

JEFFERSON COUNTY COLORADO

Planning & Zoning Division

Building Safety Division

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Planning & Zoning 303.271.8700 • planning.jeffco.us

Building Safety 303.271.8260 • building.jeffco.us

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BUILDING PERMIT RESIDENTIAL CHECKLIST

Permits begin with a review by Planning & Zoning, then are passed over to Building Safety, which issues the permit.

Not all items listed below are required for every project. Talk to a planner to find out the requirements for your project.

Often additional documents are required, available from the Assessor's Office (303-271-8667) or the Clerk & Recorder's Office (303-271-8186).

Curious about building codes? Contractor licensing? Give Building Safety a call at 303-271-8260.

Building Site Address/Legal Description

Proposed Project Description

Zone District Book/Page Plat

Book/Page Related Cases

Required at the time of application submittal

all information presented is subject to change

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|--------------------------|--|--|
| <input type="checkbox"/> | Building Permit Application | Signed by the property owner or a licensed contractor, or with signed letter from the property owner. |
| <input type="checkbox"/> | Review Fees | Make checks payable to Jefferson County Treasurer. Planning & Zoning and Building Safety require separate checks. P&Z fee schedule available online at planning.jeffco.us , Building Safety fees are based on the total valuation of the project. Building Safety fee schedule available at building.jeffco.us . |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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 May 5, 1972 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. |
| <input type="checkbox"/> | Construction Documents to SCALE (2 copies) | Drawings as required by P&Z and Building Safety, including but not limited to floor plans and elevations. Please ensure documents are printed at the correct size for the marked scale. |
| <input type="checkbox"/> | Site Plan to SCALE | We require an Improvement Location Certificate (ILC) as a site plan, and in some cases require a survey:
Improvement Survey Plat
> When lot size is <8,000 sqft in the plains or <1 acre in the mountains.
> Setbacks are ≤5' or less in the plains or ≤10' in the mountains.
> Proposed setbacks are within 3' of required setbacks in plains or 5' in mountains.
> Reduced setbacks were approved through an Administrative Exception or Variance process.
Land Survey Plat
> If property is metes and bounds.
> If property consists of portions of multiple platted lots.
> If property has in aliquot legal description. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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).
> If on public water: Form 1001.
> 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. |
| <input type="checkbox"/> | 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.
> If on public sewer: Form 1001.
> If on septic: Active septic permit or written approval from JeffCo Public Health (303-271-5700). |
| <input type="checkbox"/> | Property Merger Application | Required in some cases when a piece of property consists of multiple lots. Application required as part of initial submittal. Final merger must be recorded prior Certificate of Occupancy being issued. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 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 (GP/NOI) for the same project.
> New driveway construction: Engineered stamped plans or access standards variance.
> 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. |
| <input type="checkbox"/> | Approved Floodplain Permit | Only required for improvements within FEMA and Jefferson County Floodplains and Jefferson County Flood-prone Areas. |

Required prior to permit issuance

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|--------------------------|----------------------------------|---|
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Land Disturbance Permit (GP/NOI) | See: Do I Need A Grading Permit? Worksheet. Generally needed if disturbing more than 5,000 sq. ft. of land. |
| <input type="checkbox"/> | Initial Defensible Space | Forester inspection for tree removal and thinning. Required for all new dwellings and additions of 400+ sq. ft. in the mountains. Final Defensible Space documents must be turned in before you can receive your CO. |
| <input type="checkbox"/> | 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. Letter type: A, B, E, F, M. |
| <input type="checkbox"/> | Sprinkler Letter | Approval letter from fire district. |
| <input type="checkbox"/> | Certificate of Compliance | Produced by our Planning Engineering team using documents specified in the plat. |
| <input type="checkbox"/> | Additional Requirements | Per conditions of applicable rezoning, plat, minor adjustment, exemption, etc. |
| <input type="checkbox"/> | Traffic Impact Fee | Fee on all new development of vacant land in the county. Collected by Building Safety. |

See backside for documents required prior to inspections

**Paper documents may not be required for submittal.*

Required prior to permit inspections

<input type="checkbox"/> 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. Setback Verification Form > Must be completed by a surveyor after concrete/foundation form placement. > Proposed setbacks for detached accessory structures are <3' of required setbacks in plains or <5' in mountains. > Proposed setbacks for additions to a primary structure are <3' of required setbacks in plains or <5' in mountains. > Reduced setbacks were approved through an Administrative Exception or Variance process.	Additional Improvement Location Certificate > Proposed setbacks for a new primary structure are <3' of required setbacks in the plains, or <5' in the mountains.
<input type="checkbox"/> Form Letter U + Underdrain Sketch	Must be stamped by an engineer. Must be completed prior to Rough Frame Inspections.	
<input type="checkbox"/> Foundation Certificate	Must be stamped by an engineer. Must be completed prior to Rough Frame Inspections. Submitted to Building Safety.	
<input type="checkbox"/> 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.	

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 proposed structure checks out, then the timeline from initial submission to being issued a permit takes about a month. For simpler Building Permits you can visit us in-person for same day service on any day except Wednesdays (Building Safety does not review plans over the counter on Wednesdays). Our offices are open from 8 a.m. to 5 p.m.

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 if you aren't sure.

Should I email it? Bring giant sheets of paper? Bring a thumb drive?

When possible, we'd love to see one paper set and one electronic set, and we can accept those either on a USB drive or via email. 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.

When you have all of the necessary documents collected, you can either **(a)** bring them into our front counter between 8 a.m. and 5 p.m. Monday - Friday (keep in mind that Building Safety does not complete plan reviews on Wednesdays), **(b)** email them to pzpermits@jeffco.us, or **(c)** mail them in.

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.

