



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

Submittal Requirements for Commercial Permits
Current Codes: 2024 IBC, 2023 NEC, 2024 I-CODES

- 1. Permit Application**
 - 2. Proof of Property Ownership**
 - 3. Plot Plan**
Must **show all setbacks** and must **include all existing & proposed structures**. See sample plot plans on Weld County Website.
 - 4. Soils Test/Report** - Performed by Geotechnical Engineer
 - 5. Two sets of Complete Engineered Foundation & Structural Plans & Details**
(Wet Stamp by Colorado State Licensed Engineer) stapled together and drawn to scale.
 - 6. Two sets of Complete Engineered Mechanical, Electrical and Plumbing Plans & Details.**
(Wet Stamp by Colorado State Licensed Engineer) stapled together and drawn to scale.
 - 7. Two Sets of Complete Architectural Plans w/ Code Analysis**
(Wet Stamped by a Colorado State Licensed Architect) stapled together and drawn to scale.
- Code Analysis and Plans to include:**
- a.) Applicable Codes and Design Criteria
 - b.) Project Scope and Narrative
 - c.) Occupancy Classification
 - d.) Type of Construction
 - e.) Allowable height and area
 - f.) Fire Resistance Ratings and Fire Protection
 - g.) Means of Egress Compliance
 - h.) Accessibility Compliance
 - i.) Energy Code Compliance
 - j.) Special Use/ Special Conditions/ Special Inspection Information (as applicable).
- 8. COMCheck Report (or equivalent) showing IECC compliance for:**
Building Envelope.
Lighting.
Mechanical Installations
 - 9. Flood Hazard Development Permit** - (FHDP) may be required if within the floodplain. Check with Floodplain Manager – (970) 400-6100.
 - 10. Environmental Health Dept.** (Septic Permits) -1555 N 17th Ave, Greeley, CO 80631 - 970-304-6415.
 - 11. Proof of Water-** Water Well Permit or Tap/Water Bill.
 - 12. Fire District Notification/Approval** - Check with the local Fire Department.
 - 13. Development Review** - (Access Permits) - 1402 N 17th Avenue, Greeley, CO 80631 - 970-400-6100.

*** Two sets of plans stapled together and drawn to scale are required**
The recommended scale for plans other than the plot plan is 1/4" = 1', Plot Plan is 1" = 20'
For Weld County Design Information go to:

https://www.weldgov.com/departments/building/building_permit/

No Fees are required at the time of submittal
Additional information may be required during or after submittal.