



DETACHED ACCESSORY BUILDING PERMIT APPLICATION

DEPARTMENT OF PLANNING SERVICES
BUILDING INSPECTION DIVISION
1555 N 17TH AVENUE, GREELEY, CO 80631
(970) 400-6100

PROPERTY OWNER _____ PHONE _____

MAILING ADDRESS _____
ADDRESS CITY STATE ZIP

SITE ADDRESS _____

DISTANCES FROM LOT LINES

LEGAL DESCRIPTION _____ SEC _____, T _____ N, R _____ W

N _____ S _____ E _____ W _____

OR SUBDIVISION _____ LOT _____ BLOCK _____

TOTAL LAND AREA _____

IS THE PROPERTY VACANT? YES NO IF YES, HOW LONG? _____

HOW MANY HOUSES ARE ON THE PROPERTY AND WHAT IS THEIR PRESENT USE? _____

HOW MANY MOBILE HOMES ARE ON THE PROPERTY AT THE PRESENT TIME? _____

APPLICANT NAME	MAILING ADDRESS, CITY, STATE, ZIP		PHONE
GENERAL CONTRACTOR	MAILING ADDRESS, CITY, STATE, ZIP		PHONE
MECHANICAL CONTRACTOR	MAILING ADDRESS, CITY, STATE, ZIP		PHONE
ELECTRICAL CONTRACTOR	MAILING ADDRESS, CITY, STATE, ZIP	LICENSE #	PHONE
PLUMBING CONTRACTOR	MAILING ADDRESS, CITY, STATE, ZIP	LICENSE #	PHONE
FOUNDATION ENGINEER	MAILING ADDRESS, CITY, STATE, ZIP		PHONE

TYPE OF SEWAGE:
 PUBLIC: _____
 PRIVATE: _____
PERMIT # _____

TYPE OF WATER:
 PUBLIC: _____
 PRIVATE: _____
 WELL CISTERN
PERMIT # _____

HEATING PROVIDER:
 NAT. GAS: _____
 PROPANE: _____
 ELECTRIC: _____
 IN FLOOR HEATING YES NO

ELECTRIC SERVICE PROVIDER:
 NAME: _____
SIZE OF SVC: _____ AMPS

PURPOSE OF PERMIT <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> MOVE-IN <input type="checkbox"/> CHANGE OF USE	BUILDING USE <input type="checkbox"/> DETACHED GARAGE <input type="checkbox"/> STORAGE BUILDING <input type="checkbox"/> CARGO CONTAINER <input type="checkbox"/> CARPORT <input type="checkbox"/> OTHER _____	TYPE OF CONSTRUCTION <input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> POLE FRAME <input type="checkbox"/> OTHER _____	TYPE OF FOUNDATION <input type="checkbox"/> BASEMENT <input type="checkbox"/> FINISHED SF: _____ <input type="checkbox"/> UNFINISHED SF: _____ <input type="checkbox"/> CRAWLSPACE SF: _____ <input type="checkbox"/> SLAB <input type="checkbox"/> DIRT <input type="checkbox"/> OTHER _____
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HEIGHT OF BUILDING _____ # OF STORIES _____

PATIO: 1ST SIZE _____ X _____ COVERED YES NO

BATHROOMS FULL: _____ 3/4: _____ 1/2: _____

DECK: 1ST SIZE _____ X _____ COVERED YES NO

PORCH: 1ST SIZE _____ X _____ COVERED YES NO

NEW SQUARE FOOTAGE:
MAIN LEVEL _____
2ND LEVEL _____
OTHER _____
A/C INCLUDED YES NO

VALUE \$ _____
(DO NOT INCLUDE THE ITEMS BELOW IN THE ABOVE PRICE)
ELECTRICAL COST \$ _____
CONSTRUCTION METER: YES NO
****DRAINAGE IMPACT FEE MAY APPLY****

INCLUDE A DETAILED DESCRIPTION OF THE WORK BEING DONE AND THE INTENDED USE _____

I HEREBY CERTIFY THE ABOVE INFORMATION IS CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

SIGNATURE OF APPLICANT _____ DATE _____

APPLICANT EMAIL ADDRESS _____

OFFICE USE ONLY

DATE RECEIVED _____ INITIALS _____
4% YES NO FLOOD PLAIN YES NO

PERMIT NUMBER _____

ALL BUILDING PERMIT APPLICATIONS MUST INCLUDE THE FOLLOWING:

- _____ 1. **COMPLETED APPLICATION FORM**
- _____ 2. **AUTHORIZATION FORM COMPLETED IF OWNER IS NOT APPLYING FOR PERMIT**
- _____ 3. **RECORDED DEED FOR PROOF OF PROPERTY OWNERSHIP (NOT DEED OF TRUST)**
- _____ 4. **ONE PLOT PLAN - MUST BE PRINTED FROM THE WELD COUNTY PROPERTY PORTAL (<https://www.co.weld.co.us/maps/propertyportal/>) AND NEEDS TO INCLUDE THE FOLLOWING:**
 - A. SIZE REQUIREMENTS: NO SMALLER THAN 8.5"X11" AND NO LARGER THAN 11"X17"
 - B. PROPOSED BUILDING LOCATION ON PROPERTY
 - C. DISTANCES BETWEEN EACH LOT/PROPERTY LINE TO PROPOSED BUILDING
 - D. DISTANCES BETWEEN PROPOSED BUILDING AND ANY EXISTING STRUCTURES
 - E. ALL OIL/GAS PRODUCTION FACILITIES WITHIN 200 FEET OF PROPOSED STRUCTURE (TANK BATTERIES, WELL HEADS, ETC)
 - F. IDENTIFY THE STREET OR COUNTY ROAD ACCESSING FROM
 - G. IF YOU REQUIRE AN ADDRESS, YOU MUST SHOW THE DISTANCE FROM THE NEAREST INTERSECTION TO THE DRIVEWAY/ACCESS TO THE PROPERTY
 - H. NORTH ARROW
- _____ 5. **WELD COUNTY ROAD ACCESS PERMIT APPLICATION WITH PICTURES**
Contact: Weld County Public Works, 1111 H St, Greeley, 970-304-6496 ext 3750
- _____ 6. **DRAINAGE IMPACT FEE CALCULATION SHEET**
- _____ 7. **TWO SETS OF BUILDING PLANS**
- _____ 8. **TWO SETS OF ENGINEERED FOUNDATION PLANS (MUST HAVE REGISTERED COLORADO ENGINEER STAMP) MAYBE REQUIRED**
- _____ 9. **TWO SETS OF SOILS REPORT OR OPEN HOLE INSPECTION WHEN REQUIRED**
- _____ 10. **COPY OF SEPTIC PERMIT OR PROOF OF CONNECTION TO PUBLIC SEWER**
- _____ 11. **PROOF OF ADEQUATE WATER**
 - A. COPY OF ISSUED WELL PERMIT OR COPY OF PAID WATER TAP AGREEMENT WITH PUBLIC WATER DISTRICT

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THE APPLICANT, HIS AGENTS AND EMPLOYEES SHALL COMPLY WITH ALL THE RULES, RESTRICTIONS AND REQUIREMENTS OF WELD COUNTY ZONING REGULATIONS AND WELD COUNTY BUILDING CODES GOVERNING LOCATION, CONSTRUCTION AND ERECTION OF THE ABOVE PROPOSED WORK FOR WHICH THE PERMIT IS GRANTED. THE BUILDING OFFICIAL OR HIS AGENTS ARE AUTHORIZED TO ORDER THE IMMEDIATE CESSATION OF CONSTRUCTION AT ANY TIME A VIOLATION OF THE CODES OR REGULATIONS APPEARS TO HAVE OCCURED. VIOLATION OF ANY OF THE APPLICABLE CODES OR REGULATIONS MAY RESULT IN THE REVOCATION OF THIS PERMIT.

BUILDINGS MUST CONFORM WITH PLANS, AS SUBMITTED TO THE DEPARTMENT OF BUILDING INSPECTION. ANY CHANGE OF PLANS OR LAYOUT MUST BE APPROVED PRIOR TO THE CHANGES BEING MADE. ANY CHANGE IN THE USE OR OCCUPANCY OF A BUILDING OR STRUCTURE MUST BE APPROVED PRIOR TO PROCEEDING WITH CONSTRUCTION.

THE APPLICANT IS REQUIRED TO CALL FOR INSPECTIONS AT VARIOUS STAGES OF THE CONSTRUCTION, AND IN ACCORDANCE WITH THE AFORESAID RULE, THE APPLICANT SHALL GIVE THE BUILDING INSPECTOR NOT LESS THAN ONE DAY'S NOTICE TO PERFORM SUCH ACTIVITIES.

THE APPLICANT MUST COMPLY WITH CURRENT BUILDING INSPECTION DIVISION EXPIRATION POLICY. WELD COUNTY IS NOT LIABLE FOR WORKMANSHIP. PERMITS ARE NOT TRANSFERRABLE.

ANY DOCUMENTS SUBMITTED TO WELD COUNTY MAY BE COPIED AND DISCLOSED PURSUANT TO THE COLORADO OPEN RECORDS ACT (CORA), REGARDLESS OF WHETHER THEY CONTAIN COPYRIGHTED MATERIALS.



DEPARTMENTS OF PLANNING
BUILDING AND ENVIRONMENTAL HEALTH
1555 NORTH 17TH AVENUE
GREELEY, CO 80631

AUTHORIZATION FORM

I, (We), _____, give permission to _____
(Owner – please print) (Authorized Agent – please print)

to apply for any Planning, Building or Septic permits on our behalf, for the property located at (address or parcel number) below:

Legal Description: _____ of Section _____, Township _____ N, Range _____ W

Subdivision Name: _____ Lot _____ Block _____

Property Owners Information:

Address: _____

Phone: _____ E-mail: _____

Authorized Agent Contact Information:

Address: _____

Phone: _____ E-Mail: _____

Correspondence to be sent to: Owner _____ Authorized Agent _____ Both _____ / by Mail _____ Email _____

Additional Info: _____

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____