



Detached Accessory Building Permit Application

Department of Planning Services

Building Inspection Division

1402 N 17th Avenue, P.O. Box 758, Greeley, CO 80632

(970) 400-6100 | www.weld.gov

Property Owner _____ Phone _____

Mailing Address _____
Address _____ City _____ State _____ Zip _____

Site Address _____

Legal Description _____ SEC _____, T _____ N, R _____ W

or Subdivision _____ Lot _____ Block _____

DISTANCES FROM LOT LINES

N _____ S _____ E _____ W _____

TOTAL LAND AREA _____

Is the property vacant? ☐ Yes ☐ No If Yes, how long? _____

How many homes are on the property? _____

Applicant Name	Mailing Address, City, State, Zip	Phone
General Contractor	Mailing Address, City, State, Zip	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 Sewage:

- ☐ 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
☐ Feeder: ☐ Yes ☐ No

PURPOSE OF PERMIT	BUILDING USE	TYPE OF CONSTRUCTION	TYPE OF FOUNDATION
<input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> MOVE-IN <input type="checkbox"/> CHANGE OF USE <input type="checkbox"/> REPERMIT	<input type="checkbox"/> DETACHED GARAGE <input type="checkbox"/> STORAGE BUILDING <input type="checkbox"/> CARGO CONTAINER <input type="checkbox"/> CARPORT <input type="checkbox"/> OTHER _____	<input type="checkbox"/> WOOD FRAME <input type="checkbox"/> STRUCTURAL STEEL <input type="checkbox"/> MASONRY <input type="checkbox"/> REINFORCED CONCRETE <input type="checkbox"/> POLE FRAME <input type="checkbox"/> LIGHT FRAME METAL <input type="checkbox"/> OTHER _____	<input type="checkbox"/> BASEMENT <input type="checkbox"/> FINISHED SF: _____ <input type="checkbox"/> UNFINISHED SF: _____ <input type="checkbox"/> CRAWLSPACE SF: _____ <input type="checkbox"/> SLAB <input type="checkbox"/> DIRT <input type="checkbox"/> OTHER _____

Height of Building _____ # of Stories _____

Patio: 1ST Size _____ X _____ Covered ☐ Yes ☐ No

Deck: 1ST Size _____ X _____ Covered ☐ Yes ☐ No

Bathrooms: Full: _____ 3/4: _____ 1/2: _____

Porch: 1ST Size _____ X _____ Covered ☐ Yes ☐ No

New Square Footage:

Main Level _____

2nd Level _____

Value \$ _____

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

Electrical Cost \$ _____

Other _____

Construction Meter: ☐ Yes ☐ No

****County Facility, Road impact and Drainage Fees may apply****

Include a detailed description of the work being done and 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 _____

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. Where proposed work is being done
 - B. Distances between each lot/property line to proposed work
 - C. Distances between proposed demolition and any existing structures
 - D. All Oil/Gas Production Facilities within 200 feet of proposed demolition (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 and address, you must show the distance from the nearest intersection to the driveway/access to the property
 - H. North arrow
- _____ 5. **Weld County Road Access Permit Application with pictures.**
Contact: Weld County Development Review, 1402 N 17 Avenue, Greeley, (970) 400-6100.
- _____ 6. **Drainage Impact Fee Calculation Sheet.**
- _____ 7. **Copy of Septic Permit or Proof of Connection to Public Sewer.**
- _____ 8. **Proof of adequate water.**
 - A. Copy of issued Well Permit or copy of paid Water Tab Agreement with Public Water District.
 - B. _____
- _____ 9. **Two sets of Soils Report or Open Hole Inspection when required.**
- _____ 10. **Two sets of Engineer stamped foundation plans, truss designs and layout may be required.**
- _____ 11. **Two sets of Building Plans.**
- _____ 12. **IECC Residential Energy Code Compliance Form when heat is being installed.**
A Copy of issued Well Permit or copy of paid Water Tab Agreement with Public Water District.

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 the 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 the 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.

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Office Use Only

Date Received _____

Initials _____

Permit Number _____

Floodplain ☐ Yes ☐ No



Departments of Planning
Building, Development Review
and Environmental Health
1402 N 17th 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.

Owner Signature Date _____

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 17th 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

If a fee is required, this fee must be paid prior to a C/O or Final

Comments _____

Fire Dist Signature _____

Date _____

Printed Name _____

Title _____