

# Building Permit Residential Checklist

Planning and Zoning Division  
Building Safety Division



100 Jefferson County Parkway  
Suite 3550  
Golden CO, 80419

Apply Online: [www.jeffco.us/2348](http://www.jeffco.us/2348)

Contact Planning & Zoning: [pzweb@jeffco.us](mailto:pzweb@jeffco.us)  
<https://planning.jeffco.us>  
(303) 271-8700

Contact Building Safety: [buildingsafety@jeffco.us](mailto:buildingsafety@jeffco.us)  
<https://jeffco.us/building-safety>  
(303) 271-8260

Fees: [www.jeffco.us/2920](http://www.jeffco.us/2920)

Permits begin with a review by Planning & Zoning, then are passed over to Building Safety, which issues the permit.	Often additional documents are required from the <a href="#">Assessor's Office</a> (303-271-8667) or the <a href="#">Clerk &amp; Recorder's Office</a> (303-271-8186).	Curious about building codes? Contractor licensing? Contact Building Safety at <a href="mailto:buildingsafety@jeffco.us">buildingsafety@jeffco.us</a> or 303-271-8260.
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Building Site Address/Legal Description	Proposed Project Description
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Zone District	Reception #	ODP and Plat	Related Cases
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Required at the time of application submittal	All information presented is subject to change.
Access Permit	Required when creating a new access point off of county-maintained ROW or completing work within 10' of the ROW. Road & Bridge approval and inspection required to close Building Permit.
Approved Floodplain Permit	Only required for improvements within FEMA and Jefferson County Floodplains and Jefferson County Flood-prone Areas.
Building Permit Application	Signed by the property owner or a licensed contractor, or with signed letter from the property owner.
Certificate of Compliance	Produced by our Planning Engineering team using documents specified in the plat.
Construction Documents to Scale	Drawings as required by P&Z and Building Safety, including but not limited to floor plans and elevations. If printed, please ensure documents are at the correct size for the marked scale.
Initial Defensible Space	Forester inspection for tree removal and thinning. Final Defensible Space documents must be turned in before you can receive your Certificate of Occupancy.
Land Disturbance Permit (GPA/NOI)	See: <a href="#">"Do I Need A Land Disturbance Permit?" Worksheet</a> and Section 16 of the ZR.
Off-Site Easement/Private Road Approval	Only required for properties with access off private roads or easements when building a new dwelling or adding 400+ sq. ft. of living space. Need a letter from the Fire District approving the road for emergency access (width, grade, etc.) or requesting fire suppression/mitigation alternatives.
On-Site Driveway/Private Road Approval	Required for all new dwellings (or additions of 400+ sq. ft. of living space) in the mountains, or driveways >50' in the plains. Not needed if completing a Land Disturbance Permit (GPA/NOI) for the same project. <ul style="list-style-type: none"> <li>New driveway construction: Engineered stamped plans or access standards variance.</li> <li>Existing driveway: Stamped certification letter from an engineer. If the letter states that standards aren't met then the fire district can approve alternate standards in an official letter. Note: we will not accept a fire district letter without a prior stamped certification letter from an engineer.</li> </ul>
Proof of Adequate Access	Required for all new dwellings or additions of 400+ sq. ft. of livable space. Proof includes platted access, easement deeds, road of record determination, dedication note, or access reviews completed by P&Z research.
Proof of Fire Protection	<ul style="list-style-type: none"> <li>A written statement from the appropriate fire protection district or local government indicating that they will provide service to the property.</li> <li>Appendix Z compliance for additions and new construction of buildings and structures per the 2018 IRC supplement.</li> </ul>
Proof of Ownership	If owner matches that listed by the Assessor's Office online then no proof required, otherwise we require a current recorded Warranty Deed. Deeds are available from the Assessor or the Clerk & Recorder.
Proof of Proper Division of Land (Senate Bill 35)	Any property under 35 acres must have gone through an official county subdivision process. P&Z can help determine if this is the case. We require a copy of the deed from before January 1, 2000 submitted alongside the current deed for properties that have not been subdivided, or have changed shape without going through a county process. Deeds are available from the Assessor or Clerk & Recorder.

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## Required at the time of application submittal

*All information presented is subject to change.*

Proof of Sanitation	Required for all new dwellings. Only required for remodels if on septic and increasing number of bedrooms. A bedroom is any room with a window, door and closet. <ul style="list-style-type: none"> <li>If on public sewer: Form 1001.</li> <li>If on septic: Active septic permit or written approval from <a href="#">Jeffco Public Health</a> (303-271-5700).</li> </ul>
Proof of Water	Required for all new dwellings. Only required for remodels if the property uses a well and proposal increases the number of bedrooms or amount of water used (ie: adding agricultural or livestock uses). <ul style="list-style-type: none"> <li>If on public water: Form 1001.</li> <li>If on well: Copy of well permit AND a 4 hour well test on the State Test Report Form. The test must have been completed within the last three years, and the well type must match the proposed use.</li> </ul>
Property Merger Application	Required in some cases when property consists of multiple lots. Application required as part of initial submittal. Final merger must be recorded prior Certificate of Occupancy being issued.
Site Plan to Scale	We require an Improvement Location Certificate (ILC) as a site plan, and in some cases require a survey: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Improvement Survey Plat</b></p> <ul style="list-style-type: none"> <li>When lot size is &lt;8,000 sq. ft. in the plains or &lt;1 acre in the mountains.</li> <li>Setbacks are ≤5' or less in the plains or ≤10' in the mountains.</li> <li>Proposed setbacks are within 3' of required setbacks in plains or 5' in mountains.</li> <li>Reduced setbacks were approved through an Administrative Exception or Variance process.</li> </ul> </div> <div style="width: 45%;"> <p><b>Land Survey Plat</b></p> <ul style="list-style-type: none"> <li>If property is metes and bounds.</li> <li>If property consists of portions of multiple platted lots.</li> <li>If property has an aliquot legal description.</li> </ul> </div> </div>
Soils Report and Form Letter	Required for all new dwellings or additions in a geological hazard area, or per plat notes. Must be stamped by an engineer. Soil Investigation Form Letter accompanies a report and must also be stamped. <b>Plains:</b> Form Letters A, B. <b>Mountains:</b> Form Letters E, F, M.
Sprinkler Letter	Approval letter from fire district.
Additional Requirements	Per conditions of applicable rezoning, plat, minor adjustment, exemption, etc.

## Required prior to permit inspections

Setback Verification Form or ILC	Setback verifications are required in order to verify the structure was built in the proper location. Must be completed prior to Rough Frame Inspections. <b>Setback Verification Form</b> <ul style="list-style-type: none"> <li>Must be completed by a surveyor after concrete/foundation form placement.</li> <li>Proposed setbacks for detached accessory structures are &lt;3' of required setbacks in plains or &lt;5' in mountains.</li> <li>Proposed setbacks for additions to a primary structure are &lt;3' of required setbacks in plains or &lt;5' in mountains.</li> <li>Reduced setbacks were approved through an Administrative Exception or Variance process.</li> </ul> <b>Additional Improvement Location Certificate</b> <ul style="list-style-type: none"> <li>Proposed setbacks for a new primary structure are &lt;3' of required setbacks in the plains, or &lt;5' in the mountains.</li> </ul>
Form Letter U + Underdrain Sketch	Must be stamped by an engineer. Must be completed prior to Rough Frame Inspections.
Foundation Certificate	Must be stamped by an engineer. Must be completed prior to Rough Frame Inspections. Submitted to Building Safety.
Supporting Permits	All related permits must be closed. Contact applicable county agencies, planners, and/or contractors for inspections and final sign-offs. Must be completed prior to final inspections.

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## Building Permit FAQs

### How long do Building Permits take to process?

If all the documents we need are included with the initial submission, and everything about the property and the proposed structure checks out, the timeline from initial submission to Planning & Zoning review completion takes about a month. The Building Safety plan review process takes about 7-10 working days. If the plans and documents are complete and acceptable, the permit can be issued at that time. If not, re-submittal and re-review of the documents is required with the corresponding timelines. For projects that do not require Planning & Zoning review, (i.e., interior remodels, bath remodels, kitchen remodels, addition/enlarging windows, or doors, etc.), you can visit Building Safety in person for same day service by appointment Monday – Thursday, 8 a.m. to 5 p.m. to have your submittal reviewed.

### Do I need a Building Permit?

We require a Building Permit for all structures over 200 sq. ft. or greater than 14' tall, or horizontal roof planes greater than 264 sq. ft. Anything that doesn't meet these requirements may need a Miscellaneous Permit instead. Email a planner at [pzweb@jeffco.us](mailto:pzweb@jeffco.us) if you aren't sure.

### How should I submit my Building Permit Application?

When you have all of the mandatory documents collected, you can [submit online via our website](http://www.jeffco.us/2348). (www.jeffco.us/2348)

Building permit reviews for small projects (that do not require Planning and Zoning review) at our permit review counter will be able to be expedited with the submittal of one paper set and one electronic set of plans. The electronic set of plans can be sent via email to [buildingsafety@jeffco.us](mailto:buildingsafety@jeffco.us). Electronic sets mean less time spent scanning and more time spent reviewing. Building Safety would like to see two sets of construction plans; one stays with their building inspector while the other goes back to the applicant after the permit has been approved.

### What's an ILC/setback verification? Why can't I get my inspection scheduled?

ILCs are Improvement Location Certificates, which are documents drawn up by a surveyor. A Setback Verification Form is a Jeffco form we require surveyors to fill out. When building close to required setbacks we want extra verification that the structure wasn't accidentally placed inside the setbacks. When proposed structures are within 3' of setbacks in the plains and 5' in the mountains then Planning & Zoning requires an additional ILC or setback verification form prior to scheduling the Rough Frame Inspections with Building Safety.

### What about my HOA?

Building Permit reviews do not look at any regulations or covenants in place from your HOA. Planning and Zoning does not enforce HOA covenants. We advise you to consult with your HOA before proceeding with your project.

### What about fire code requirements and fire districts?

Your local fire district has authority to enforce any applicable fire code standards on top of our review process. Please contact your local fire district for their requirements.

### How do you measure building heights?

We measure heights from the average grade to the midpoint of the roof. The diagram below should help illustrate.

