Jefferson County
Planning & Zoning

Application Review Process

GUIDES

100 Jefferson County Parkway, Suite 3550
Golden, Colorado 80419-3550
Phone(303)271-8700 • Fax(303)271-8744
http://planning.jeffco.us

"Dedicated to outstanding customer service."

Nonresidential Building Permit Review

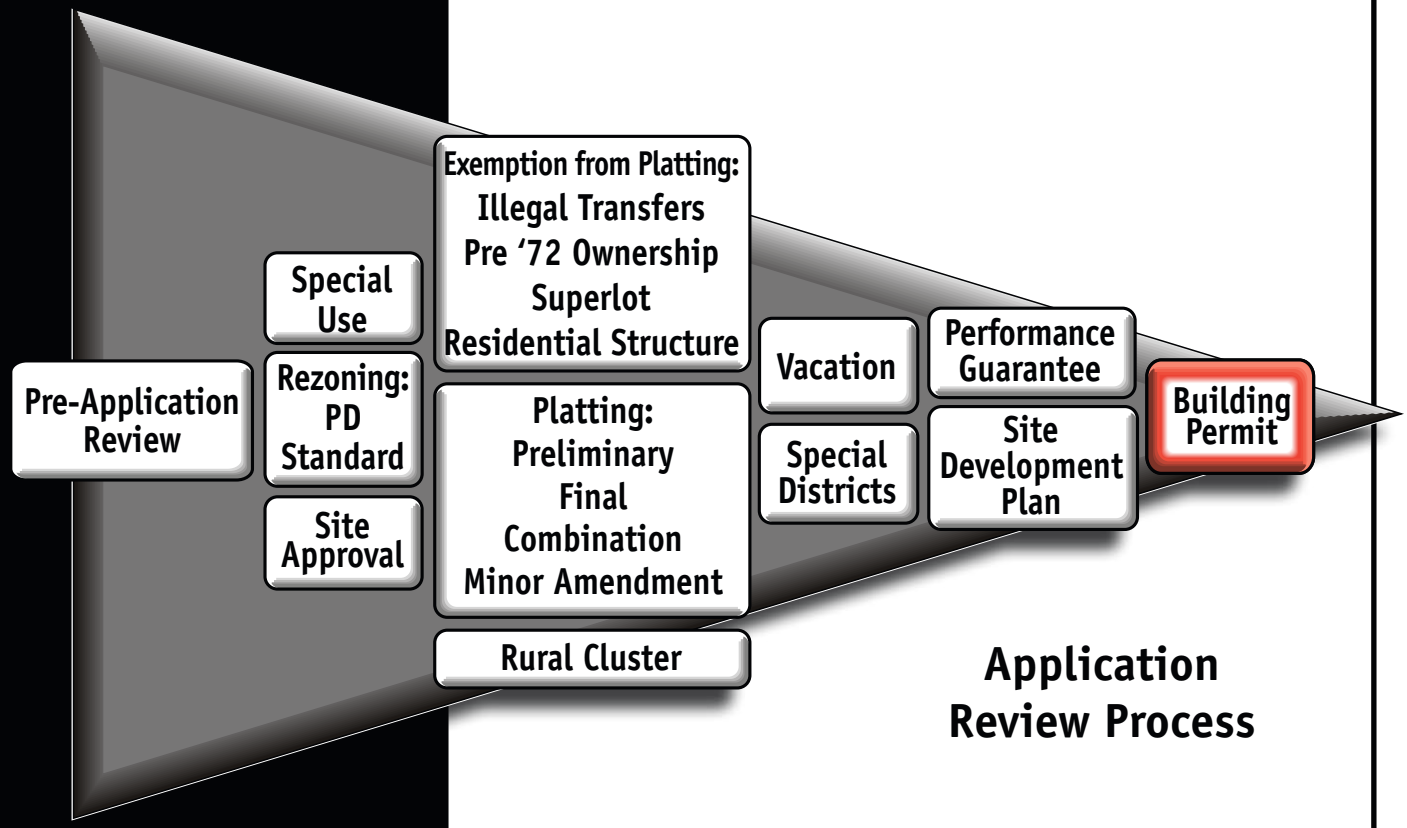
*This guide describes the **Building Permit Application and Review Process** for Nonresidential developments.*

Jefferson County's Policies and Procedures requires that a building permit application be submitted along with necessary drawings and documentation for all new, modified or changed nonresidential development in unincorporated Jefferson County.

Application for a building permit is required in compliance with county regulations. This guide provides an explanation of the materials and documents necessary to review the application to build in Jefferson County.

How Long will the process take?

If **all** information related to the building permit process has been submitted and **all** conditions related to a subsequent platting, exemption from platting, or Site Development Plan (SDP), have been met, the Nonresidential Building Permit Review process can usually be completed in five to seven (5-7) working days. The process can take longer when these conditions are not met.



Application Review Process

6/19/09

Typical Nonresidential Building Permit Review

Step 1 Submittal Documents

Step 2 Review of Materials

Step 3 Send to Division of Building Safety

Step 4 Issuance of Building Permit

Step 1 Submittal Documents

The applicant must provide specific documents to the Planning and Zoning Division in order to evaluate the building permit. Those documents are listed in the submittal list below. Planning and Zoning staff will provide applicants with the minimum requirements necessary to review the proposal.

Step 2 Review of Materials

As part of the review of the building permit, Planning and Zoning staff ensures that all conditions (if applicable) on a related exemption from platting, SDP, or plat have been completed as it relates to the review process. Planning and Zoning staff verify that the proposed structure and/or addition meet setbacks or fits within a platted building envelope as established on a recorded exemption survey or plat. Planning and Zoning staff reviews all materials submitted with the building permit to ensure that minimum requirements are met. If applicable, we work with the Planning Engineering Section to ensure that the site work and building comply with previously approved engineered plans.

Step 3 Send to the Division of Building Safety

The Division of Building Safety staff reviews the required plans and specifications for compliance with the different adopted codes and standards. The issuance of the building permit will then occur when all code issues have been addressed.

Step 4 Issuance of Building Permit

Once all information has been reviewed and approved by Planning and Zoning and Building Safety, the building permit can be issued. Appropriate fees including traffic impact fees (if applicable) must be paid at the time of issuance of building permit.

Submittal Requirements

All items indicated below may be submitted to the Permit Planner at the Planning and Zoning font counter in order to begin processing your request. If required, the following must be included.

1. **Building Permit Application**
2. **2 Sets of a Site Plan**
   Format: Scaled (i.e. 1″ = 20′; 1″ = 30′; etc.) 24 x 36 sheets
   - Show parking
   - Show building envelope around building (if applicable)
   - Show access points
   - Show landscaping (this can also be on a separate document)
3. **Two (2) sets* of Colorado stamped architectural and structural drawings, including:**
   - Floor plans, elevations, building sections and stair sections details, as a minimum.
   - Complete, stamped, electrical, plumbing, HVAC and fire protection drawings.
   - Two (2) complete copies of project specifications and at least one (1) set of PE stamped structural calculations. *Please note: All PE and architect stamps shall be original wet or embossed stamps with signature and date.*

   **If an advanced plan check is to be done, a third set of complete plans shall be provided.*
4. **1 Set of stamped civil drawings (if applicable)**
   - Tied to approved exemption from platting or plat
   - Includes grading/erosion control plan and drainage plan and utilities plan
5. **Water and Sewer Proof**
   - Copy of water and sewer certificate (if served by public water and sewer)
   - Well permit (if source of water)
   - Septic permit (if source of sewer)
6. **Other**
   - COC (Certificate of Compliance) – from Development Guarantee Administrator, 303-271-8478 (if applicable)
   - Access permit (if not approved by previous exemption) and cut onto County maintained/public road R.O.W
   - Health Department Sign-off (stamped on architectural set) – involving restaurant, pools, etc.

Checklist Jefferson County Minimum Submittal Requirements

The following items may be submitted to the Permit Planner at the Planning and Zoning front counter in the quantities indicated to begin processing your request. A Permit Planner will identify wich items are required for the proposal. Please include this checklist with your submittal. The fee may be paid in cash, by Visa or MasterCard, or by check made payable to "Jefferson County."

- ☐ Building Permit Application
- ☐ Address Verified
- ☐ Site Plan-Platted Lot/Survey
- ☐ Current Deed
- ☐ Pre '72 Deed
- ☐ Landscape Plan
- ☐ Parking Plan
- ☐ Drainage Plan
- ☐ Additional Platting Requirements
- ☐ Evidence of Access (20' deeded/public R.O.W.)
- ☐ Access Permit-only if directly off a County Maintained or Dedicated Road
- ☐ Certificate of Water &/or Sewer Availability
- ☐ Well Permit
- ☐ Septic Permit
- ☐ Certificate of Compliance
- ☐ Soil Report
- ☐ Soil Investigation Forms
- ☐ Architectural/Construction Plans
- ☐ Health Department Sign-off
- ☐ Grading Permit
- ☐ Planning Engineering Review
- ☐ Pre-Plan Check *(3 sets of construction plans)*
- ☐ Traffic Impact Fee
- ☐ Fees are on-line at our web site or call 303-271-8700. Make checks payable to Jefferson County Treasurer.