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.
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

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SUBMITTAL REQUIREMENTS FOR COMMERCIAL & INDUSTRIAL PERMITS


- 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
- Proof of Water (Water Well Permit OR Tap/Water Bill)
- Fire District Notification/Approval – Check with the local Fire Department
- Public Works (Access Permits)
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