



Accessory Dwelling Unit Building Permit Application

Department of Planning Services
Building Inspection Division
1402 N 17th Avenue, P.O. Box 758, Greeley, CO 80632
(970) 400-6100 | www.weld.gov

Property Owner _____ Phone _____

Mailing Address _____
Address _____ City _____ State _____ Zip _____

Site address _____

Legal Description _____ SEC _____, T _____ N, R _____ W
or Subdivision _____ Lot _____ Block _____

Distances from Lot Lines
N _____ S _____ E _____ W _____
Total Land Area _____

Is the property vacant? ☐ Yes ☐ No How many homes are on the property? _____

Applicant Name	Mailing Address, City, State, Zip	Phone
General Contractor	Mailing Address, City, State, Zip	Phone
MH Installer	Mailing Address, City, State, Zip	State ID # Phone
Mechanical Contractor	Mailing Address, City, State, Zip	Phone
Electrical Contractor	Mailing Address, City, State, Zip	EC Lic # Phone
Plumbing Contractor	Mailing Address, City, State, Zip	PC Lic # Phone
Foundation Engineer	Mailing Address, City, State, Zip	Register # Phone

Type of Sewer: ☐ Public: _____ ☐ Septic: Permit # _____	Type of Water: ☐ Public: _____ ☐ Well Permit # _____	Heating Provider: ☐ Natural Gas: _____ ☐ Propane: _____ ☐ Electric: _____ ☐ In Floor Heating ☐ Yes ☐ No	Electric Service Provider: ☐ Name: _____ Size of Svc: _____ AMPS ☐ Feeder: ☐ Yes ☐ No
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Purpose of Permit ☐ New Building ☐ Addition ☐ Remodel ☐ Change of Use ☐ Re Permit	Type of Project ☐ Single Family Dwelling ☐ Tiny Home ☐ Manufactured Home	Type of Construction ☐ Wood Frame ☐ Structural Steel ☐ Masonry ☐ Reinforced Concrete ☐ Other _____	Type of Foundation ☐ Basement ☐ Finished SF: _____ ☐ Unfinished SF: _____ ☐ Crawlspace SF: _____ ☐ Slab ☐ Other _____
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Height of Building _____ # of Stories _____
of Bedrooms _____
Bathrooms: Full _____ 3/4 _____ 1/2 _____
of Fireplaces: 0-Clearance _____ Masonry _____
Basement Plumbing ☐ Yes ☐ No
A/C Included ☐ Yes ☐ No
Fire District Approval ☐ Yes ☐ No

Existing
of Bedrooms _____
Bathrooms: Full _____ 3/4 _____ 1/2 _____
Basement Plumbing ☐ Yes ☐ No
Patio: 1st Size _____ X _____ Covered ☐ YES ☐ NO
Deck: 1st Size _____ X _____ Covered ☐ YES ☐ NO
Porch: 1st Size _____ X _____ Covered ☐ YES ☐ NO
(If any additional include in description)

Square Footage: Main Level _____ 2 nd Level _____ Garage _____	IRC / HUD Home Size _____ X _____ Year _____ Make _____ VIN/Serial # _____ ☐ New home or ☐ Reset	Value \$ _____ (Do not include the items below in the above price) Electrical Cost \$ _____ Construction Meter ☐ YES ☐ NO
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County Facility, Road Impact and Drainage Impact Fees may apply

Include a detailed description of the work being done and the intended use _____

I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. Signatures of all fee owners of property must sign this application. If an Authorized Agent signs, a letter of authorization from all fee owners must be included with the application. If a corporation is the fee owner, notarized evidence must be included showing the signatory has the legal authority to sign for the corporation.

Signature of Applicant _____ Date _____
Applicant Email Address _____
Contractor Email if different than applicant _____

All Building Permit Applications must include the following:

- 1. Completed Application Form.
- 2. Authorization Form completed if Owner is not applying for permit.
- 3. Recorded Deed for proof of property ownership (Not Deed of Trust)
- 4. One Plot Plan – Must be printed from the Weld Count Property Portal () and needs to include the following:
 - A. Proposed building location on property
 - B. Distances between each lot/property line to proposed building
 - C. Distances between proposed building and any existing structures
 - D. All Oil/Gas Production Facilities within 200 feet of proposed structures (tank batteries, well heads, etc.)
 - E. Identify the Street or County Road accessing from
 - F. Driveway location with length and width
 - G. If you require an address, you must show the distance from the nearest intersection to the driveway/access to the property
 - H. North arrow
- 5. Copy of Septic Permit or proof of connection to Public Sewer
If connecting to existing septic system a minor repair permit will need to be obtained from Environmental Health Dept, 1555 N. 17th Avenue, Greeley, (970) 400-6415
- 6. Proof of Adequate Water
Copy of Issued Well Permit OR Water Tap Agreement or a Letter with Public Water District
- 7. Weld County Road Access Permit Application with pictures
Contact: Weld County Development Review, 1402 N 17 Avenue, Greeley, (970) 400-6100
- 8. Drainage Impact Fee Calculation Sheet
- 9. Fire District Notification
- 10. A Geotechnical Report will be required if determined to be in the Geological Hazard Overlay District. (Referenced in Chapter 23-5-130 of the Weld County Code)
- 11. Soils report
- 12. Two sets of Engineer stamped foundation plans, truss designs and layout.
- 13. IECC Residential Energy Code Compliance Form (HUD Homes excluded).
- 14. One set of Manufacturer's Specs on Home for HUD OR Installation Manual if an IRC Modular.
- 15. Two sets of Building Plans OR two sets of State Approved Plan for IRC Modular including Engineered Roof Truss and Layout Sheet with Building elevations and cross sections.
- 16. Manual D, J & S for HVAC Load Calculations (HUD Homes excluded)
- 17. Data Plate Photo (for resets of HUD homes)

Notice

The Applicant, his agents and employees shall comply with all the rules, restrictions and requirements of Weld County Zoning Regulations and Weld County Building Codes governing location, construction and erection of the above proposed work for which the permit is granted. The Building Official, or his agents, are authorized to order the immediate cessation of construction at any time a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in revocation of this permit.

Buildings must conform with plans, as submitted to the Department of Building Inspection. Any change of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of a building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid rule, the applicant shall give the Building Inspector not less than one day’s notice to perform such activities.

The applicant must comply with current Building Inspection Division Expiration Policy. Weld County is not liable for workmanship. Permits are not transferrable.

Any documents submitted to Weld County may be copied and disclosed pursuant to the Colorado Open Records Act (CORA), regardless of whether they contain copyrighted materials.



Departments of Planning
Building, Development Review
and Environmental Health
1402 N 17th Avenue, P.O. Box 758
Greeley, CO 80632

Authorization Form

I, (We), _____, give permission to _____
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access, Grading or OWTS** permits on our behalf, for the property located at
(address or parcel number) below:

Legal Description: _____ of Section _____, Township _____ N, Range _____ W

Subdivision Name: _____ Lot _____ Block _____

Property Owners Information:

Address: _____

Phone: _____ E-mail: _____

Authorized Agent/Applicant Contact Information:

Address: _____

Phone: _____ E-Mail: _____

Correspondence to be sent to: Owner _____ Authorized Agent/Applicant _____ by: Mail _____ Email _____

Additional Info: _____

I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.

_____, Date _____, _____, Date _____
Owner Signature Owner Signature

Subscribed and sworn to before me this _____ day of _____, 20 _____ by
_____.

My commission expires _____

Notary Public



Department of Planning Services
Building Inspection Division
1402 N 17th Avenue
P.O. Box 758
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(970) 400-6100

Fire District Notification

Permit # (if applicable) _____ Parcel # _____

Property Address _____

Property Owner Name _____

Permit Applicant Name _____ Business Name _____

Applicant Phone Number _____ Email _____

Description of Work _____

Please complete this form with the Fire District and submit with your permit as part of the submittal items.

Fire Sprinklers Required ☐ Yes ☐ No

Fire Alarm Required ☐ Yes ☐ No

Fire Impact Fees Require ☐ Yes ☐ No ☐ Fee has been paid

If a fee is required, this fee must be paid prior to issuance.

Comments _____

Fire Dist Signature _____

Date _____

Printed Name _____

Title _____