



DEPARTMENT OF PLANNING SERVICES  
BUILDING INSPECTION DIVISION  
1555 N 17<sup>TH</sup> AVENUE, GREELEY, CO 80631  
(970) 400-6100

This information bulletin is made available to assist you in preparing for submitting a building permit and plans. For information on current submittal standards, please call the Building Inspection Division at (970) 400-6100.

## WHEN IS A BUILDING PERMIT NEEDED?

In Weld County, no building or structure regulated by this Building Code shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate building permit for each building or structure has been first obtained from the Building Inspection Division.

**EXEMPTED WORK – PLEASE NOTE: SEPARATE PLUMBING, ELECTRICAL AND MECHANICAL PERMITS MAY BE REQUIRED FOR EXEMPTED ITEMS. CHECK WITH THE BUILDING INSPECTION DIVISION BEFORE STARTING CONSTRUCTION.**

A building permit is **NOT** required for the following:

- ☞ Public utility towers and poles.
- ☞ One story detached accessory buildings used as tool and storage sheds, playhouses and similar uses **provided the floor area does not exceed 200 square feet.** Structure must still meet Setbacks & Offsets.
- ☞ Fences.
- ☞ Oil derricks.
- ☞ Non-fixed movable cases, racks, counters and partitions not over five feet nine inches high.
- ☞ Retaining walls which are not over four feet in height, measured from the bottom of the footings to the top of the wall, unless supporting a surcharge of impounding flammable liquids.
- ☞ Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- ☞ Temporary motion picture, television and theater stage sets and scenery.
- ☞ Sidewalks, patios and driveways not more than 30 inches above grade and not over any basement or story below. This exemption does **not** apply to any platforms, decks or landings attached to or placed adjacent to any building or structure.
- ☞ Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- ☞ Prefabricated swimming pools accessory to a single-family dwelling in which the pools are less than 24 inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
- ☞ Re-roofing of single-family dwellings and noncommercial detached accessory structures. This applies to finish materials only, such as shingles, roof panels, metal panels, etc.
- ☞ Residing and stucco of structures.
- ☞ Replacement of existing gas or electric water heaters. If converting to other source, a building permit is required.

## BUILDING CODES ENFORCED

Department of Planning Services, Building Inspection Division, is enforcing the following codes in all areas of Unincorporated Weld County:

- 2018 International Building Code
- 2018 International Existing Building Code
- 2018 International Residential Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2018 International Fuel Gas Code

Weld County will be enforcing the 2018 International Energy Conservation Code (**as of 1/1/2022**) and is presently enforcing 2006 International Energy Conservation Code.

Weld County is presently enforcing the 2020 National Electrical Code as well.

Amendments to all adopted codes may be found on the County website: [www.co.weld.co.us](http://www.co.weld.co.us). Click on the Clerk to the Board, then click on Policies and Ordinances.

## START WITH AN APPLICATION

A permit application must be submitted for all projects. The Weld County Code, Chapter 29 requires that every permit applicant supply specific information and certain declarations regarding the proposed work. Please read and follow the directions that pertain to your particular permit application.

The property owners, licensed contractor or authorized representative can fill out the application. The following describes each section of the permit form:

**Project Information:** The applicant must provide the address, legal description, proposed use of the building or property and description of work to be done.

**Applicant:** This is the name of the person submitting the application to the department.

**Property owner and address:** This is the name of the actual property owner and the property owner's mailing address.

**Contractors:** If the project is in a name other than an "owner/builder", then the names and addresses of the General Contractor, Plumbing, Mechanical and Electrical Contractors shall be provided. In addition, the State Contractor's License Number for the Plumbing and Electrical Contractors shall be provided.

## PLANS AND OTHER REQUIRED INFORMATION

### Residential Project:

Two identical sets of plans are required for all residential buildings. Plans should include all of the items listed on the following pages which apply to your particular project. Plans and specifications must be drawn to scale on substantial paper or cloth and must indicate locations, nature and extent of the work proposed, and should show in detail that it will conform to the adopted Weld County Code, Chapter 29. The recommended scale for plans other than the plot plan is  $\frac{1}{4}'' = 1'$ . Two plot plans showing distances from building to property lines and other structures. The recommended scale for plot plans is  $1'' = 20'$  (see Plot Plan Handout).

If the project is an addition or remodel, be sure to clearly label all existing and all proposed construction.

The following information is required for full plan submittal:

1. **Proof of Ownership:** A copy of the recorded deed will be required to verify ownership of the property.

2. **Foundation and Floor – Framing Plan:** All foundations shall be designed and wet-stamped by an architect or engineer licensed by the State of Colorado. Additionally, if a site-specific soils report is not provided, an “open hole” inspection shall be conducted by an architect or engineer licensed by the State of Colorado. Contact the Building Inspection Division for exceptions when building an addition to an existing residence. Foundation and floor framing plans must include the following information:
  - a. Location of continuous foundations and pier footings
  - b. Size and depth of footings
  - c. Thickness of concrete slabs
  - d. Size and spacing of girders
  - e. Size and spacing of floor joists
  - f. Location of crawl holes and vents
  - g. Size of stem walls
3. **Floor Plan:** Floor plans must show the following:
  - a. Exterior dimensions
  - b. Interior dimensions
  - c. Use of all rooms
  - d. Size of all windows and doors
  - e. Size of supporting headers above wall openings
  - f. Direction of joists and rafters
  - g. Location of all plumbing fixtures
  - h. Location and type of heating and air conditioning appliances
  - i. Location of smoke detectors
  - j. For additions to existing buildings, proposed rooms and all adjoining rooms
4. **Elevation Views:** This is a drawing or exterior view of each new wall. The drawing must include:
  - a. Doors, windows and other openings
  - b. Vertical dimensions
  - c. Exterior finishes
  - d. Wall bracing or shear panel location or means of obtaining required lateral bracing
5. **Cross Section Views:** The cross-section views must include:
  - a. Interior and exterior finishes
  - b. Size, spacing and type of materials used
  - c. Insulation, type, location and “R” value
  - d. Typical connections
  - e. Complete roofing specifications
6. **Energy Conservation Plans**
  - a. Building thermal envelope location
  - b. Insulation type, R-value and location
  - c. Fenestration criteria, U-factors, glazed area square footage
  - d. Mechanical system calculations, heating and cooling
7. **Roof Plan:** The roof plans should include drawings of the following:
  - a. Hips, valleys, ridges
  - b. Any special framing at roof area
  - c. For additions to existing buildings, locations of bearing walls and slope of roof in existing buildings
8. **Soils Report:** Please see #3 (Foundation and Floor-Framing Plan)
9. **Zoning Compliance:** You will need approval from Department of Planning Services if the property is required to have land use permits or if the property is situated within the flood plain. Your structure must meet all setback and offset requirements on the property.
10. **Health Department Approval:** Building permits will not be issued until the applicant provides written documentation from Weld County Department of Environmental Health that the existing or proposed septic system is adequate. Contact the Weld County Department of Environmental Health located at 1555 N 17 Av, Greeley, CO 80631 (970) 400-2702, if any of the following conditions exists:
  - a. Existing septic system, but no septic permit on file
  - b. Increase in number of bedrooms
  - c. Adding dwelling onto existing septic system
  - d. New septic system required

11. **Proof of Adequate Water:** Submit a copy of a well permit issued by the Colorado Division of Water Resources (303) 866-3581, or a copy of a paid water tap receipt from the public water district. Cisterns must be approved by the Weld County Department of Environmental Health.

## **Demolition Permit Application:**

Prior to demolition permits being issued, approval by the Department of Public Health and Environment may be required. Ask at the time of application. (*Weld County Code 29-3-10 Article III*)

Residential demolition includes dwellings, manufactured or mobile homes, accessory buildings such as detached garages, barns, storage, buildings, grain bins, silos and may be done by the property owner. An Asbestos Certification letter from the Colorado Department of Public Health & Environment will be required. (CDPHE – Asbestos Department 303-692-3100)

Commercial demolition includes any structure associated with a commercial use as defined in the Weld County Code 23-1-90 Article I. An Asbestos Certification letter will be required from the Colorado Department of Public Health & Environment.

Demolition permit applications must include:

1. Proof of property ownership such as a recorded deed.
2. Site map showing where proposed work is to be done, adjacent buildings or structures, any oil & gas production facilities within 200 feet of the proposed demolition, location of driveway and street or County Road accessing from.
3. Asbestos Certification letter from Colorado Department of Public Health & Environment – Asbestos Department (303-692-3100).

Demolition Permit fees are usually \$52 for each residential structure and commercial demolition is based on the cost of the demolition project. Inspections are required to make sure all utilities are disconnected and capped and adjoining properties are protected from damage from the demolition process, such as accumulation of water or blowing debris, and to ensure the demolition is complete, the area is free of debris and any foundation holes are filled and leveled.

## **Agricultural-Exempt Certificate of Compliance Permit:**

Agricultural Exempt Buildings are those buildings or structures on agricultural-zoned property constructed for the sole purpose of housing farm implements, hay, grain, poultry, livestock or other horticultural products. This structure cannot be a place of human habitation or a place of employment where agricultural products are processed, treated or packaged, nor shall it be a place used by the public. (Weld County Code, Chapter 29-1-20). An Agricultural Exempt building cannot be used for any purpose other than those stated on the permit application. Any change of use must be approved by the Department of Planning Services Building Inspection Division. A change of use requires a building permit with fees based on occupancy and value of work according to the Weld County Code and must meet all current building codes. Any change of use without Building Department approval would be considered a violation of the Weld County Code. Even though no building plans are required for application, you will be expected to construct the building in accordance with all adopted building codes. *If you wish to install electrical, mechanical and/or plumbing in the Agricultural Exempt building, you will be required to get the appropriate permits to do so.* All electrical shall be wired in accordance with 2020 National Electrical Code.

The following information is required for submittal:

1. Completed application
2. A copy of a recorded deed to verify ownership of the property
3. A plot plan showing the distances from the proposed building to the property lines and other buildings. (See Plot Plan Handout)

No fees are required and a **SETBACK** inspection by a Building Department inspector will be required within 90 days of issuance of the permit.

## **INSPECTIONS**

After the permit has been issued and you have begun work, you or your contractor must request inspections at certain times. To request inspections, call the 24-Hour Inspection Hotline at (970) 400-3015 inside the Greeley area or 1-800-234-2534 outside the Greeley calling area. The Inspection Hotline operates 24 hours a day and inspections requested before 3:00 pm on any WORKING day (Monday through Friday, except scheduled holidays) will be done on the next WORKING day. The required inspections are marked on the forms you receive with the building permit.

## **EXPIRATION POLICY**

The applicant must comply with current expiration policy. Contact the Department of Planning Services, Building Inspection Division, Building Code Compliance with any questions on the policy.