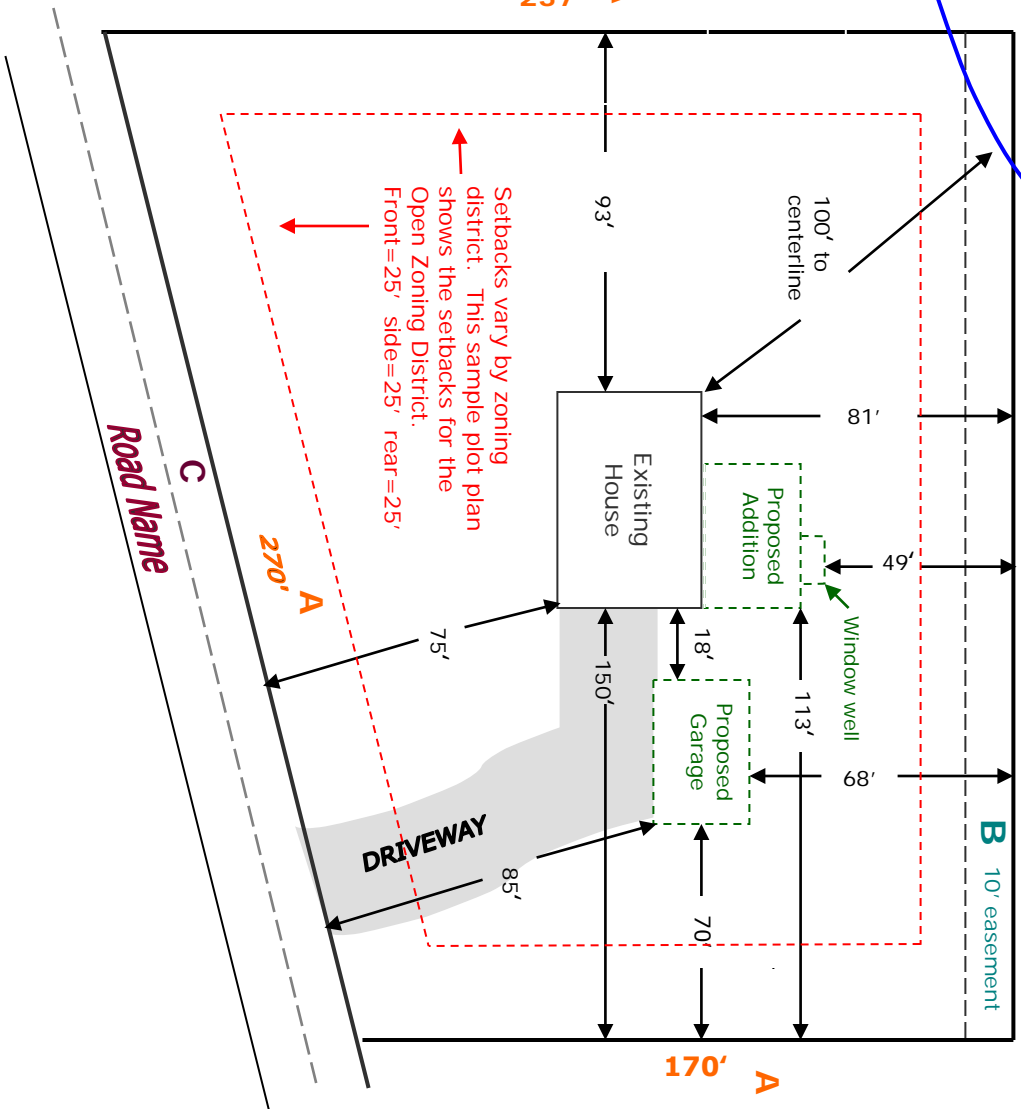


✓ Job Site Address: 123 Any Street, Fort Collins  
 ✓ Property Owner: John & Jane Doe  
 Owner's Phone: 970-555-5555  
 Parcel No.: 97114-13-901  
 Zoning District: Open  
 Setbacks: Front=25' side=25' rear=25'

123 Any Street, Fort Collins  
 John & Jane Doe  
 970-555-5555  
 97114-13-901  
 Open  
 Front=25' side=25' rear=25'



North



Setbacks vary by zoning district. This sample plot plan shows the setbacks for the Open Zoning District. Front=25' side=25' rear=25'

## CHECKLIST

- ✓ North Arrow
- ✓ Plot Plan Scale
- ✓ Property Owner Info
- ✓ Parcel No. & Zoning

- A** Property Dimensions
- B** Easements
- C** Roads and Streets
- D** Stream, Creek or River (& intermittent streams)

Use arrows to show distance from buildings to setbacks.

Existing buildings  
 Use solid lines to indicate existing structures

Proposed buildings  
 Use dotted lines to indicate proposed structures

Note:  
 This Sample Plot Plan uses color to clarify requirements.  
 Your Plot Plan **does not** need to be in color.