



*Dedicated to building a desirable, resilient
and safe community*



Community Development Department
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Office Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.

BUILDING PERMIT APPLICATION

The Purpose of the Permit Process

The permit process is in place to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment.

General Explanation

This form is required for new construction, additions or alterations to existing buildings, change in use or occupancy of existing buildings, moving existing buildings or demolition of buildings. Projects will be reviewed according to adopted building construction codes.

One set of plans stamped by a Colorado licensed architect or engineer must be submitted with the application. If Planning Commission approval is required, the approved plans must be submitted to the Planning Division for review prior to the building permit submittal. Plan review fees are due at the time of application. **Credit cards are not accepted for building permits; however, credit cards can be used for mechanical and plumbing permits.**

Application Form

Include the name and address of the current owner.

Building Permit Requirements

- Sustainable Building Code Checklist (New construction & additions)
- Soils Investigation Report (New construction & additions)
- Engineer's Stamp on structural drawings
- Structural Calculations (Commercial Projects)

Mechanical Permit Requirements

- Product spec. sheets for fireplaces (Not required for direct vent fireplaces)
- Product spec. sheets for any boiler or furnace
- Engineer's stamp on all plans (Commercial Projects)

Plumbing Permit Requirements

- Product spec. sheets on water heaters and sewage ejectors
- Engineer's stamp on all plans (Commercial projects)

