

APPLICATION TO RENEW A USE PERMIT
Instructions and Application Forms

USE THIS APPLICATION PACKET TO RENEW A PREVIOUSLY ISSUED USE PERMIT PRIOR TO ITS EXPIRATION DATE.

Use Permits are valid for six months after the date of issuance and if the sale for the property has not closed within that time period, the Use Permit must be renewed. Use Permits may be renewed ONE TIME under the following conditions:

- The property is still owned by the same owner as shown on the original permit (there may be a new applicant, however), and
- The property has been vacant since the original permit was issued, or
- The original inspector states that there have been no changes in site conditions from the time of their original permit.

TO RENEW A USE PERMIT:

- **COMPLETE** page 1 of this form
- **SUBMIT** to the Department for processing **PRIOR** to the date the permit expires.

FEE: Fees are shown on Page 1, to pay by credit card please complete the section at the bottom of the page. Otherwise, enclose a check or Money Order payable to “Jefferson County Treasurer” – do not send cash through the mail.

A Use Permit may be renewed only one time. If the renewed permit expires you must re-apply using FORM 700, including all the required inspections.

Allow approximately five (5) working days to renew the permit.

DEPARTMENT CONTACTS: Linda Jones jonelj@jeffco.us
303 271-5756

APPLICATION TO RENEW A USE PERMIT – FEE: \$25.00 (CASH) or \$25.44 (Credit Card)

CLOSING OR RESOLUTION DATE : _____

Agent and contact phone number: _____

PROPERTY ADDRESS: _____

ORIGINAL USE PERMIT NUMBER: _____

Applicant: NAME _____

MAILING ADDRESS _____

CITY STATE ZIP _____

PHONE _____ email _____

RENEWAL CRITERIA (check only one)

PROPERTY VACANT

The property has been vacant since the date of the original Use Permit and, to the best of my knowledge there have been no physical or operational changes in the status of the existing individual sewage disposal system since the original permit was approved.

OWNER _____
DATE

RE-INSPECTION – no change in conditions

A re-inspection of the property showed no changes from my original inspection.

USE PERMIT INSPECTOR NAME _____
DATE

WHEN ISSUED, THE PERMIT WILL BE SENT TO THE EMAIL LISTED ABOVE. TO MAKE ALTERNATE ARRANGEMENTS CONTACT LINDA JONES @ 303 271-5756 or joneij@jeffco.us .

CREDIT CARD AUTHORIZATION

(for VISA® and MasterCard® only)

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| Dept Use | | | | |
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By signing below I authorize the charge for the payment of fees and service charges shown:

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| Name on Card | Cardholder Signature | Date signed |
| 3 Digit Security Code (back of card) | Billing address ZIP code | CREDIT CARD fee \$25.44 |

| 16 – DIGIT CREDIT CARD NUMBER | | | | | | | | | | | | | | | |
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| Exp. Date (MM/YYYY) | | | | |
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