



DEPARTMENT OF PLANNING SERVICES
BUILDING INSPECTION DIVISION
1555 N 17TH AVENUE, GREELEY, CO 80631
(970) 353-6100 X3540

This information bulletin is made available to assist you in preparing for submitting a building permit and plans. For information on current submittal standards, please call the Building Inspection Division at (970) 353-6100 ext. 3540.

WHEN IS A BUILDING PERMIT NEEDED?

In Weld County, no building or structure regulated by this Building Code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate building permit for each building or structure has been first obtained from the Building Inspection Division.

EXEMPTED WORK – PLEASE NOTE: SEPARATE PLUMBING, ELECTRICAL AND MECHANICAL PERMITS MAY BE REQUIRED FOR EXEMPTED ITEMS. CHECK WITH THE BUILDING INSPECTION DIVISION BEFORE STARTING CONSTRUCTION.

A building permit is **NOT** required for the following:

- ☞ One story detached accessory buildings used as tool and storage sheds, playhouses and similar uses **provided the floor area does not exceed 200 square feet.**
- ☞ Fences.
- ☞ Retaining walls 48 inches or less from the bottom of the footing to the top of the wall.
- ☞ Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- ☞ Sidewalks and patios (without roofs).
- ☞ General landscaping.
- ☞ Re-roofing of single family dwellings and noncommercial detached accessory structures.
- ☞ Residing of structures.
- ☞ Replacement of existing gas or electric water heaters.
- ☞ Replacing plumbing fixtures, maintenance or repair of plumbing system leaks (replacement of plumbing system parts requires a permit).
- ☞ Replacing windows and doors (same size).
- ☞ Adding insulation.
- ☞ Portable heating appliance, portable cooling units and portable ventilation appliances and equipment
- ☞ Heating/Cooling appliance maintenance or repair.

A building permit **IS** required for the following:

(The following is not a complete list)

- ☞ Detached accessory buildings larger than 200 sf.
- ☞ Retaining walls over 48 inches from bottom of the footing to the top of the wall (engineering required).
- ☞ Pools, hot tubs and spas.
- ☞ Attached or detached garages.
- ☞ Room additions, remodeling, structural modifications and basement finishes.
- ☞ Decks, including attached roofs.
- ☞ Patio covers, patio enclosures and carports.
- ☞ Installation of additional windows and doors.
- ☞ Increase or decrease of window and door size.
- ☞ Electric to gas conversions.
- ☞ New electrical installations.
- ☞ New water heater installation.
- ☞ Boiler installation or replacement.
- ☞ Furnace/air conditioning installation or replacement.
- ☞ Evaporative coolers (swamp coolers).
- ☞ Gas logs and gas lines.
- ☞ Fireplaces (wood, pellet or gas).
- ☞ Plumbing modifications.

Agricultural-Exempt Certificate of Compliance Permit:

A certificate of compliance for agricultural exempt buildings is required to be completed, signed and filed with the Department of Planning Services, Building Inspection Division, so as to indicate the owner will construct the structure in accordance with all adopted building codes, and to verify setbacks and establish any applicable flood hazard requirements.

No fees are required and a **SETBACK** inspection by a Building Department inspector will be required within 90 days of issuance of the permit.

SUBMITTAL REQUIREMENTS FOR RESIDENTIAL PERMITS

Current Codes: 2012 IRC, 2014 NEC, 2006 IECC

- Permit Application**
- Proof of Property Ownership** (Recorded Deed)
- Plot Plan** – Must show all setbacks and must include all existing & proposed structures – see sample plot plans on Weld County Website.
- *Complete Architectural Plans & Details** – Floor plans (all levels), with all rooms labeled, elevations of all sides, all dimensions, window/door sizes, connections
- Wall and Attic Section Details** (showing compliance with energy code requirements) — ResCheck and Performance Reports are Allowed - Thermal Barrier to show on Architectural Plans
- Soils Test/Report** -- by Geotechnical Engineer
- *Complete Engineered Foundation Plans & Details** (Wet Stamp by Colorado State Licensed Engineer) stapled together and drawn to scale
- Flood Hazard Development Permit** (FHDP) may be required if within the flood plain
Check with Flood Plain Manager – 970-353-6100 ext. 3524
- Environmental Health Dept.** (Septic Permits)
1555 N 17th Ave, Greeley, CO 80631
970-304-6415
- Proof of Water** (Water Well Permit **OR** Tap/Water Bill)
- Fire District Notification/Approval may be required** – Check with the local Fire Department
- Public Works** (Access Permits)
1111 H St., Greeley, CO 80631
970-304-6496 ext. 3750

*** Two sets of plans stapled together and drawn to scale are required**

The recommended scale for plans other than the plot plan is ¼” = 1’, Plot Plan 1” = 20’

For Weld County Design Information go to:

https://www.weldgov.com/departments/building/building_permit/

No Fees are required at the time of submittal

Additional information may be required during or after submittal

SUBMITTAL REQUIREMENTS FOR COMMERCIAL & INDUSTRIAL PERMITS

Current Codes: 2012 IBC–IMC–IPC-IFGC- 2014 NEC- 2006 IECC- ANSI A117.1 2009

- Permit Application**
- Recorded Deed and/or Land Lease**
- Plot Plan** – Must show all setbacks and must include all existing & proposed structures – see sample plot plans on Weld County Website.
- Code Analysis Must be Included on All Commercial Plans:** Completed by design professional. Must address Occupancy Classification, Type of Construction, Tabular & Actual Allowable Height & Area, Separation of Sides, Building Total Area, Occupant Load, Fire Sprinkler Requirements & increases, Frontage Increases, Required & Actual Plumbing Fixtures, Mixed Use Occupancy, Egress Plan
- Architectural Plans & Details** (Wet Stamp by Colorado State Licensed Architect)
- Engineered Structural Plans & Details** (Wet Stamp by Colorado State Licensed Engineer)
- Engineered Foundation Plans & Details** (Wet Stamp by Colorado State Licensed Engineer)
- Soils Test/Report** -- by Geotechnical Engineer
- Complete Mechanical, Electrical & Plumbing Plans & Details** (Wet Stamp by Colorado Engineer)
- ComCheck Reports** Showing Compliance with **IECC** Requirements — Envelope, Electrical & Mechanical - Available @ www.energycodes.gov - Thermal Barrier to show on Architectural Plans
- Flood Hazard Development Permit** (FHDP) may be required if within the flood plain
Check with Flood Plain Manager – 970-353-6100 ext. 3524
- Grading Permit & Drainage Report** may be required
Check with Engineering Division – 970-353-6100 ext. 3551
- Environmental Health Dept.** (Septic Permits)
1555 N 17th Ave, Greeley, CO 80631
970-304-6415
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