



MANUFACTURED STRUCTURE PERMIT APPLICATION

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

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_
MAILING ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

LAND OWNER \_\_\_\_\_ PHONE \_\_\_\_\_
MAILING ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_
LEGAL DESCRIPTION \_\_\_\_\_ SEC \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W
OR SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_
MOBILE HOME PARK \_\_\_\_\_ SPACE \_\_\_\_\_
DISTANCES FROM LOT LINES
N \_\_\_\_\_ S \_\_\_\_\_ E \_\_\_\_\_ W \_\_\_\_\_
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? \_\_\_\_\_

Table with 4 columns: Role (Applicant Name, Installer, Mechanical Contractor, Electrical Contractor, Plumbing Contractor, Foundation Engineer), Mailing Address, City, State, ZIP, License #, and Phone.

TYPE OF SEWER:  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

USE FOR STRUCTURE:  PRINCIPAL DWELLING  ACCESSORY TO FARM  MEDICAL HARDSHIP  OFFICE TRAILER/SCALE HOUSE  TEMP CONST TRAILER LENGTH OF TIME \_\_\_\_\_  OTHER \_\_\_\_\_
BUILDING TYPE:  MANUFACTURED HOME  MOBILE HOME  OTHER \_\_\_\_\_  ATTACHED PRIVATE GARAGE SIZE: \_\_\_\_\_ X \_\_\_\_\_
ZONING INFORMATION:  ZPMH APPR DATE: \_\_\_\_\_  LAND USE CASE CASE # \_\_\_\_\_
TYPE OF FOUNDATION:  BLOCK AND TIED  TEMP  PERMANENT: \_\_\_\_\_  BASEMENT  FINISHED SF: \_\_\_\_\_  UNFINISHED SF: \_\_\_\_\_  CRAWLSPACE SF: \_\_\_\_\_  OTHER \_\_\_\_\_

HEIGHT OF BUILDING \_\_\_\_\_ # OF STORIES \_\_\_\_\_ PATIO: 1ST SIZE \_\_\_\_\_ X \_\_\_\_\_ COVERED  YES  NO
DECK: 1ST SIZE \_\_\_\_\_ X \_\_\_\_\_ COVERED  YES  NO
PORCH: 1ST SIZE \_\_\_\_\_ X \_\_\_\_\_ COVERED  YES  NO
# OF BEDROOMS \_\_\_\_\_ BATHROOMS FULL: \_\_\_\_\_ 3/4: \_\_\_\_\_ 1/2: \_\_\_\_\_
BASEMENT PLUMBING  YES  NO A/C INCLUDED?  YES  NO FIRE DISTRICT APPROVAL  YES  NO

HOME INFORMATION: VALUE \$ \_\_\_\_\_ (DO NOT INCLUDE THE FOLLOWING ITEMS IN THE ABOVE PRICE)
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ ELECTRICAL COST \$ \_\_\_\_\_
HUD YES \_\_\_\_\_ NO (PLEASE CIRCLE) \_\_\_\_\_
VIN # \_\_\_\_\_ CONSTRUCTION METER:  YES  NO
DIMENSIONS \_\_\_\_\_ X \_\_\_\_\_
COLOR \_\_\_\_\_

\*\*COUNTY FACILITY, ROAD IMPACT AND DRAINAGE IMPACT FEES MAY APPLY\*\*
INCLUDE A DESCRIPTION OF THE WORK BEING DONE LISTING 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 \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_
FLOOD PLAIN  YES  NO PLANNER \_\_\_\_\_ REV 08/21

**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. PROPOSED BUILDING LOCATION ON PROPERTY
  - B. DISTANCES BETWEEN EACH LOT/PROPERTY LINE TO PROPOSED BUILDING
  - C. DISTANCES BETWEEN PROPOSED BUILDING AND ANY EXISTING STRUCTURES
  - D. ALL OIL/GAS PRODUCTION FACILITIES WITHIN 200 FEET OF PROPOSED STRUCTURE (TANK BATTERIES, WELL HEADS, ETC)
  - E. IDENTIFY THE STREET OR COUNTY ROAD ACCESSING FROM
  - F. DRIVEWAY LOCATION WITH LENGTH AND WIDTH
  - 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 DEVELOPMENT REVIEW, 1555 N 17 AV, GREELEY, 970-400-6100
- \_\_\_\_\_ 6. **DRAINAGE IMPACT FEE CALCULATION SHEET**
- \_\_\_\_\_ 7. **ONE SET OF MANUFACTURER'S SPECS ON HOME**
- \_\_\_\_\_ 8. **TWO SETS OF ENGINEERED FOUNDATION PLANS (MUST HAVE REGISTERED COLORADO ENGINEER STAMP)**
- \_\_\_\_\_ 9. **A GEOTECHNICAL REPORT WILL BE REQUIRED IF DETERMINED TO BE IN THE GEOLOGICAL HAZARD OVERLAY DISTRICT. (REFERENCED IN CHAPTER 23-5-130 OF THE WELD COUNTY CODE)**
- \_\_\_\_\_ 10. **TWO SETS OF SOILS REPORT OR OPEN HOLE INSPECTION REPORT**
- \_\_\_\_\_ 11. **COPY OF SEPTIC PERMIT OR PROOF OF CONNECTION TO PUBLIC SEWER**
- \_\_\_\_\_ 12. **PROOF OF ADEQUATE WATER**  
COPY OF ISSUED WELL PERMIT OR COPY OF PAID WATER TAP AGREEMENT WITH PUBLIC WATER DISTRICT

**N  
O  
T  
I  
C  
E**

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 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, DEVELOPMENT REVIEW  
AND ENVIRONMENTAL HEALTH  
1555 NORTH 17<sup>TH</sup> AVENUE  
GREELEY, CO 80631

### AUTHORIZATION FORM

I, (We), \_\_\_\_\_, give permission to \_\_\_\_\_  
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access or OWTS** 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/Applicant Contact Information:

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence to be sent to: Owner \_\_\_\_\_ Authorized Agent/Applicant \_\_\_\_\_ by: Mail \_\_\_\_\_ Email \_\_\_\_\_

Additional Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_