

**Larimer County
Building Department
Residential Requirements**



Updated 07/31/11

200 West Oak
Fort Collins, CO 80521
970-498-7700

Residential Requirements

A guide for the
general contractor
or home builder

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PERMIT APPLICATIONS AND PARCEL NUMBERS

All building permit applications submitted must have a current parcel number. **No** building permits can be accepted without a parcel number.

However, if the application is for a lot in a recorded subdivision, RLUP, MRD, etc. and the parcel number has not yet been established by the Assessor's Office, for these cases, applications can be accepted.

If you do not have a parcel number, you must first meet with the Planning Staff on Call to determine if this is a legal lot before you can submit for a building permit. Applicants must provide to the Planner a copy of the recorded deed. The Planner will determine if this is a build able lot. This research may take minutes or days depending on the situation. If the Planner determines the lot in question to be legal, the Building Department will accept the application at that time.

Parcel numbers are to be obtained from the Assessor's office. The Building Department can also research for parcel numbers; however, we may refer you to the Assessor's office if we can not locate a current parcel number.

It is highly recommended to bring a warranty deed for the parcel. This will help identify the location and ownership at time of submittal.

PLAN REQUIREMENT CHECKLIST FOR RESIDENTIAL CONSTRUCTION

To avoid delays in starting your project, the following information must be submitted with the construction permit application:

_____ **FOUR COPIES** of the **plot plan drawn to engineer's scale.**

_____ **TWO COPIES** of the following **stapled together** and **drawn to architect's scale:**

_____ **Foundation Plan.** If you are in an area that requires engineered foundations or site specific soils reports, or if you have an engineer involved in your project, these plans must be wet-stamped and signed by a Colorado Registered Structural Engineer. If not in an area requiring engineering, the plan must still show footing size and location, pad sizes and location, foundation wall details and beam sizes. (We recommend all projects have an engineered foundation system.)

_____ **Floor Framing Plan.** Show size, spacing, species and grade of lumber to be used for floor joists. All beam and header sizes are to be noted on the plans. (For a simple one floor house these may be noted on the floor plan). For "I" joists show size, series, spacing, and manufacturer of joists.

_____ **Roof Framing Plan.** Show size, spacing, and species and grade of lumber to be used for the rafters. If using Engineered trusses, truss layout plans from the truss manufacturer are required. These plans also must show beam and header sizes. (If using bottom chords of trusses for storage (attic trusses), be sure your truss engineer is aware of it so the trusses can be designed accordingly.) For "I" rafters show size, series, spacing, and manufacturer of rafters.

_____ **Floor Plans** of all levels. (These are different from the floor framing plan!!) Label use of each room and show window sizes, door swings and sizes, plumbing fixture placement, stairways, etc.

_____ **Elevations** of **all** sides. Show roof pitch, roofing material, window placements and exterior finish material.

_____ **Slope Profile** of the front, rear and sides showing the pitch of grade, low and high points of elevation 50 feet from each side of the structure.

_____ **Energy Conservation Prescriptive Package** need to indicate which option of Larimer County energy conservation package that will be used.

Sections.

_____ **Frame Section.** Show from bottom of footing to highest point of roof.
Show details of construction such as stud size and spacing, sheathing material, siding, inside finish, plate sizes, how attaching foundation to wall, wall to roof attachment, insulation, etc.

_____ **Stair Section** through stairs showing rise, run, headroom height, handrail height and framing details.

_____ **Detail Sections** of critical construction points or special structural items such as decks, porches, retaining walls over four feet, etc. Retaining walls over 4 feet in height from bottom of footing to top of wall require a Colorado Registered Structural Engineer's stamp on the design plans.

See attachments D-O of this booklet for samples of the drawing requirements.

**REQUIREMENTS FOR SUBMITTING PLANS FOR A
BUILDING PERMIT APPLICATION FOR ANY
RESIDENTIAL STRUCTURE**

TWO COMPLETE SETS OF PLANS PLUS A MINIMUM OF FOUR PLOT PLANS shall be submitted with each application for a permit that involves proposed new construction or additions to existing structures. One set of plans remains on file in the office. One set is returned to the customer to keep on the job for subcontractor's and inspector's use. PLANS FOR ALTERATIONS, REPAIRS OR RESUBMITTALS NEED PERTAIN ONLY TO WORK TO BE DONE OR INVOLVED, BUT MUST BE COMPLETE ENOUGH TO DEMONSTRATE THAT THEY COMPLY WITH ZONING ORDINANCES AS WELL AS THE BUILDING CODE.

A plot plan fee will be collected with all plan check fees. An initial plan check fee is collected for house plans, garages, barns, house additions, and for footing & foundation and, if applicable, a \$50 County Road Access fee will be collected at permit submittal. The remainder of the permit fees, which are based on square footage of the structure and estimated valuation, and any other applicable fees are collected at building permit issuance. For further questions regarding plan check fees or building fees contact the Building Permit Technicians at (970) 498-7700.

It takes approximately ten to fifteen working days for small plans such as pole barns, garages, and small additions to be issued. Footing and Foundation permits are available and take approximately five to seven working days to be issued. Residential permits take about fifteen to twenty working days. During busy times this may take longer. Incomplete submittals may delay your project and we begin these time frames from the time we get all the information needed. We will call with the amount due and to inform you of the status of your permit after plan review is complete.

PLANS WILL NOT BE ACCEPTED THAT HAVE BEEN MARKED WITH A RED MARKER OR RED PEN. Plans Examiners use red ink to mark corrections on the plans.

Following is a list of what is required to be submitted:

(4) Plot plans of total parcel, DRAWN TO SCALE. (See examples attachment D-F)

- ___ A. Show all dimensions of all property lines.
- ___ B. Identify scale used. Minimum scale is 1 inch = 20 feet or 1/16 inch = one foot. (preferred) For large parcels, a vicinity map accompanied by an enlargement of the construction site will be acceptable (max. size paper that will be accepted is 24" x 36").
- ___ C. Direction north identified.
- ___ D. Easements for utilities including overhead (you are responsible for knowing where these are even if they are not on your plot plan).
- ___ E. Name of all adjacent roads and clearly show driveway location and access point.
- ___ F. Vehicle parking areas identified.
- ___ G. Section, township, and range.
- ___ H. Subdivision name, lot, block, and filing number, if applicable.
- ___ I. Property owner's name, address and phone number.
- ___ J. All existing structures shown and labeled as to their use and the location of the proposed structure. Include bay windows, window wells, and any structural appendage with distance to the property lines from such appendage.
- ___ K. Distance from the proposed structure to ALL property lines and to the centerline of all adjacent roads. If an existing structure straddles the property line, it must be shown on the plot plan.

- ___ L. Location of any stream or stream bed, wet or dry, lake or any other body of water within 100 feet of the structure. Note distance from structure to water.
- ___ M. If the property is in a Flood Plain, a grading and drainage plan must be submitted with the permit application. Applicants who suspect they may be building in a Flood Plain, should contact Engineering at 498-5700.
- ___ N. Verify with Zoning minimum setbacks for proposed structure(s). Failure to meet minimum setback requirements will result in delays in the review process.

II **Floor Plan** (see attachments J-K for examples).

- ___ A. Floor plan for each floor, stating the use of each room. Preferred scale is 1/4 inch = 1 foot.
- ___ B. Foundation plan and cross section of the footings. If in a subdivision, list subdivision name, lot, block, and filing number. If an engineered foundation plan is required, the engineer 's seal must bear the words REGISTERED IN THE STATE OF COLORADO and must be an original and not a copy. These plans must be stamped and personally signed by the Structural Engineer.
- ___ C. Framing plan must show direction, size, and spacing of floor joists, roof rafters, girders, beams, columns, and piers.
- ___ D. Door and window sizes and location, and direction of door swing.
- ___ F. Location of all bathroom fixtures, kitchen cabinets, water heater and furnace, and fireplaces.

III **Exterior Elevation** (see attachments H-I for examples).

- ___ A. Front view, scale at 1/4 inch = 1 foot.
- ___ B. Rear and both side views, preferred scale 1/8 inch = 1 foot.
- ___ C. Finished floor lines.
- ___ D. Finished grade line at building.
- ___ E. Exterior wall finish material.

IV **Detail and Sections** (see attachment M-O for examples).

- ___ A. Cross section of exterior wall showing details of footings to roof, and listing materials used. Preferred scale is 3/8 inch = 1 foot.
- ___ B. Cross section of structure where floors are at various levels, fireplaces or finished attic space; preferred scale 1/4 inch = 1 foot.
- ___ C. Cross section through stair wells, landings and stairs, including headroom clearance and surrounding framing. Preferred scale is 1/4 inch = 1 foot.

V. **Roof Details** (see attachment L for example).

- A. Truss or rafter layout.

VI. **Topography Requirement** (See pages 7-9 for examples).

Slope Profile Option: You are required to show the slope profile for a distance of 50 feet on each side of the building.

Corner Elevation Option: Include the elevations of the corners of your building on the plot plan.

- VII. **Energy Conservation Prescriptive Package** Show R-values in ceiling, walls, floors, crawl spaces & basement walls and U-value of windows on floor plans.
You are required to fill out this form showing which option of compliance to the energy code; Prescriptive, REScheck, or Performance option you will be using.
(See Page 11 for handout)

Optional Footing and Foundation Permit Requirements:

Footing and foundation permits are separate permits available through our office. This permit allows construction of the foundation and underground plumbing. In order to apply for this footing & foundation permit, the applicant must provide the following:

- ___ A. Four plot plans (these are in addition to those needed for the full permit - also see access and flood plain requirements below).
- ___ B. Two foundation plans prepared, wet stamped and signed by a Structural Engineer registered in the state of Colorado. (These are in addition to those for the full permit.)

Alterations

For alterations, such as basement finishes, a floor plan is required showing walls to be constructed as well as existing walls. Rooms must be labeled stating their use and show doors, windows, furnace/water heater locations and any fireplaces.

ADDRESSING

If the property needs an address, it may take up to 3 or 4 weeks. The plot plan must be to scale and the driveway access shown on the plan. The parcel must show legal distance from a section corner for any parcel not located in a subdivision.

RESUBMITTALS

A resubmittal must be done when making changes to your plans that change the structure, such as moving beams or changing beam size or header size, enlarging windows or doors, changing floor joist type, size or direction. Two sets of plans are required. A minimum \$40 fee is collected as plans must be pulled and rechecked. Minor changes, such as moving a same size door or window a few feet on the same wall or moving a non-bearing wall usually do not require a resubmittal. Your building inspector will help determine if you need to resubmit plans. If square footage is added, or if the structure is relocated on the property, four additional plot plans are also required with the resubmittal. To avoid these additional costs and possible delay of your project, it is best to have your structural issues and building placement resolved before submitting for a building permit. No resubmittal after framing is approved. A new permit will be required.

APPLICATIONS

Building permit applications can be obtained at the Planning and Building Services Division or by the County web page at: www.larimer.org/building. You are not able to submit on line.

Larimer County Building Department Policy for

Engineered Foundation Requirements



Larimer County has adopted a new policy effective September 1, 1999, regarding the requirements for soils report and engineered footings and foundations.

Due to the awareness of the frequency of shrink/swell soils in Larimer County, especially along the Front Range, a soils report will be required on all home sites in area "C". The county is divided into two areas ("B" & "C") by the roofing requirements. (See attachment A for map). Area "B" is the foothills and mountain areas and area "C" is along the Front Range. New subdivisions already have soil reports done at development and are flagged to whether engineered footing and foundation are required. These new requirements apply to old subdivisions, metes and bounds parcels, and 35 acre subdivisions or tracts in area "C". If their soils report indicated that foundations can be poured on conventional spread footings, then the county's minimum footings standards may be used and engineered foundation not required. Otherwise, engineered footings and foundations will be required.

The "B" area (foothills & mountains) area's, at this time will maintain the same requirements as are now in place. If you are in a "B" area in a subdivision that requires engineered footing and foundation now, they will still be required. (See below for other engineered foundation requirements.) If building on a steep slope or where shrink/swell soils are indicated in this area, an Engineered Foundation System may be required. Slope profiles are required on plans in area "B" to show the steepness of terrain 50 feet around the structure.

When GIS completes the county's soils map, everything will be required to have a soils report if it is determined to have shrink/swell soils in that area. This map should be completed within approximately two years. Other Colorado Registered Engineered Foundation Requirements:

1. All Steel Buildings, throughout the county.
2. All foundation walls over 9'-0" and all retaining walls 4'-0" and more in height, throughout the county.
3. All commercial projects, throughout the county.
4. Utility buildings may be required to have engineered foundation systems depending on the size and type of construction throughout the county.
5. All unconventional building designs and foundation systems will require a wet-stamped engineered foundation system, throughout the county.

SLOPE PROFILES

CLASS “B” ROOFING/WILDFIRE AREAS

1. A slope profile drawing is required at the time of plan submittal for all structures in the Class “B” roofing area. Exceptions are when fully engineered footings and foundation plans are submitted, or if it is an interior remodel.
2. The applicant is to provide an accurate slope profile drawing, or may be charged a \$50.00 fee for a site visit by Engineering. Depending on the findings from Engineering by the slope profile or site visit, a Colorado Registered Structural Engineer may be required to design the foundation system for the structure concerned.
3. The Building Department will route the slope profile plans to Engineering for review. If the slope profiles are determined inadequate and a site visit is required, the fee will be assessed and added to the building permit cost. Any applicable site visit fee will be collected at building permit issuance with the remaining fees due. Typical review time for single family residences is approximately fifteen to twenty working days.

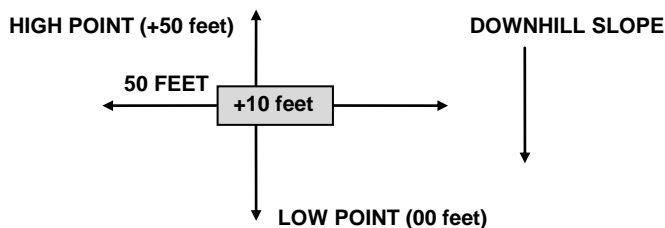
This procedure is for all structures, except those designed under item (1), that are within the Class B roofing/Wildfire Hazard area as defined by such roofing/Wildfire Hazard area maps. (See attachment A for map). Any building site found to have “sloping site” concerns throughout Larimer County may come under the above listed requirements at the determination of the Chief Building Official or their representative of said County. If you are building within 15 feet of a descending or ascending slope exceeding 3:1 slope, to avoid delays at the footing stage it would be recommended to have an engineer visit the site and design foundations accordingly.

SLOPE PROFILE INSTRUCTIONS FOR BUILDING PERMIT APPLICATIONS

Your contractor or engineer should be able to produce these for you. If not, here’s some help.

Here’s how to start:

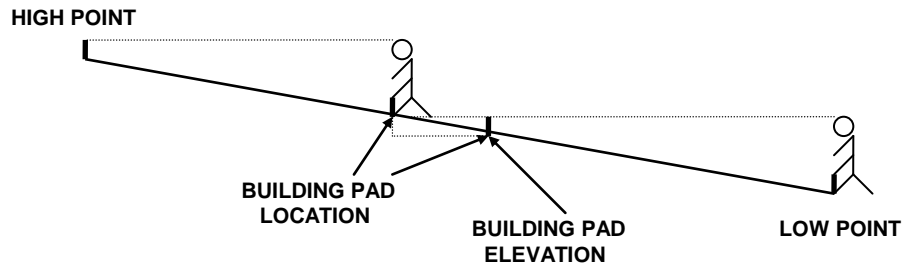
1. Stake the four corners of the proposed building site.
2. Measure 50 feet out from the center on each side and place a stake.



3. Go to the low point on the line - we'll call this elevation 00 feet.
4. Estimate the difference in elevation from this point to the other stake (high point).
 - * Let's say the difference is 50 feet higher - call this elevation +50 feet.
5. Estimate the elevation of the pad and draw its location on the slope.
 - * In the side profile example below the pad is 10 feet higher than the low point.
 - * Call this elevation + 10 feet.
6. Repeat this procedure for the other profile.

How to estimate elevations:

- Measure the distance from the ground to your eye level - let's say it's 5½ feet.
- Stand at the stake at the low point - sight level along the line to a spot above you.
- Have your partner stand at this point so you are sighting on their feet.
 - * This means that point is 5½ feet above the stake where you are standing.
- Repeat this procedure until you can sight level and see the upper stake or higher.



- Multiply the number of times you had to do this by 5½ feet.
 - * Let's say you had to do it ten times - $10 \times 5\frac{1}{2}$ feet = 55 feet.

So the upper stake is 55 feet higher than the lower stake !

Adjustments: Let's say the last time you sighted you were looking at your partner's belt. Measure the distance from the ground to the beltline - say 3 feet - and subtract that from the 55 feet. In this case the true elevation difference is 52 feet.

If you have questions or would like help on site, please call Larimer County Engineering Department's Steep Slope Specialist (970) 498-5723 or Engineering at (970) 498-5700.

TOPOGRAPHY REQUIREMENTS FOR BUILDING PERMIT APPLICATIONS

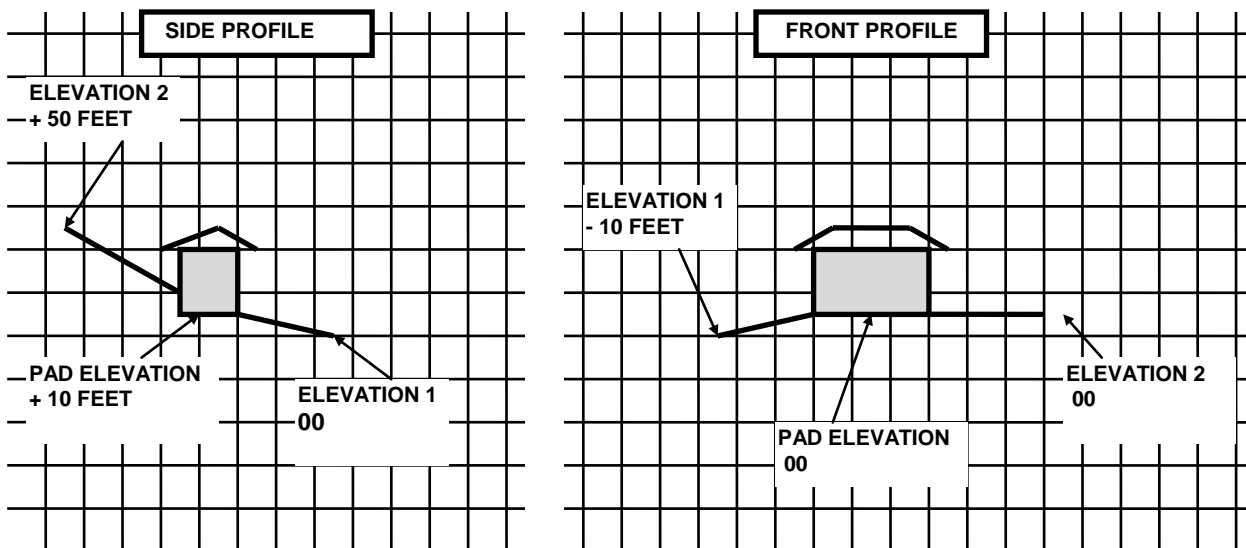
A review of the topography of the building site as it relates to your proposed building is required as part of the plan review process for processing your building permit application. This is required to assure that IRC requirements for foundation design and/or setback requirements are met. To properly assess these requirements, you must submit either:

- 1) cross-section drawings of the slope profile of the building site from the front and side, or
- 2) elevations of the staked corners of the building site on the plot plan.

The plan review process can not be completed without this information.

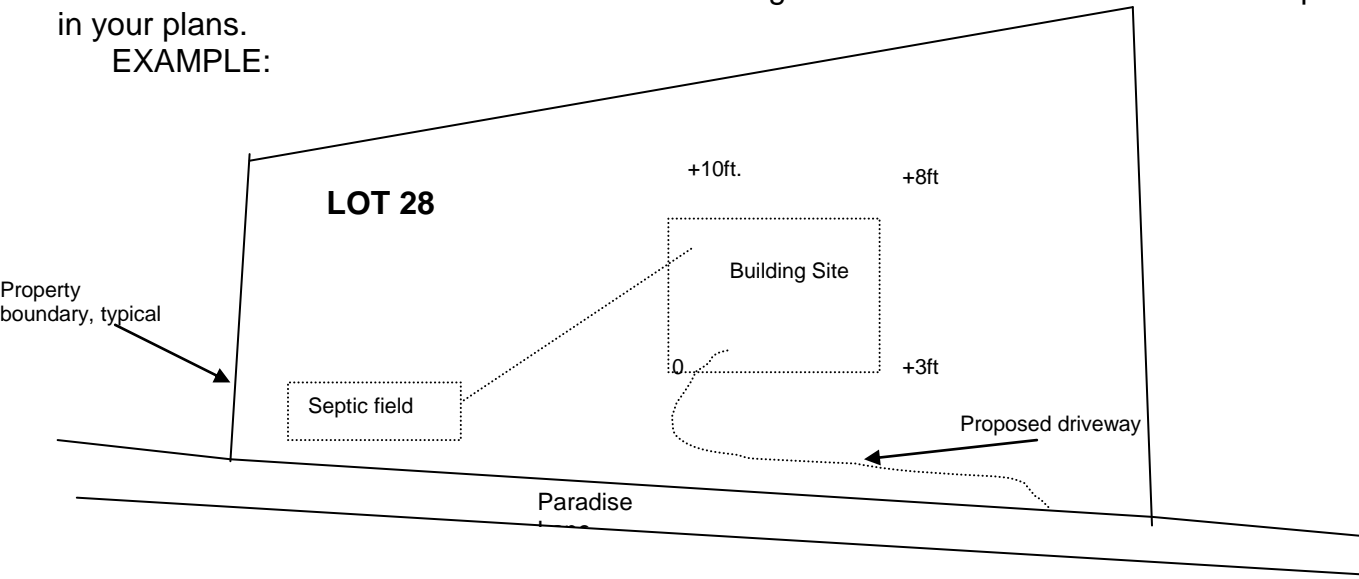
- 1) **SLOPE PROFILE OPTION:** Two sheets are provided to draw the slope profiles. Each side of the squares is 20 feet long. You are required to show the slope profile for a distance of 50 feet on either side of the building. To accurately represent the slope you will have to find the difference in elevation between the low point on this line and the highest point. You may want to show some points in between if the slope varies from one end of this line to the other. The building should be drawn near the middle of the sheet with the slope profile drawn for 50 feet on either side. A minimum of three elevations must be shown - the end points of the profile line and the building pad elevation.

EXAMPLE SLOPE PROFILE SHEETS



2) CORNER ELEVATION OPTION: Use the techniques described on the accompanying page to find the elevations of the corners of the staked building site. Include the elevations on the plot plan included in your plans.

EXAMPLE:



Residential Energy Conservation Handout

There are three options to comply with the energy code.

- (i) Prescriptive Package see chart reverse side.
- (ii) REScheck Program bring in REScheck Compliance Certification showing you pass the 2009 IECC; an architect may be able to help with this. (For a free download go to www.energycodes.gov on the web and click on REScheck)
- (iii) Simulated Performance Alternative; (HERS) done by a certified energy rater (visit www.resnet.us on the web to find certified energy raters). Larimer County allows a \$75.00 rebate on permit fee if certified energy rater inspects and documents by issuing a compliance report that the home meets the 2009 IECC residential requirements and a computer report showing how the home will pass the IECC be available for the insulation inspection.

Please indicate which way you are going by marking one of the above options.

If you are building a **log home** you will use option (ii) or (iii) showing compliance with the 2009 IECC.

To use the Prescriptive Package see the chart below. Decide if you will be installing 2x6 stud wall with R-20 insulation or using footnote (f) and make sure that detail is on your plans. All window U-factors labels should be left on windows until insulation inspection has been approved.

HVAC contractor shall size heating/cooling equipment to ACCA Manual J, 8th Edition. An ACCA Manual J 8th calculation package shall be submitted with the plans for new residences and additions with new furnace. Heat Loss calculations from software choices, such as: Wrightsoft, Nittec, and Elite are required. Calculations shall show the size of the appliances: furnace and air conditioner-make, model, and BYU's / (SEER Rating-A/C) for both. The following thermal design parameters in shall be used for calculations required under this code:

- a.) Winter Outdoor Design Dry-bulb (4⁰F),
- b.) Winter Indoor Design Dry-bulb (72⁰F),
- c.) Summer Outdoor Design Dry-bulb (89⁰F),
- d.) Summer Indoor Design Dry-bulb (75⁰F),
- e.) Summer Design Wet-bulb (62⁰F),
- f.) 6368 Degree Days Heating, and
- g.) 479 Degree Days Cooling.

IRC (Table N1102.1) Larimer County Single-Family Prescriptive Package^(h)

	Maximum	Maximum	Minimum	Minimum	Minimum	Minimum	Minimum	Minimum	Minimum
Climate Zone	Fenestration U-Factor	Skylight U-factor^(b)	Ceilings R-value^(e)	frame wall R-value	Mass Wall R-value^(g)	Floor R-value over unheated space	Basement Wall R-Value continuous/cavity	Slab perimeter R-value/Depth^(d)	Crawl Space R-value Cont./cavity^(c)
5	0.35	0.60	38	20 ^(a) or 13+5 ^(f)	13/17	30	10/13	10, 2ft.	10/13

(a) R-19 shall be permitted to be compressed into a 2x6 cavity such the the R-value is reduced by R-1 or more shall be marked with the compressed batt R-value in addition to the full thickness R-value. If this method is used it should be supplemented with insulated sheathing of at least R-2.

(b) The fenestration U-factor column excludes skylights. The SHGC column applies to all glazed fenestration.

(c) The first R-value applies to continuous insulation, the second to framing cavity insulation; either insulation m the requirement.

(d) The R-5 shall be added to the required slab edge R-values for heated slabs.

(e) R-30 shall be deemed to satisfy the requirements of R-38 wherever the full height of R-30 insulation extends over the wall top plate at the eaves.

(f) "13+5 means R-13 cavity insulation plus R-5 insulated sheathing. If structural sheathing cover 25% or less of the exterior, R-5 sheathing is not required where structural sheathing is used. If structural cover more than 25% of exterior, structural sheathing shall be supplemented with insulated sheathing of at least R-2."

(g) The second R-value applies when more than half the insulation is on the interior.

(h) In addition Larimer County will accept REScheck Compliance Report that passes using 2009 International Energy Conservation Code and any Home Energy Rating Score (HERS) by an certified energy rater showing pass the 2009 IECC. For additional information on energy codes or free software download of ResCheck go to www.energycodes.gov.

Equipment Sized to ACCA Manual J, 8th Edition by HVAC Contractor

Furnace Make & Model	Efficiency Rating	BTUH of Furnace	AC Make & Model	Efficiency Rating	Size of AC	Name of Contractor of HVAC

COUNTY ENGINEERING DEPARTMENT INFORMATION:

ACCESS PERMITS

A County Road Access permit is required if the driveway accesses a county road or if the roads are county maintained (see application example pages 22-23). This permit is applied for along with the building permit. A \$50 fee must be paid at time of application. An additional plot plan will be required with this application showing the proposed access location. The Access and Utility Coordinator will field check property access locations, therefore please post your address in the field. The Access and Utility Coordinator will also verify the contractor's insurance coverage requirements. This process may involve five working days. The access and Utility Coordinator can be reached at 498-5709 or Engineering 498-5700. See page 24 for more information and permit application form.

GRADING CERTIFICATION

A grading certification may be required for your home on your lot to show compliance with the subdivision grading plan. Check with your County Engineer Drainage Specialist at 498-5703 or Engineering 498-5700.

FLOOD ZONE

If your property is in a flood zone, an additional plot plan is required. For more information contact The Flood Technician at 498-5705 or Engineering 498-5700.

STATE ELECTRICAL INFORMATION:

ELECTRIC PERMITS

LARIMER COUNTY DOES NOT ISSUE ELECTRIC PERMITS FOR OR INSPECT ELECTRICAL CONSTRUCTION. A separate permit is required by the STATE OF COLORADO ELECTRICAL BOARD. Forms are available in our office. If you have ANY QUESTIONS regarding electric requirements, an electric inspector may be contacted at 223-9838 or 223-9839 between 8:00 AM and 9:00 AM, Monday through Friday. (THIS IS SEPARATE FROM LARIMER COUNTY BUILDING INSPECTION DEPARTMENT.) See attachment B-C for an example of the permit application.

FIRE DEPARTMENT INFORMATION:

FIRE SPRINKLERS

If your subdivision status sheet requires a fire sprinkler system in the house, plans need to be submitted to your local fire department for approval at the same time your building permit application is being made. You must also apply at the State of Colorado Division of Fire Safety, Phone # (303) 239-4586 for a fire sprinkler system permit in all areas that are not in Loveland Fire ¹District, Poudre Fire Authority District, Windsor-Severance Fire District, and Berthoud Fire District jurisdictions.

Berthoud Fire Protection District	532-2264
Loveland Fire Department	962-2537
Poudre Valley Fire Authority	221-6570
Windsor-Severance Fire Protection District	686-9596 or 686-2626

PLANNING DEPARTMENT INFORMATION:

ZONING

Minimum setback requirements will be enforced for all new construction. Setbacks are measured from all lot lines, adjacent roads and existing structures and must be shown on the plot plan. Please check with Zoning prior to permit application for minimum setback requirements for the proposed structure. Questions should be addressed to the County Planning Department at 498-7683.

RADON

Some new subdivisions require radon tests be done on finished homes before a Certificate of Occupancy can be issued (see back of permit inspection card for radon conditions). Certain areas require a passive radon system be installed and inspected at time of under slab plumbing inspection. If you have questions concerning what areas these are, please contact the building clerks at 498-7700. If you have questions regarding the requirements, please contact the plans examiners. See attachments P-Q for examples of Passive Radon Systems.

COUNTY HEALTH DEPARTMENT INFORMATION:

HEALTH DEPARTMENT

Septic permits are applied for at the Environmental Health Department AFTER applying for a building permit. See page 22 for septic permit information.

SEWER AND WATER

Proof that sewer and water service is available for you is required. Copy of your Colorado well permit will be required or the verification form signed by your sewer and water services provider which is provided when you apply for your building permit. See page 23 for an example of this form.

COLORADO DEPARTMENT OF WATER RESOURCES:

WELLS

For well information contact: 970-352-8712

Water Resources Division:

810 9th Avenue

2nd Floor

Greeley, CO 80631

BUILDING INSPECTIONS REQUIRED

The yellow building permit card must be posted on the job site. The address number must be posted at the County Road or street. Your copy of the approved plans must be on the job site **for the inspector's review for the inspection to be performed**. A \$40 re-inspection fee will be required if these are not done.

The remote mountain areas are inspected on Wednesdays and Fridays. The Estes Park area and all other areas of the county are inspected daily. If you are not sure which territory applies to your permit, call our offices. To request an inspection you will need the following information before calling the inspection recorder: 1) permit number, 2) location address, 3) date for inspection request, (a morning or afternoon request can be given, but no guarantees are made for AM or PM inspection) and 4) type of inspection. **Calls received before 8:00 A.M. for an inspection will be done the same day. Calls made after 8:00 A.M. will not be done until the following working day. BEFORE** requesting an inspection, items to be completed are listed below.

A. Footing & Setback

1. Property pins located.
2. Concrete forms, placed on undisturbed soil, installed as shown on approved drawings. Reinforcing steel, in place, supported & splices tied. **(CONCRETE CANNOT BE PLACED BEFORE INSPECTION APPROVAL)**
3. Caissons must be inspected by the engineer of record, with a wet-stamped letter approving the caissons given to the inspector.
4. If an open hole inspection is required by your design engineer, you need to contact that engineer for an inspection after the crawl space or basement is excavated and prior to forming footing to make sure the soils and water table are per design perimeters.
5. At the time of footing and setback inspection, if you are in a Wildfire Hazard Area, the initial Wildfire Inspection is required. Please note when calling in for the inspections that Initial Wildfire inspection needs to be conducted. Refer to pages 16-18 for Wildfire Safety information.

B. Foundation Walls

1. Concrete forms, leveled and plumb, installed as shown on approved drawings. Reinforcing steel, in place, supported and splices tied. **(CONCRETE CANNOT BE PLACED BEFORE INSPECTION APPROVAL)**
2. If a surveyor certification is required under this permit (see conditions of approval on permit card) it must be provided at the time of the foundation inspection.
3. Certification letter required from contractor that dampproofing and exterior perimeter drain installed per code.

C. Underground/ underslab Plumbing (USP)

1. Underground plumbing inspection is required after all drain, waste, and vent pipe (below and up to grade) is in place, visible and under test.
2. The water supply line is to be stubbed into basement or crawlspace.
3. Wrap all plumbing where it will penetrate slab.
4. The drain, waste, and vent piping shall be tested with water or air.
 - a. Water Test - The water test shall be applied to the drain, waste and vent system either in its entirety or in sections. If applied to the entire system, all openings in the piping shall be tightly closed, except the highest opening, and the system filled with water, but no section shall be tested with less than a ten (10) foot head of water. The water shall be kept in the system, or in the portion under test, for at least fifteen (15) minutes before inspection starts. The system shall not show evidence of leakage.
 - b. Air Test - The air test shall be made by attaching an air compressor testing apparatus to any suitable opening, and, after closing all other openings to the system, forcing air into the system until there is a uniform gauge pressure of five (5) pounds per square inch. The pressure shall hold without introduction of additional air for a period of at least 15 minutes before inspection starts.

5. If a radon mitigation system is required for this parcel (see conditions of approval on permit card) the subslab work must be ready at the time of underground plumbing inspection. The floor slab cannot be poured until this is completed>
 6. If you have a walk-out basement, a slab insulation is required by the Energy Code. The perimeter insulation must be ready at the time of underground plumbing inspection and the foundation cannot be backfilled until this is approved.
- D. **Narrow Wall Bracing & porch or deck framing**
 Inspect narrow wall bracing where less than 2 feet of structural wood sheathing is by a garage or window opening. Inspection called for before weather barrier and siding installed and certification on sheathing fasteners signed and on site. In addition, porch roof or deck framing (such as columns that may be wrapped or roofs that may be soffited) must be inspected before being covered.
- E. **Radon Mitigation**
 Where required by conditions of approval, passive radon mitigation systems will need two inspections.
1. The first will be with the underground plumbing to verify subslab collector pipe in layer of gas-permeable material and before basement slab is poured.
 2. Remainder of radon pipe must be extended through roof, with room in attic for future installation of in-line fan if system is made active, as well as two junction boxes roughed in, at time of rough plumbing inspection.
- F. **Concrete Slab**
 1. Inspections of interior slabs are required **ONLY** when the slab is poured monolithically with the footing or when the slab requires reinforcing in excess of 6x6 10/10 w.w.m. Exterior flatwork is exempt.
 2. All items to be placed in slab are in place and soil is compacted. **Concrete cannot be poured until USP approved**
- G. **Plumbing Rough In or Top-Out**
 1. Top-out inspection to be made after all required drain, waste and vent piping is in place.
 2. The drain, waste and vent piping shall be tested with water or air. (See C-4 a & b)
 3. All required nail plates and stud shoes should be in place.
 4. For fixtures not atmospherically vented per code, approved air admittance valves will be checked at final.
- H. **Heating & Venting**
 1. This inspection shall be done before or during framing inspection, after the flue vent, heat ducts, heater and all exhaust ducts (bathroom, laundry, kitchen, etc) are installed.
 2. Clearances shall be as required per the manufacturer's listing and these listings must be at the job site for inspection.
- I. **Gas Piping**
 1. Rough Piping Inspection - This inspection shall be made after all gas piping authorized by the permit has been installed, and before any such piping has been covered or concealed, or any fixture or appliance has been attached. This inspection shall include a determination that the gas piping size, material, and installation meet the requirements of the Code. A pressure test of 10 psi must be set in the pipe line by the owner, builder or contractor prior to the inspection. **This pressure test, including pressure gauge, is supplied and installed by the owner and checked by the Inspector.** The gas piping shall hold a pressure of ten (10) pounds per square inch gauge pressure. To verify no leaks exist on the line, the 10 pounds must not fluctuate and the inspection will not pass if the gauge is at 12 pounds or 8 pounds (10 pounds must exist). If using an elevated pressure system (2 psi or greater meter set), a 30# pressure test is required upstream of the regulator location. Regulators will be checked at final.
 2. Underground propane from tank to house pressure regulator, a 30 psi required if any joints exist in the line. Provide 18" depth for copper or polyethylene pipe (requires an 18 gauge tracer wire or metal tape) and for factory-coated black iron. Non-factory field-wrapped black pipe cannot be installed underground.
 3. Final Piping Inspection- This inspection shall be performed after all gas piping authorized by the permit has been installed and all fixtures, appliances or shut-off valves have been attached. A shut-off valve for each appliance and at outside of mobile home is required.

J. Roofing Inspection

1. Called after roofing completed and need to leave proof of Class A or B label for wood shingles or shakes in the foothills and mountain and Class A, B, or C along the front range. Certification letter from roofing contractor that roof fasteners installed per manufacturer's requirement for appropriate wind speeds in Larimer County and roof ice damming was used in the Class B roofing area.

K. Wildfire Initial Inspection

1. Called after the foundation is poured.
2. Marked trees will need to be removed and trees pruned according to notice left at site.

L. Wildfire Final Inspection

1. Called after all marked trees are cut, slash piles removed, trees pruned, & Class III or better siding installed.

M. Fireplace/Wood Stoves

1. Factory built fireplace or wood stove chimney inspections will be made during heating and vent inspection.
2. Masonry fireplace inspections: (a) after firebox, throat and damper are in place, and the first flue tile is ready to be set; and (b) after all flue tile is in place before capping.
3. Wood stove chimney to be installed and inspected at time of heat and vent inspections. The wood stove must be in place at time of final inspection or the vent capped off in a finished manner. Listed wood stove installation instructions must be on site for final inspection so clearance to combustibles can be verified.
4. Clearances to combustibles can only be reduced with a listed reduced clearance assembly (i.e. from Durrock TM or Wonderboard TM), the manufacturer's listing or IRC Table M1306.2.
5. Refer to pages 18 & 19 for required Phase III emission standards & restricted areas.

N. Frame

1. The complete house should be framed, all windows installed and outside weather boarding complete.
2. Roofing complete, all structural lumber must be graded, fire blocking, bracing are in place, plumbing and heating pipe and ducts are approved.
3. Rough electric must be approved by the State Electrical Inspector.
4. Truss engineer's stamped drawings and truss layout must be with county approved plans for inspector to check truss web bracing and tie downs.
5. If required, fire sprinkler system is to be inspected and approved by FIRE inspection agency (See page 11, & call before frame inspection is called for).

O. Insulation

1. After frame, rough-ins and electrical inspections are approved or authorized to insulate by your inspector.
2. All walls insulated and all penetrations to the building enveloped must be sealed. The following shall be caulked, gasketed, weatherstripped or otherwise sealed with an air barrier material, suitable film or solid material: All joints, seams & penetrations, Site-built windows, doors, and skylights, Openings between window and door assemblies and their respective jambs and framing, Utility penetrations, Dropped ceilings or chases adjacent to the thermal envelope, Knee walls, Walls and ceilings separating the garage from condition spaces, Behind tubs and showers on exterior walls, Common walls between dwelling units, Attic access openings, Rim joists junctions, and Other sources of penetrations. Recessed lights must meet one of the following conditions: **Type IC** rated with no penetrations between the inside of the fixture and ceiling cavity, **Type IC or non-IC** rated and installed in a sealed box constructed with ½" gypsum wallboard or other approved assembly, or **Type IC** rated, tested and labeled as to being "airtight".
3. Blown attic insulation will be inspected at final inspection, as will exposed insulation blankets attached to unfinished concrete walls in the basement and crawl spaces. See page 11 for energy conservation prescriptive insulation package of R-38 ceiling, R-20 walls, R-10 cont/R-13 cavity on crawl or bsm't wall.
4. Do not cover any unresolved corrections from previous inspections or remove labels from windows so they can be verified for U=0.35 or better until insulation inspection is approved.

P. Gypsum board & Plaster

1. Required **ONLY** where fire-resistive-rated construction is required between dwelling units and when exterior walls are within three feet of property line. To be made after all lathing and gypsum board, interior and exterior, is in place, but before plaster is applied or gypsum board joints and fasteners are taped and finished.

Q. EIFS “Synthetic Stucco” Systems

1. All Type V structures will be required to have a weather-resistive barrier.
2. Two certification letters from EIFS subcontractor are required to be signed and submitted to the building department before building can be finalized.
 - a.) The first letter will be certifying that the installer wrapped windows, doors, and wood sheathing according to ICC acceptance criteria and their manufacturer’s installation requirement.
 - b.) The second letter is certifying that the sealant is installed per ICC acceptance criteria and their manufacturer’s installation requirement.

R. Final

1. Final Inspection - To be made after finish grading, and the building is completed and ready for occupancy, all plumbing fixtures installed, heating equipment installed and working, and final electric is signed off by a state electrical inspector. Radon test must be completed and submitted to the Building Department if applicable. If fire-sprinkled a final fire-sprinkler approval is required from the fire department. Minimum of 50% of the lamps in permanent installed light fixtures shall be high-efficacy lamps to meet energy conservation requirements. If you are in a Wildfire Hazard Area, the final Wild fire inspection will need to be conducted prior to the issuance of a CO.

2. Temporary certificates of occupancy may be issued but only when all life-safety issues have been addressed. The inspector will determine the approval for a Temporary Certificate of Occupancy (TCO). To obtain a TCO, you must bring the building inspection card and there will be a \$600 fee for temporary certificate of occupancy. A Temporary Certificate of Occupancy shall be valid for six months. If a full Certificate of Occupancy is issued within the first month, all but \$40 will be refunded. If a full Certificate of Occupancy is issued prior to the six month expiration, \$100 shall be refunded for each full month remaining out of the original six month validity period of the Temporary Certificate of Occupancy. The TCO \$600.00 fee should be made payable to Larimer County Planning.

Life-Safety Issues include:

- a. One complete working bathroom, with shower or tub.
- b. Kitchen sink to be installed and working.
- c. Heating system, furnace & water heater, to be installed & working.
- d. Electric final to be approved by the State Electrical Inspector.
- e. Health department final (if applicable) to be approved.
- f. Access and flood finals (if applicable) to be approved.
- g. All stairs, handrails, and guardrails to be installed per code.
- h. Wildfire final inspection and any other Life Safety issues.
- i. Final approval from applicable Fire Dept. if required by conditions of approval.

S. Certificate of Occupancy-Once all final inspections are approved, a certificate of occupancy is issued for residential and commercial permits. Certificates of occupancy are not issued for cabins, however, a Letter of Completion is issued. Accessory structures, such as barns, garages, and storage buildings may request a letter of completion once the final has been approved. If you are unsure as to which final inspections are required prior to certificate of occupancy issuance, please contact our offices. Buildings are not to be occupied until the certificate of occupancy is issued.

INSPECTION CANCELLATION

The Building Official requires inspectors to charge \$40.00 for an inspection that is not ready as requested. The \$40.00 charge will not be assessed if the office is contacted and the inspection is canceled before the inspector arrives. Please call 498-7700 as early as possible to prevent this fee from being assessed.

Wildfire Safety

Are you FireWise?

Wildfires are a major concern in the mountain areas of Larimer County. A recent study conducted by the Colorado State Forest service ranked Larimer County as the most hazardous county in Colorado for wildfire hazards. As more forested lands are developed and recreation uses increase, the potential for loss of life and property caused by wildfire is an ever increasing problem.

Protecting your home and property from wildfire is **YOUR** responsibility. Don't assume firefighters can save your home or property. As much as they may want to, resources are limited and conditions may make it impossible to safely reach and protect your home

Advance planning and knowing how to protect structures in these areas can lessen the impacts of a wildfire. When designing or building your home, consider choosing a FireWise **location**, developing a **defensible space** around your structure, and selecting fire resistive **building materials**.

FireWise Location

Choose the location of your home carefully. The chance that your home could survive a wildfire could depend on the decisions that you make.

Fire Protection

- Become familiar with your local fire department and see what fire protection is available in your area.

Building Site

- Evaluate the building site. Choose a site away from heavily vegetated areas (trees and shrubs). Build on the most level portion of the land.
- Avoid natural chimneys or draws, these act as natural pathways during a fire and could draw heat and flames to your home.
- Set your structure a minimum of 30 feet back from ridge or cliff ; increase the distance to 75-100 feet if home will be higher than one story.

Access

- Provide easy access for emergency vehicles. A steep, narrow or winding driveway can impede access of larger emergency vehicles.
- Try to place the driveway on the down hill side of your home or on the side that faces the wind. This makes a good fire break.
- A locked gate could stop firefighters from reaching your home. If you must have a locked gate, leave a spare key with your local fire agency.

Make Your Home Easy to Find

- Clearly mark your location so firefighters can find you.
- Addresses should be visible from both directions.
- Keep brush and trees cut back so that the address always stands out.

Create and maintain a FireWise environment around your home.

Create a defensible space around your home and the major structures on your property by reducing the vegetation surrounding the structures. This does not mean that your landscape has to be barren. Defensible space is an area where the vegetation is modified to slow the rate of spread and intensity of an advancing wildfire. This space also provides room for the firefighters to work and protect the forest should a structure fire occur.

For further information regarding these issues please refer to www.larimer.org/wildfire or contact Tony Simons, Larimer County Wildfire Safety Coordinator @ (970) 498-5303

FireWise Construction

Roofing

- A structure's number one danger in wildfires is a combustible roof. Roofs usually have the largest surface areas that are exposed to airborne sparks. Use class A or B roofing materials. Such as asphalt shingles, slate or clay tile, or metal.

Siding / walls

- Use construction materials that are fire-resistant or non-combustible whenever possible.
- Use a minimum of a Class III flame spread siding material. Stone, brick and stucco are best.
- Shakes and shingles are required to be sawn and have a Class B fire rating when used as siding material .
- Walls should be constructed of fire resistive materials from the ground to the roof overhang.

Foundation

- The foundation of a building is often the first area to come in contact with a spreading wildfire. Construct a closed foundation with concrete block, concrete poured walls, or use other fire resistive materials.

Windows

- Windows are often overlooked as fire hazards, but can be a serious risk. Radiant heat can pass through them and set fire to curtains and furniture.
- Minimize the size and number of windows on the side of the house that would most likely be exposed to a wildland fire-side facing downhill.
- Consider both size and materials for windows, double pane glass and tempered glass are more effective than single pane glass by reducing the amount of radiant heat; plastic sky lights can melt.

Other Areas / Ideas

- To prevent sparks from entering your home through vents; cover attic, soffit and floor vents with wire mesh no larger than 1/8 of an inch, make sure eave and soffit vents are closer to the roof line than the wall. Box in eaves, but provide adequate ventilation to prevent condensation.
- Prevent combustible materials and debris from accumulating beneath patio deck or elevated porches: screen under or box in areas below ground line with wire mesh no larger than 1/8 of an inch.
- Design decks so that they are not located at the top of a hill where they will be in direct line of a fire moving up slope.
- Place fire resistive landscaping-such as rocks, under decks. Keep areas under decks vegetation free by using a fabric weed barrier.
- Landscape with fire resistive plants.
- Incorporate walkways and retaining walls as man-made fuel breaks.
- Clean gutters, eaves and roofs regularly.
- Stack firewood uphill from or on the contour of your home.

Fireplace/Wood Stove Emission Amendment to the 2009 International Residential Code

Section R1002.7 and R 1003.1 Fireplaces is revised to add restriction area & Section 1414 Stoves is revised by adding these emission standards:

R1002.7 Definitions:

Nonrestricted Area: That part of unincorporated Larimer County located west of Range 71 or North of the north half of Township 10, and east of Range 72 as shown on the Larimer County Fireplace Area Map.

Restricted Area: That part of unincorporated Larimer County located outside the Nonrestricted Area as shown on the Larimer County Fireplace Area Map.

Wood stove: An appliance designed for or capable of burning wood and capable of and intended for domestic space heating or domestic water heating.

Fireplace insert: A wood burning device designed to be installed in an existing fireplace.

Fireplace: is a hearth and fire chamber or similar prepared place in which a fire may be made and which is built in conjunction with a chimney.

Factory-built Fireplace: is a listed assembly of a fire chamber, its chimney and related factory-made parts designed for unit assembly without requiring field construction. Factory-built fireplaces are not dependent on mortar-filled joints for continued safe use.

R1003.1.1 Installation.

- A. All fireplaces installed on or after January 1, 2002 in the Restricted Area shall be one of the following:
 - (i). A gas fireplace or fireplace with a gas log installed and functioning at time of final inspection;
 - (ii). An electric device; or
 - (iii). A fireplace that meets the Phase III emissions standards for wood stoves established by the Colorado Air Quality Control Commission or any other clean burning device that is approved by the commission.
- B. All fireplaces installed prior to January 1, 2002 in the Restricted Area shall be allowed to remain in use until such time as the owner voluntarily replaces it. Upon replacement, such fireplace shall be one of the types specified in Subsection (A) (i), (ii), or (iii) above.
- C. Within the Nonrestricted Area, fireplaces, including but not limited to masonry and factory built fireplaces (such as metal and zero clearance fireplaces), shall be allowed and shall not be required to meet the standards in Paragraph (A) above.

M1414.1 All wood stoves and fireplace inserts installed on or after January 1, 2002, in unincorporated Larimer County shall meet the Phase III emissions standards for wood stoves established by the Colorado Air Quality Control Commission.

M1414.2 All wood stoves and fireplace inserts installed prior to January 1, 2002, in unincorporated Larimer County shall be allowed to remain in use until such time as the owner voluntarily replaces it. Upon replacement, such wood stove or fireplace insert shall meet the Phase III emission standards for wood stoves established by the Colorado Air Quality Control Commission.

MANUFACTURED HOMES OUTSIDE MANUFACTURED HOME PARKS

- A. Double wide manufactured homes (DWMH) are allowed on legal lots if the structures have a HUD (Department of Housing and Urban Development) or Colorado Housing Seal, Manufactured Housing Installation Program (MHIP) Insignias, and attached to a permanent foundation.
- B. Any single wide manufactured home (SWMH) that is transportable over state highways as a single, complete dwelling unit and is located outside a manufactured home park must meet the following requirements of Section 18.2.1, Larimer County Land Use Code.
 - 1. The manufactured home and any additions to it must be permanently anchored to a permanent foundation.
 - 2. The manufactured home and any additions to it must have standard exterior siding.
 - 3. The manufactured home and any additions to it must have a pitched roof structure with standard roofing materials.
 - 4. The manufactured home must be incorporated into a larger structure that includes one or more of the following: additional bedrooms; recreation room; patio; carport or garage.
 - 5. The requirements noted above must be completed within 18 months of the date that the building permit is issued. The Chief Building Official may grant an 18-month extension upon finding that significant progress has been made in the completion of the requirements or there have been other circumstances, beyond the control of the property owner, that have delayed completion.
- C. Manufactured homes may be used to provide dwellings for farm, ranch or dairy help as part of a Farmstead Accessory Dwelling when meeting the requirements of Subsection 4.3.10.A of the Larimer County Land Use Code (see separate handout).
- D. Temporary manufactured homes are allowed for use as housing up to 18 months during construction of a principal residential building when issued at the same time as the principal residential building. Temporary manufactured homes may be used as an Extended Family Dwelling when meeting the requirements of Subsection 4.3.10.G of the Larimer County Land Use Code (see separate handout).
- E. Site, support-blocking, foundation, floor, elevations, and setup plans need to be submitted by the applicant at the time of building permit application. Foundation plans east of the foothills in Larimer County may have to be designed by a Colorado Registered Engineer. Manufactured homes in the foothills and mountains may have to be designed for a 40 pound snow load and have a Class “B” roof covering for Wildfire protection as well as siding that meets class III flame spread requirements call 498-7700 for clarification.
- F. The permanent foundation may be a perimeter foundation of Concrete, Masonry, or All Weather Wood Foundation (AWWF) with dirt backfill against it. Also, a permanent insulated perimeter skirting may be used when home is attached by rebar welded to each side of each chassis of manufactured home and embedded in 30 inch piers into the ground.
- G. Any manufactured home placed on a basement must have foundation designed and wet stamped by a Colorado Registered Engineer.
- H. Manufactured homes need to comply with the State of Colorado’s Manufactured Home Installation Program (MHIP). The manufactured home set up crew needs to be registered as a State Certified Installer or be inspected by a State Certified Inspector. MHIP phone 303-866-5350.
- I. Manufactured homes need to comply with the State of Colorado’s Manufactured Home Installation Program (MHIP). The manufactured home set up crew needs to be registered as a State Certified Installer or be Inspected by a State Certified Inspector. MHIP phone 303-866-5350.

ACCESS PERMIT APPLICATION FORM

(Please Read Before Filling Out This Form)

NOTE: This permit is separate from the Building Permit and requires separate submittals. Please provide as much information as possible. Clearly mark the proposed access location in the field and note on your plan the type of marking material used. The easier it is to find your proposed location, the more quickly the permit can be processed. If your proposed access location is not properly marked, issuance of both your Access and Building permits will be delayed.

County Road Access assessments apply to all new structures on vacant parcels and in any case where new access from a county road is being added or changed. Once application is made, review of your permit for applicable county road requirements will take place. Those permits that have county road access requirements, will be assessed a \$50.00 fee that is due at issuance of the building permit.

Attach a sketch or plan showing the proposed location of the access and it's relationship to any landmarks on the property. The following shall be included on the sketch plan for access requirements:

1. The property owner's name(s).
2. Identify the County Road number & supply any other name the road is commonly known by.
3. Give the property address as assigned by the Building Department. If no address has been assigned, provide an approximate distance from the nearest intersection, addressed property, or major easily identified landmark. Again, the easier it is to locate your proposed access point the more quickly your permit can be processed.
4. Provide the name of the nearest town or city to your property.
5. If applicable, give the name and filing of the subdivision in which your property is located.
6. Give the name of the closest intersecting street or county road.
7. Provide the section, township, and range where your property is located. You can get this information off the Larimer County road map, from your legal description, or from the Building Department (498-7683) or Engineering Department (498-5700).
8. Note which side of the road your access will be located on. Also, what type of access this will be: Residential (one single family residence), Multi-family (more than 1 single family residence, subdivision, apartments, etc.), Commercial, Other (field access, temporary, etc.).
9. Provide the name of the contractor who will be doing the work. Make sure you contractor has submitted their insurance information to the Risk Management Department and that the insurance has been approved. If you are doing the work yourself, you will be required to provide proof of insurance. You can get specific information regarding Larimer County's insurance requirements for work within the County road right-of-way by contacting the Risk Management Department at 498-7361.
10. Your estimated time frame for starting and completing the work. Extensions to your permit may be requested by calling 498-5709.



Access Permit

Larimer County
 Engineering Department
 200 W. Oak St, Ste 3000
 PO Box 1190
 Fort Collins CO 80522-1190
 Phone: (970) 498-5700
 Fax: (970) 498-7986

County Use Only:

District: _____
County Road: _____
Building Permit #: _____
Fee: \$ _____
Paid: _____ **Check#:** _____

5 Working Days Required for Review of Permit

Applicant Information:

(Please Print)

Applicant Name _____
 Mailing Address _____
 City _____ State _____ Zip _____
 () _____ () _____
 Phone _____ Fax _____
 E-mail Address (if applicable) _____



Work Area:

Property Address _____
 Nearest Intersection Address _____
 Section Township _____ Range _____
 Parcel Number _____ A/P/D Number _____

Label County Roads and
 Location of Access Request

County Road No. _____ Common Name _____ Subdivision _____ Property is located on the: N S E W side of County Road

Proposed driveway/ roadway will be used to access (i.e. Home, Business, or Farmland): _____

Contractor:

Name of Contractor that will construct access _____
 City _____ State _____ Zip _____
 () _____ () _____
 Phone _____ Fax _____

ITEMS REQUIRED PRIOR TO APPROVAL OF APPLICATION:

Submit a legible copy of the fully Executed Recorded Plat of your property (1 copy). A site plan is not acceptable.
 Draw the access on the plat at the location where you would like the access located.
 Stake each side of access with survey lath and flagging.
 Applicant name and site address must be posted at the access location. (If one has been assigned)
 No inspection will be performed until this information is provided.

County Use Only

Plans or Sketch Attached: Yes No Asphalt/ Chip Sealed Treated Gravel Road Non Treated Gravel Road
 Access Type: Residential Multi-Family Residential Commercial Limited Use/ Agricultural Other
 Current Contractor Insurance: Yes No Existing Road conditions: _____
 Sight Distance Criteria Met: Yes No Posted Speed Limit: _____

Special Site Requirements:

Minimum Culvert Diameter: _____ Minimum Culvert Length: _____ Culvert Type: _____
 Flared End Section: _____ Minimum Access Width: _____ Radii for access: _____
 Gate Set Back: _____ Access Slope: _____
 Surface Requirements: _____

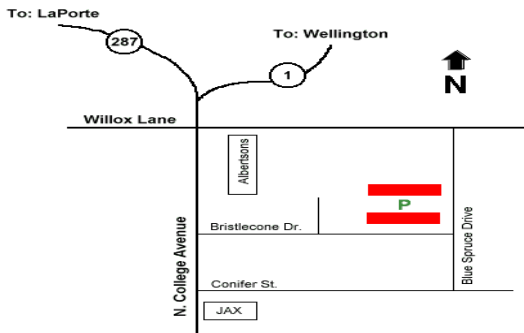
Special Provisions: _____

DEPARTMENT OF HEALTH AND ENVIRONMENT
1525 Blue Spruce Drive
Fort Collins, Colorado 80524-2004
(970) 498-6775

Building Permit # _____

INDIVIDUALS WHO MUST APPLY FOR A SEPTIC PERMIT SHOULD BE AWARE OF THE FOLLOWING:

1. Application for a septic permit should be made IMMEDIATELY at the Health Department, 1525 Blue Spruce Drive, Fort Collins, Colorado. For Estes Park permits, apply at 1601 Brodie Avenue, Estes Park, Colorado.
 2. Prior to visiting the Health Department, the applicant must obtain soil percolation and profile tests performed by a Licensed Professional Engineer and a plot plan of the building site.
 3. A fee is collected at the time application is made.
 4. Upon receipt of the above requested documentation and fee, the health Department will need to perform an on-site preliminary inspection of the building site requiring up to 5 days to complete before approving your building permit.
 5. If you are building a seasonal type structure (small cabin), you must meet ISDS regulations to qualify for a sealed vault. Report to the Health Department for pertinent information prior to contracting for a perc test..
 6. Health Department phone numbers are: 498-6775 or 498-6776. Estes Park is 577-2050.
- DIRECTIONS TO THE HEATH DEPARTMENT IN FORT COLLINS:



SAMPLE ONLY

To: LARIMER COUNTY INSPECTION SERVICES

Subject: **Water and Sewer Approval**

Date: _____ Permit Number: _____

Parcel Number: _____

This is to verify that (applicant's name) _____

Has met the requirements and/or paid the applicable fees for _____

Address of Building Site _____

Subdivision Name: _____ Filing Number: _____

Lot Number _____ Block _____

For approval to release the **footing and foundation** permit sign below:

Name of Water District and Authorized Signature: _____

Name of Sewer District and Authorized Signature: _____

Since all requirements have been satisfied for this property, a building permit may be issued at this time. The owner/contractor has been informed that it is necessary to call the appropriate district for inspections.

For approval to release the **STRUCTURE PERMIT** sign below:

Name of Water District: _____

Name of Authorized Signature: _____

Name of Sewer District: _____

Name of Authorized Signature: _____

PLEASE RETURN THIS FORM COMPLETED TO THE LARIMER COUNTY BUILDING SERVICES
WHEN PICKING UP YOUR BUILDING PERMIT.

LCPZ-92 (6/00)