



# BUILDING PERMIT COMMERCIAL CHECKLIST ✓

**Planning & Zoning Review of Commercial Permits NOT Requiring a Site Development Plan (SDP)**  
 New commercial buildings under 200sqft and additions under 25% or 2,500sqft (whichever is less) generally do NOT require an SDP.

Building Site Address/Legal Description			Proposed Use & Project Description		
Zone District	Book/Page	Plat	Book/Page	Related Cases	

- ✓ You must check with the **Building Safety Division** for their additional permitting requirements: **303-271-8260**.
- ✓ If your property is subject to any Home Owners Association (HOA) or Property Owners Association (POA), it is advised that you consult with those associations before proceeding with your project. Those associations may have restrictions beyond the County's permit review process. Jefferson County Planning & Zoning does not enforce HOA or POA covenants.
- ✓ The local Fire District has individual authority to enforce applicable fire code standards (i.e: fire flow, fire access road, fire vehicle turnaround, etc.) beyond the County's permit review process. **Please contact your local Fire District for their requirements.**

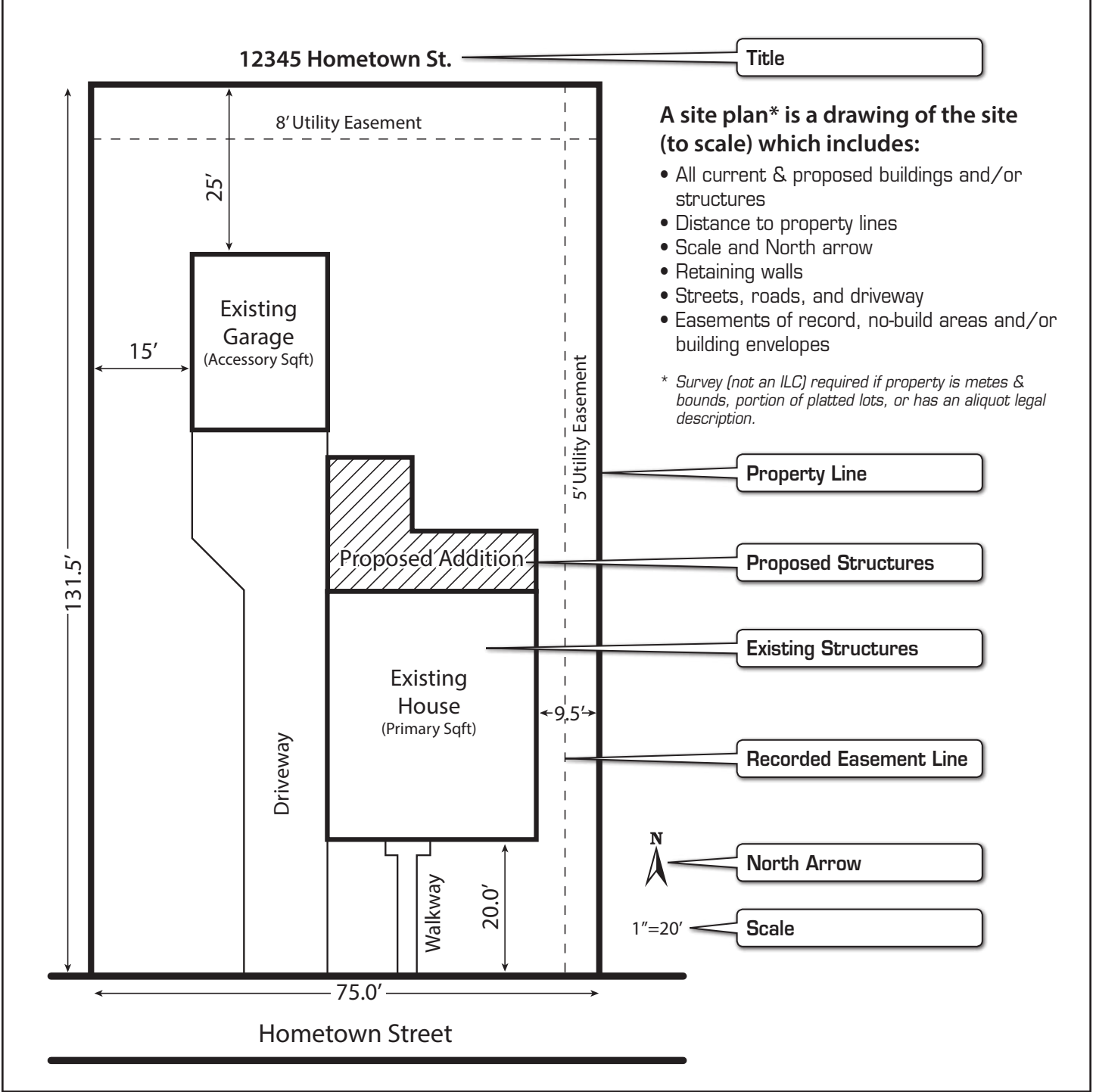
Document <small>(Mandatory if checked)</small>	Description
<b>Required At Time of Application Submittal</b>	
<input checked="" type="checkbox"/>	Building Permit Application • Signed by Owner or Licensed Contractor, or Lessee with copy of Lease Agreement.
<input checked="" type="checkbox"/>	Planning & Zoning Permitting Review Fees • Fee schedule online at <a href="http://planning.jeffco.us">planning.jeffco.us</a> . Fees are adjusted on the 1st day of each year. • Additional fees will be assessed by Building Safety. • Make checks payable to Jefferson County Treasurer.
<input checked="" type="checkbox"/>	Proof of Ownership OR Lease Agreement • As shown by Assessor, or Current Recorded Warranty Deed. • Assessor: 303-271-8667 • Clerk & Recorder: 303-271-8186.
<input checked="" type="checkbox"/>	Proof of Proper Division of Land (Senate Bill 35) • Prior to 1/1/00 Deed (if under 35 acres), Existing Development Case, or Administrative Review. • Assessor: 303-271-8667 • Clerk & Recorder: 303-271-8186.
<input checked="" type="checkbox"/>	Construction Documents to SCALE (2 copies) • 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 <b>at time of application</b> . • Contact Building Safety for current Code Requirements: 303-271-8260.
<input type="checkbox"/>	Parking Plan • Must provide copy of Shared Parking Agreement if applicable. • Must show number of parking spaces available for use by property/unit.
<input type="checkbox"/>	Site Plan to SCALE (2 copies) • Survey (not an ILC) required if property is metes & bounds, portion of platted lots, or has an aliquot legal description.
<input type="checkbox"/>	Proof of Adequate Access to County/State/Federal ROW • Platted Access, Easement Deed, Road of Record Determination, Dedication Note, or Administrative Review • Assessor: 303-271-8667 • Clerk & Recorder: 303-271-8186
<input type="checkbox"/>	Proof of Water (for use expansions) • 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
<input type="checkbox"/>	Proof of Sanitation (for use expansions) • If Public: Form 1001. • If Septic: Active Septic Permit or written approval from Public Health.* Public Health: 303-271-5700.
<input type="checkbox"/>	Property Merger Application * • Completed Property Merger must be recorded prior to final building inspection.
<input type="checkbox"/>	Off-Site Easement/Private Road Approval • Fire District Approval Letter • Does not apply to properties that take access directly from a Public ROW.
<input type="checkbox"/>	On-Site Driveway/Private Road Approval • Fire District Approval Letter.
<input type="checkbox"/>	Approved Floodplain Permit • Applicable to improvements sited within FEMA and Jefferson County Floodplains and Jefferson County Flood-prone Areas.

Document <small>(Mandatory if checked)</small>	Description
<b>Required Prior to Issuance of Permit</b>	
<input type="checkbox"/>	Access Permit Application * • 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.
<input type="checkbox"/>	Active Land Disturbance Permit (GP/NOI) * • Planning Engineering determines if needed. • Complete "Do I Need A Grading Permit?" Form if land disturbance does not qualify for permit.
<input type="checkbox"/>	Soils Report (foundations in geological hazard area or per plat note) • Must be stamped by engineer. • For review by County Geologist.
<input type="checkbox"/>	Soil Investigation Form Letters • Must be stamped by engineer. • A, B, E, F, M
<input type="checkbox"/>	Certificate of Compliance • Produced by Planning Engineering using documents specified per Plat note.
<input type="checkbox"/>	Additional Development Note Requirement • Per conditions of applicable Rezoning, Plat, Minor Adjustment, Exemption, etc.
<input type="checkbox"/>	Traffic Impact Fee (TIF) • For all use expansions that increase vehicular trips. • TIF is collected by Building Safety.
<b>Required Prior to Inspections</b>	
<input type="checkbox"/>	Improvement Location Certificate (ILC) • ILC verifies the final location of the permitted improvement. • For structures within 5 ft of required setbacks, and/or lots less than 8,000 sqft in Plains, and/or lots less than 1 acre in Mountains. • Must be stamped by Licensed Surveyor. • Prior to Rough Frame Inspection.
<input type="checkbox"/>	Form Letter U & Underdrain Sketch • Prior to Rough Frame Inspection. • Must be stamped by engineer
<input type="checkbox"/>	Form Letter R (Radon) • Must be stamped by inspector. • Prior to Rough Frame Inspection.
<input type="checkbox"/>	Foundation Certificate • Must be stamped by engineer. • Prior to Rough Frame Inspection. • Submitted to Building Safety.
<input type="checkbox"/>	Supporting Permits in "Closed" Status • Contact applicable County Agency, Case Manager, and/or Contractor for inspections and final sign-offs. • Prior to Final Inspections.

\* Indicates Additional (Supporting) Permit Required.

**All information presented is subject to change.  
Please verify information applicable to your project with Planning & Zoning Division.**

## Site Plan Example



## Elevation Example

