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Jefferson County, Colorado
Planning & Zoning Division

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.

Building Site Address

Street	City	State	ZIP

Zone District	Legal Description	Bk	Pg

✓	Document Required	See # Below	Source	New House/ Duplex	New Addition or Remodel
❑	Building Permit Application		Building or Zoning	Yes	Yes
❑	Address Verified		Addressing Area (303-271-8778)	Yes	Yes
❑	Site Plan To SCALE- 2 Copies	1	Contractor/Surveyor	Yes	Yes, if new add, No, if remodel
❑	Survey	2	Surveyor		
❑	Construction Plans - 2 Copies		Architect or plans that meet 2012 IRC code	Yes	Yes
❑	Improvement Location Certificate To SCALE-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
❑	Property Merger Agreement	11	Planning and Zoning	Yes	Yes
❑	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)*
❑	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) **2 Copies**	Yes	Yes, if new dwelling; Yes, if addition of 400 sq ft. *(or greater)*
❑	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
❑	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 & 4 Hour Well Test	8	State Water Resources (303-866-3587)	Yes	Yes, if increase in number of bedrooms or amount of water used
❑	Septic Permit	9	Health Department (303-271-5700)	Yes	Yes, if increase in number of bedrooms
❑	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, M, or U	Yes	Yes, if new or add't habitable area
❑	Traffic Impact Fee	10	Planning & Zoning	Yes	No

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.
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.
11 When multiple lots or parcels are needed to meet standards set forth in the General Provisions and Regulations section of the Zoning Resolution.

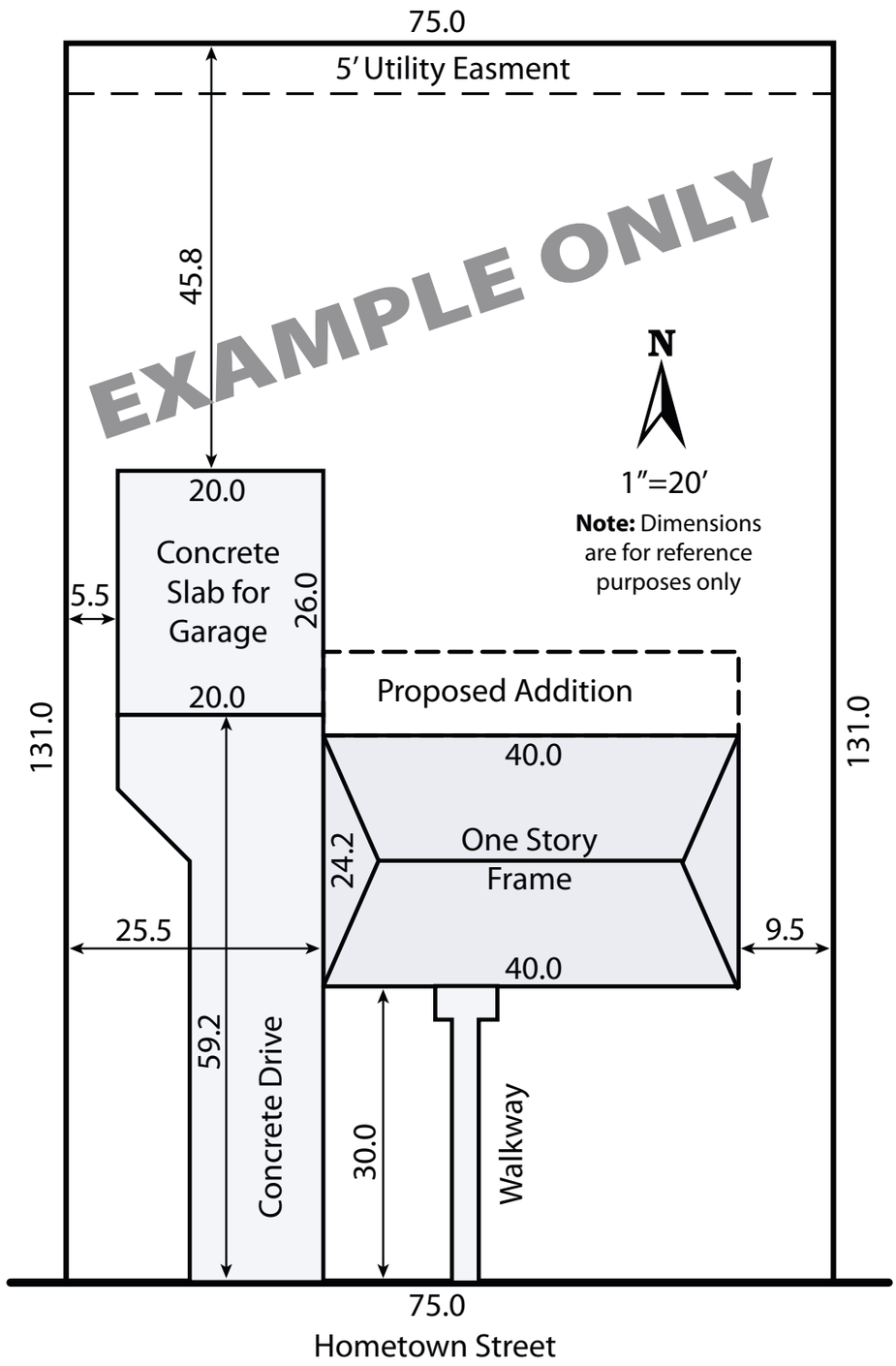
☛ You ***must*** check with the **Building Division** for their requirements for issuance of the Building Permit (**303-271-8260**).

☛ 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

Please see site plan example on back ➟

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