



DEPARTMENT OF PLANNING SERVICES  
BUILDING INSPECTION DIVISION  
1555 N 17<sup>TH</sup> 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 17<sup>th</sup> 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/](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](http://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 17<sup>th</sup> 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
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