

Check List of 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)

Please call the Planning & Zoning Division at 271-8700 if you have any questions.

Building Site Address

Zone District _____ Legal Description _____ Bk _____ Pg _____

	Document Required	See # Below	Source	New House or Duplex	New Addition or Remodel
	Building Permit Application		Building or Zoning	Yes	Yes
	Address Verified		Addressing Area (271-8778)	Yes	Yes
	Site Plan To <u>SCALE</u> - 2 Copies	1	Contractor/Surveyor (1) must be 11x 17 maximum for permit file	Yes	Yes if new add No if remodel
	Survey	2	Surveyor		
	Construction Plans - 2 Copies		Architect or plans that meet 2003 IRC code	Yes	Yes
	Improvement Location Certificate To <u>SCALE</u> -after foundation pour; if within close proximity to minimum setbacks	1, 3	Surveyor	Yes	Yes
	Current Deed	2	Clerk & Recorder	Yes	Yes
	Pre '72 Deed (If under 35 acres)	2	Clerk & Recorder	Yes	Yes
	Evidence of Access - county maintained road or 20' deeded easement/private road		Plat or Deed; Clerk & Recorder	Yes	Yes
	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)
	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)	Yes	Yes, if new dwelling; Yes, if addition of 400 sq ft. (or greater)
	Access Permit - only if directly off a County Maintained Road Current permit fee - \$35.00 (This is only for the access cut).		Planning & Zoning - Required for any work, except roll over curbs. (See Road Design Standards)	Yes	No
	Grading Permit/Notice of Intent		Planning & Zoning (See "Do I Need a Grading Permit" and Land Disturbance Section)	Call 271-8700	Call 271-8700
	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)
	Certificate of Water/Sewer Availability	7	Water/Sanitation District	Yes	No
	Well Permit	8	State Water Resources (303-866-3587)	Yes	No
	Septic Permit	9	Health Department (303-271-5755)	Yes	Yes, if new bedroom(closet)
	Certificate of Compliance	3	Planning Engineering	Yes	No
	Soil Report	3	Engineer	Yes	Yes, if add't habitable area
	Soil Investigation Forms	3	Planning & Zoning - Letter A, B, E, F, or M	Yes	Yes, if new or add't habitable area
	Traffic Impact Fee	10	Planning & Zoning	Yes	No
<p>1. Appropriate Scale i.e. 1"=20', 1"=30', etc. 2. Required if property has metes & bounds description, portion of platted lots, or multiple lots. 3. Conditional; check with zoning – 303-271-8700 4. A new dwelling, or an addition of 400 square feet (or greater) of space.</p>			<p>5. If new driveway construction is required – stamped plans If existing drive – certification letter from engineer 6. If standards can not be met, (Only after 4 and 5) plans must be approved by fire district. 7. When public water & sewer is available. 8. When public water is not available. 9. When public sewer is not available. 10. Fee adjustments occur on the 1st day of each year</p>		

*Note: You must check with the **Building Division** for their requirements for issuance of the Building Permit (303-271-8260).

Note: 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 Planning and Zoning Division.