



Jefferson County, Colorado  
Planning & Zoning Division

100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550  
☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

# BUILDING PERMIT CHECKLIST ✓

## Documents Required to Obtain Zoning Approval for a Building Permit

A **Zoning Review Fee** shall be included with each Application (*based on type of permit*).

**Fees are on-line at our web site** or call 303-271-8700. Make checks payable to Jefferson County Treasurer.

<b>Building Site Address</b>			
Street	City	State	ZIP
<b>Zone District</b>	<b>Legal Description</b>	<b>Bk</b>	<b>Pg</b>

✓	Document Required	See # Below	Source	New House/Duplex	New Addition or Remodel
<input type="checkbox"/>	Building Permit Application		Building or Zoning	Yes	Yes
<input type="checkbox"/>	Address Verified		Addressing Area (303-271-8778)	Yes	Yes
<input type="checkbox"/>	Site Plan To SCALE- 2 Copies	1	Contractor/Surveyor	Yes	Yes, if new add, No, if remodel
<input type="checkbox"/>	Survey	2	Surveyor		
<input type="checkbox"/>	Construction Plans - 2 Copies		Architect or plans that meet 2009 IRC code	Yes	Yes
<input type="checkbox"/>	Improvement Location Certificate To SCALE-after foundation pour; if within close proximity to minimum setbacks	1, 3	Surveyor	Yes	Yes
<input type="checkbox"/>	Current Deed	2	Clerk & Recorder	Yes	Yes
<input type="checkbox"/>	Pre '72 Deed (If under 35 acres)	2	Clerk & Recorder	Yes	Yes
<input type="checkbox"/>	Property Merger Agreement	11	Planning and Zoning	Yes	Yes
<input type="checkbox"/>	Evidence of Access - county maintained road or 20' deeded easement/private road		Plat or Deed; Clerk & Recorder	Yes	Yes, if new dwelling; Yes, if addition of 400 sq ft. (or greater)
<input type="checkbox"/>	Off-Site Easement/Private Road Approval*	4	Fire District Advisory Letter	Yes	Yes, if new dwelling; Yes, if addition of 400 sq ft. (or greater)
<input type="checkbox"/>	On-Site Driveway & Private Road Approval	4 5 6	Roadway Design Standards if over 50' Stamped Plans from Surveyor/Engineer Fire District (after 4 and 5) <b>2 Copies</b>	Yes	Yes, if new dwelling; Yes, if addition of 400 sq ft. (or greater)
<input type="checkbox"/>	Access Permit - only if directly off a County Maintained Road (This is only for the access cut)		Planning & Zoning - Required for any work, except roll over curbs (See Road Design Standards)	Yes	No
<input type="checkbox"/>	Grading Permit/Notice of Intent		Planning & Zoning (See "Do I Need a Grading Permit" and Land Disturbance Section)	Call 271-8700	Call 271-8700
<input type="checkbox"/>	Wildfire Thinning - If above 6400' in elevation - Fee based on contractor requirements	4	Planning & Zoning	Yes	Yes, if new dwelling; Yes, if addition of 400 sq ft. (or greater)
<input type="checkbox"/>	Certificate of Water/Sewer Availability	7	Water/Sanitation District	Yes	No
<input type="checkbox"/>	Well Permit & 4 Hour Well Test	8	State Water Resources (303-866-3587)	Yes	Yes, if increase in number of bedrooms or amount of water used
<input type="checkbox"/>	Septic Permit	9	Health Department (303-271-5700)	Yes	Yes, if increase in number of bedrooms
<input type="checkbox"/>	Certificate of Compliance	3	Planning Engineering	Yes	No
<input type="checkbox"/>	Soil Report	3	Engineer	Yes	Yes, if add't habitable area
<input type="checkbox"/>	Soil Investigation Forms	3	Planning & Zoning - Letter A, B, E, F, M, or U	Yes	Yes, if new or add't habitable area
<input type="checkbox"/>	Traffic Impact Fee	10	Planning & Zoning	Yes	No

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| <p><b>1</b> Appropriate Scale i.e. 1"=20', 1"=30', etc.</p> <p><b>2</b> Required if property has metes &amp; bounds description, portion of platted lots, or multiple lots.</p> <p><b>3</b> Conditional; check with zoning: 303-271-8700</p> <p><b>4</b> A new dwelling, or an addition of 400 square feet (or greater) of space.</p> | <p><b>5</b> If new driveway construction is required, stamped plans. If existing drive, certification letter from engineer</p> <p><b>6</b> If standards can not be met, (Only after 4 and 5) plans must be approved by fire district.</p> | <p><b>7</b> When public water &amp; sewer is available.</p> <p><b>8</b> When public water is not available.</p> <p><b>9</b> When public sewer is not available.</p> <p><b>10</b> Fee adjustments occur on the 1st day of each year.</p> <p><b>11</b> When multiple lots or parcels are needed to meet standards set forth in Section 2.D.1.f. of the Zoning Resolution.</p> |
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☛ You **must** check with the **Building Division** for their requirements for issuance of the Building Permit (303-271-8260).

☛ If your property is located within an area which has a Home Owners Association (HOA) or Property Owners Association (POA), it is advised that you consult with the association before proceeding with your project. The association may have restrictions beyond the County's permit review process.

\* The local Fire District has individual authority to enforce applicable fire code standards (i.e. fire flow, fire access road, fire vehicle turnaround, etc.) beyond the County's permit review process. **Please contact the applicable District for their requirements.**

**Subject to change. Please verify information with the Planning and Zoning Division**

## Site Plan Example

A site plan is a drawing of the site (to scale) which includes :

- All current & proposed buildings and/or structures
- Distance to property lines
- Scale and North arrow
- Retaining walls
- Streets, roads, and driveway

