



Accessory Dwelling Unit Building 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)

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 How many homes are on the property? \_\_\_\_\_

Applicant Name	Mailing Address, City, State, Zip	Phone
General Contractor	Mailing Address, City, State, Zip	Phone
MH Installer	Mailing Address, City, State, Zip	State ID # Phone
Mechanical Contractor	Mailing Address, City, State, Zip	Phone
Electrical Contractor	Mailing Address, City, State, Zip	EC Lic # Phone
Plumbing Contractor	Mailing Address, City, State, Zip	PC Lic # Phone
Foundation Engineer	Mailing Address, City, State, Zip	Register # Phone

Type of Sewer: <input type="checkbox"/> Public: _____ <input type="checkbox"/> Septic: Permit # _____	Type of Water: <input type="checkbox"/> Public: _____ <input type="checkbox"/> Well Permit # _____	Heating Provider: <input type="checkbox"/> Natural Gas: _____ <input type="checkbox"/> Propane: _____ <input type="checkbox"/> Electric: _____ <input type="checkbox"/> In Floor Heating <input type="checkbox"/> Yes <input type="checkbox"/> No	Electric Service Provider: <input type="checkbox"/> Name: _____ Size of Svc: _____AMPS <input type="checkbox"/> Feeder: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Purpose of Permit <input type="checkbox"/> New Building <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Move-In Residence <input type="checkbox"/> Change of Use <input type="checkbox"/> Re Permit	Type of Project <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Duplex Dwelling <input type="checkbox"/> Tiny Home <input type="checkbox"/> Manufactured Home	Type of Construction <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Reinforced Concrete <input type="checkbox"/> Other _____	Type of Foundation <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"/> Other _____
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Height of Building \_\_\_\_\_ # of Stories \_\_\_\_\_  
# of Bedrooms \_\_\_\_\_  
Bathrooms: Full \_\_\_\_\_ 3/4 \_\_\_\_\_ 1/2 \_\_\_\_\_  
# of Fireplaces: 0-Clearance \_\_\_\_\_ Masonry \_\_\_\_\_  
Basement Plumbing ☐ Yes ☐ No  
A/C Included ☐ Yes ☐ No  
Fire District Approval ☐ Yes ☐ No

Existing  
# of Bedrooms \_\_\_\_\_  
Bathrooms: Full \_\_\_\_\_ 3/4 \_\_\_\_\_ 1/2 \_\_\_\_\_  
Basement Plumbing ☐ Yes ☐ No  
Patio: 1<sup>st</sup> Size \_\_\_\_\_X \_\_\_\_\_ Covered ☐ YES ☐ NO  
Deck: 1<sup>st</sup> Size \_\_\_\_\_X \_\_\_\_\_ Covered ☐ YES ☐ NO  
Porch: 1<sup>st</sup> Size \_\_\_\_\_X \_\_\_\_\_ Covered ☐ YES ☐ NO  
(If any additional include in description)

Square Footage: Main Level _____ 2 <sup>nd</sup> Level _____ Garage _____	IRC / HUD Home Size _____X _____ Year _____ Make _____ VIN/Serial # _____	Value \$ _____ (Do not include the items below in the above price) Electrical Cost \$ _____ Construction Meter <input type="checkbox"/> YES <input type="checkbox"/> NO
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\*\*County Facility, Road Impact and Drainage Impact 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 \_\_\_\_\_  
Contractor Email if different than 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 Count 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**  
If connecting to existing septic system a minor repair permit will need to be obtained from Environmental Health Dept, 1555 N. 17<sup>th</sup> Avenue, Greeley, (970) 400-6415
- \_\_\_\_\_ 6. **Proof of Adequate Water**  
Copy of Issued Well Permit or Water Tap Agreement or a Letter with Public Water District
- \_\_\_\_\_ 7. **Weld County Road Access Permit Application with pictures**  
Contact: Weld County Development Review, 1402 N 17 Avenue, Greeley, (970) 400-6100
- \_\_\_\_\_ 8. **Drainage Impact Fee Calculation Sheet**
- \_\_\_\_\_ 9. **Fire District Notification for homes 3600 sq. ft. or larger**
- \_\_\_\_\_ 10. **A Geotechnical Report will be required if determined to be in the Geological Hazard Overlay District. (Referenced in Chapter 23-5-130 of the Weld County Code)**
- \_\_\_\_\_ 11. **Two sets of Soils reports or Open Hole Inspection Report**
- \_\_\_\_\_ 12. **One set of Manufacturer’s Specs on Home for HUD and/or Installation Manual for IRC Homes**
- \_\_\_\_\_ 13. **IECC Residential Energy Code Compliance Form for homes being placed on basement or conditioned crawlspace (not needed for HUD Homes)**
- \_\_\_\_\_ 14. **Two sets of Building Plans or two sets of State Approved Plan for IRC Homes including Engineered Roof Truss and Layout Sheet.**
- \_\_\_\_\_ 15. **Manual D, J & S for HVAC Load Calculations (For IRC 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.



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



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Building Inspection Division  
1402 N 17 Avenue, P.O. Box 758  
Greeley, CO 80632  
(970) 400-6100  
(970) 304-6498 FAX

## Fire District Notification

Permit Number \_\_\_\_\_

**Please mail or fax before issuance**

Owner \_\_\_\_\_

Contractor \_\_\_\_\_

Contact Email \_\_\_\_\_

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

Legal Description \_\_\_\_\_ Section\_\_\_\_, Township\_\_\_\_N, Range\_\_\_\_W

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

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

\_\_\_\_\_

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Fire District Complete Below

Fire District Name \_\_\_\_\_

Address \_\_\_\_\_

City

State

Zip

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

Sprinklers \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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