



# Manufactured Structure Permit Application

Department of Planning Services  
Building Inspection Division  
1402 N 17<sup>th</sup> Avenue, P.O. Box 758, Greeley, CO 80632  
(970) 400-6100 | [www.weld.gov](http://www.weld.gov)

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Land Owner \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site Address \_\_\_\_\_

Legal Description \_\_\_\_\_ SEC \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ W

Or Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Mobile Home Park \_\_\_\_\_ Space \_\_\_\_\_

Distances from Lot Lines			
N _____	S _____	E _____	W _____
Total Land Area _____			

Is the property vacant?  Yes  No      How many homes are on the property \_\_\_\_\_

Applicant Name	Mailing Address, City, State, Zip	Phone
Installer	Mailing Address, City, State, Zip	State ID # Phone
Mechanical Contractor	Mailing Address, City, State, Zip	Phone
Electrical Contractor	Mailing Address, City, State, Zip	License # Phone
Plumbing Contractor	Mailing Address, City, State, Zip	License # Phone
Foundation Engineer	Mailing Address, City, State, Zip	Phone

**Type of Sewer:**

Public: \_\_\_\_\_  
 Private: \_\_\_\_\_  
Permit # \_\_\_\_\_

**Type of Water:**

Public: \_\_\_\_\_  
 Private: \_\_\_\_\_  
 Well  Cistern  
Permit # \_\_\_\_\_

**Heating Provider:**

Natural Gas: \_\_\_\_\_  
 Propane: \_\_\_\_\_  
 Electric: \_\_\_\_\_  
 In Floor Heating  Yes  No

**Electric Service Provider:**

Name: \_\_\_\_\_  
Size of SVC: \_\_\_\_\_ AMPS

<b>Use of Structure</b> <input type="checkbox"/> Principal Dwelling <input type="checkbox"/> Accessory to the Farm <input type="checkbox"/> Temp Office/Const Trailer <b>Length of use</b> _____ <input type="checkbox"/> Re-permit	<b>Building Type</b> <input type="checkbox"/> Modular Home <input type="checkbox"/> HUD Home <input type="checkbox"/> New <input type="checkbox"/> Reset  <input type="checkbox"/> Attached Private Garage Size: _____ x _____	<b>Zoning Information</b> <input type="checkbox"/> ZPMH <input type="checkbox"/> Land Use Case  <b>Case #</b> _____	<b>Type of Foundation</b> <input type="checkbox"/> Block and Tied <input type="checkbox"/> Temp <input type="checkbox"/> Permanent <input type="checkbox"/> Basement <input type="checkbox"/> Finished SF: _____ <input type="checkbox"/> Unfinished SF: _____ <input type="checkbox"/> Crawlspace SF _____ <input type="checkbox"/> Other _____
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Height of Building \_\_\_\_\_ # of Stories \_\_\_\_\_

Patio: 1<sup>ST</sup> Size \_\_\_\_\_ X \_\_\_\_\_ Covered  Yes  No

# of Bedrooms \_\_\_\_\_

Deck: 1<sup>ST</sup> Size \_\_\_\_\_ X \_\_\_\_\_ Covered  Yes  No

Bathrooms: Full: \_\_\_\_\_ 3/4: \_\_\_\_\_ 1/2: \_\_\_\_\_

Porch: 1<sup>ST</sup> Size \_\_\_\_\_ X \_\_\_\_\_ Covered  Yes  No

Basement Plumbing  Yes  No

A/C Included?  Yes  No

Fire District Approval  Yes  No

**Home Information:**

Value \$ \_\_\_\_\_

Year \_\_\_\_\_

(Do not include the following items in the above price)

Make \_\_\_\_\_

Electrical Cost \$ \_\_\_\_\_

HUD Yes No (Please circle)

VIN # \_\_\_\_\_

Construction Meter:  YES  NO

Dimensions \_\_\_\_\_ X \_\_\_\_\_

Color \_\_\_\_\_

Include a description of the work being done listing the intended use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. Signatures of all fee owners of property must sign this application. If an Authorized Agent signs, a letter of authorization from all fee owners must be included with the application. If a corporation is the fee owner, notarized evidence must be included showing the signatory has the legal authority to sign for the corporation.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant Email Address \_\_\_\_\_

Installer Email Address if different from applicant \_\_\_\_\_

**All Building Permit Applications must include the following:**

- \_\_\_\_\_ 1. **Completed Application Form.**
- \_\_\_\_\_ 2. **Authorization Form completed if Owner is not applying for permit**
- \_\_\_\_\_ 3. **Recorded Deed for proof of property ownership (Not Deed of Trust)**
- \_\_\_\_\_ 4. **One Plot Plan – Must be printed from the Weld County Property Portal (<https://www.co.weld.co.us/maps/propertyportal/>) and needs to include the following:**
  - A. Proposed building location on property
  - B. Distances between each lot/property line to proposed building
  - C. Distances between proposed building and any existing structures
  - D. All Oil/Gas Production Facilities within 200 feet of proposed structures (tank batteries, well heads, etc.)
  - E. Identify the Street or County Road accessing from
  - F. Driveway location with length and width
  - G. If you require an address, you must show the distance from the nearest intersection to the driveway/access to the property
  - H. North arrow
- \_\_\_\_\_ 5. **Copy of Septic Permit or proof of connection to Public Sewer**
- \_\_\_\_\_ 6. **Proof of Adequate Water**  
Copy of Issued Well Permit or Copy of Paid Water Tap Agreement with Public Water District
- \_\_\_\_\_ 7. **Weld County Road Access Permit Application with pictures**  
Contact: Weld County Development Review, 1402 N 17<sup>th</sup> Avenue, Greeley, (970) 400-6100
- \_\_\_\_\_ 8. **Drainage Impact Fee Calculation Sheet**
- \_\_\_\_\_ 9. **One set of Manufacturer's Specs on Home**
- \_\_\_\_\_ 10. **IECC Residential Energy Code Compliance Form for homes being placed on basement or conditioned crawlspace**
- \_\_\_\_\_ 11. **Two sets of Engineered Foundation Plans (must have registered Colorado Engineer Stamp**
- \_\_\_\_\_ 12. **Soils report**
- \_\_\_\_\_ 13. **Data plate or photo for reset homes.**

**Notice**

The Applicant, his agents and employees shall comply with all the rules, restrictions and requirements of Weld County Zoning Regulations and Weld County Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Building Official, or his agents, are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in revocation of this permit.

Buildings must conform with plans, as submitted to the Department of Building Inspection. Any change of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of a building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the Building Inspector not less than one day's notice to perform such activities.

The applicant must comply with current Building Inspection Division Expiration Policy. Weld County is not liable for workmanship. Permits are not transferrable.

Any documents submitted to Weld County may be copied and disclosed pursuant to the Colorado Open Records Act (CORA), regardless of whether they contain copyrighted materials.

.....  
**Office Use Only**

Date Received \_\_\_\_\_ Initials \_\_\_\_\_ Permit Number \_\_\_\_\_  
Floodplain  Yes  No Planner \_\_\_\_\_



Departments of Planning  
Building, Development Review  
and Environmental Health  
1402 N 17<sup>th</sup> Avenue  
P.O. Box 758  
Greeley, CO 80632

### Authorization Form

I, (We), \_\_\_\_\_, give permission to \_\_\_\_\_  
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access, Grading or OWTS** permits on our behalf, for the property located at (address or parcel number) below:

\_\_\_\_\_

Legal Description: \_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

Subdivision Name: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Property Owners Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Agent/Applicant Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence to be sent to: Owner \_\_\_\_\_ Authorized Agent/Applicant \_\_\_\_\_ by: Mail \_\_\_\_\_ Email \_\_\_\_\_

Additional Info: \_\_\_\_\_

**I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.**

\_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_  
Owner Signature Owner Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public



Department of Planning Services  
Building Inspection Division  
1402 N 17<sup>th</sup> Avenue  
P.O. Box 758  
Greeley, CO 80632  
(970) 400-6100

## Fire District Notification

Permit # (if applicable) \_\_\_\_\_ Parcel # \_\_\_\_\_

Property Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Permit Applicant Name \_\_\_\_\_ Business Name \_\_\_\_\_

Applicant Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please complete this form with the Fire District and submit with your permit as part of the submittal items.**

Fire Sprinklers Required  Yes  No

Fire Alarm Required  Yes  No

Fire Impact Fees Required  Yes  No  Fee has been paid

**If a fee is required, this fee must be paid prior to issuance.**

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fire Dist Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_