

Building Permit Commercial Checklist

Planning and Zoning Division
Building Safety Division



100 Jefferson County Parkway
Suite 3550
Golden CO, 80419

Apply Online: www.jeffco.us/2348

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

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

Fees: www.jeffco.us/2920

Review of Commercial Permits NOT Requiring a Site Development Plan (SDP)

New commercial buildings under 200 sq.ft. and additions under 25% or 2,500 sq.ft. (whichever is less) generally do NOT require an SDP.

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| 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 Assessor's Office (303-271-8667) or the Clerk & Recorder's Office (303-271-8186). | Curious about building codes? Contractor licensing? Contact Building Safety at buildingsafety@jeffco.us 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 (Mandatory if checked) All information presented is subject to change

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| Access Permit Application* | <ul style="list-style-type: none"> Improvement or creation of access point directly off County Maintained ROW without curb and gutter. Removal or alteration of existing curb and gutter (also requires Transportation & Engineering approval: 303-271-8495). Road & Bridge inspection and approval required to close Building Permit: 303-271-5200. Access onto State and Federal ROW requires permitting through those agencies. |
| Active Land Disturbance Permit (GP/NOI)* | <ul style="list-style-type: none"> Planning Engineering determines if needed. Complete "Do I Need A Land Disturbance Permit?" Worksheet if land disturbance does not qualify for permit. |
| Approved Floodplain Permit | <ul style="list-style-type: none"> Applicable to improvements sited within FEMA and Jefferson County Floodplains and Jefferson County Flood-prone Areas. |
| Building Permit Application | <ul style="list-style-type: none"> Signed by Owner or Licensed Contractor, or Lessee with copy of Lease Agreement. |
| Construction Documents to Scale | <ul style="list-style-type: none"> Public Health Approval Stamps must be obtained prior to application submittal for all commercial operations involving food. Drawings as required by Building Safety, including but not limited to floor plans and elevations, are due at time of application. Contact Building Safety for current Code Requirements: 303-271-8260. |
| Initial Defensible Space | <ul style="list-style-type: none"> Forester inspection for tree removal and thinning. Final Defensible Space documents must be turned in before you can receive your Certificate of Occupancy. |
| Off-Site Easement/Private Road Approval | <ul style="list-style-type: none"> Fire District Approval Letter Does not apply to properties that take access directly from a Public ROW. |
| On-Site Driveway/ Private Road Approval | <ul style="list-style-type: none"> Fire District Approval Letter. |
| Parking Plan | <ul style="list-style-type: none"> Must provide copy of Shared Parking Agreement if applicable. Must show number of parking spaces available for use by property/unit. |
| Proof of Adequate Access to County/State/ Federal ROW | <ul style="list-style-type: none"> Platted Access, Easement Deed, Road of Record Determination, Dedication Note, or Administrative Review. Assessor, 303-271-8667. Clerk & Recorder, 303-271-8186. |
| Proof of Fire Protection | <ul style="list-style-type: none"> A written statement from the appropriate fire protection district or local government indicating that they will provide service to the property. Appendix Z compliance for additions and new construction of buildings and structures per the 2018 IRC supplement. |
| Proof of Ownership OR Lease Agreement | <ul style="list-style-type: none"> As shown by Assessor, or Current Recorded Warranty Deed. Assessor, 303-271-8667. Clerk & Recorder, 303-271-8186. |
| Proof of Proper Division of Land (Senate Bill 35) | <ul style="list-style-type: none"> Prior to January 1, 2000 Deed (if under 35 acres), Existing Development Case, or Administrative Review. Assessor, 303-271-8667. Clerk & Recorder, 303-271-8186 |

* Indicates Additional (Supporting) Permit Required.

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| Proof of Sanitation (for use expansions) | <ul style="list-style-type: none"> If Public: Form 1001. If Septic: Active Septic Permit or written approval from Public Health.* Contact: Public Health, 303-271-5700, Jeffco Public Health Website |
| Proof of Water (for use expansions) | <ul style="list-style-type: none"> If Public: Form 1001. If Well: Copy of Well Permit & 4-Hour Well Test on State Test Report Form State Water Resources: 303-866-3587 |
| Property Merger Application* | <ul style="list-style-type: none"> Completed Property Merger must be recorded prior to final building inspection. |
| Site Plan to Scale | <ul style="list-style-type: none"> Survey (not an ILC) required if property is metes & bounds, portion of platted lots, or has an aliquot legal description. |
| Soils Report (foundations in geological hazard area or per plat note) | <ul style="list-style-type: none"> Must be stamped by engineer. For review by County Geologist. |
| Soil Investigation Form Letters | <ul style="list-style-type: none"> Must be stamped by engineer. Letter type: A, B, E, F, M |
| Additional Development Note Requirement | <ul style="list-style-type: none"> Per conditions of applicable Rezoning, Plat, Minor Adjustment, Exemption, etc. |

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Required prior to permit inspections

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| Certificate of Compliance | <ul style="list-style-type: none"> Produced by Planning Engineering using documents specified per Plat note. |
| Form Letter U & Underdrain Sketch | <ul style="list-style-type: none"> Prior to Rough Frame Inspection. Must be stamped by engineer. |
| Form Letter R (Radon) | <ul style="list-style-type: none"> Must be stamped by inspector. Prior to Rough Frame Inspection. |
| Foundation Certificate | <ul style="list-style-type: none"> Must be stamped by engineer. Prior to Rough Frame Inspection. Submitted to Building Safety. |
| Improvement Location Certificate (ILC) | <ul style="list-style-type: none"> ILC verifies the final location of the permitted improvement. For structures within 5 ft of required setbacks, and/or lots less than 8,000 sq. ft. in Plains, and/or lots less than 1 acre in Mountains. Must be stamped by Licensed Surveyor. Prior to Rough Frame Inspection. |
| Supporting Permits in "Closed" Status | <ul style="list-style-type: none"> Contact applicable County Agency, Case Manager, and/or Contractor for inspections and final sign-offs. Prior to Final Inspections. |

Elevation Example:

