



Jefferson County, Colorado  
Planning & Zoning Division

100 Jefferson County Parkway, Suite 3550, Golden, Colorado 80419-3550  
☎ 303.271.8700 • Fax 303.271.8744 • <http://planning.jeffco.us>

# BUILDING PERMIT CHECKLIST ✓

## Documents Required to Obtain Zoning Approval for a Building Permit

A **Zoning Review Fee** shall be included with each Application *(based on type of permit)*.

**Fees are on-line at our web site** or call 303-271-8700. Make checks payable to Jefferson County Treasurer.

**Building Site Address**

|        |      |       |     |
|--------|------|-------|-----|
| Street | City | State | ZIP |
|--------|------|-------|-----|

|               |                   |    |    |
|---------------|-------------------|----|----|
| Zone District | Legal Description | Bk | Pg |
|---------------|-------------------|----|----|

| ✓ Document Required   | See # Below | Source   | New House/Duplex | New Addition or Remodel  |
|---|-------------|--|------------------|--|
| <input type="checkbox"/> Building Permit Application  |             | Building or Zoning   | Yes              | Yes  |
| <input type="checkbox"/> Address Verified   |             | Addressing Area (303-271-8778)   | Yes              | Yes  |
| <input type="checkbox"/> Site Plan To SCALE- 2 Copies   | 1           | Contractor/Surveyor  | Yes              | Yes, if new add, No, if remodel  |
| <input type="checkbox"/> Survey   | 2           | Surveyor   |                  |  |
| <input type="checkbox"/> Construction Plans - 2 Copies  |             | Architect or plans that meet 2009 IRC code   | Yes              | Yes  |
| <input type="checkbox"/> Improvement Location Certificate To SCALE-after foundation pour; if within close proximity to minimum setbacks | 1, 3        | Surveyor   | Yes              | Yes  |
| <input type="checkbox"/> Current Deed   | 2           | Clerk & Recorder   | Yes              | Yes  |
| <input type="checkbox"/> Pre '72 Deed <i>(If under 35 acres)</i>  | 2           | Clerk & Recorder   | Yes              | Yes  |
| <input type="checkbox"/> Property Merger Agreement  | 11          | Planning and Zoning  | Yes              | Yes  |
| <input type="checkbox"/> Evidence of Access - county maintained road or 20' deeded easement/private road                                |             | Plat or Deed; Clerk & Recorder   | Yes              | Yes, if new dwelling; Yes, if addition of 400 sq ft. <i>(or greater)</i> |
| <input type="checkbox"/> Off-Site Easement/Private Road Approval*   | 4           | Fire District Advisory Letter  | Yes              | Yes, if new dwelling; Yes, if addition of 400 sq ft. <i>(or greater)</i> |
| <input type="checkbox"/> On-Site Driveway & Private Road Approval   | 4<br>5<br>6 | Roadway Design Standards if over 50'<br>Stamped Plans from Surveyor/Engineer<br>Fire District (after 4 and 5)<br><b>2 Copies</b> | Yes              | Yes, if new dwelling; Yes, if addition of 400 sq ft. <i>(or greater)</i> |
| <input type="checkbox"/> Access Permit - only if directly off a County Maintained Road <i>(This is only for the access cut)</i>         |             | Planning & Zoning - Required for any work, except roll over curbs <i>(See Road Design Standards)</i>                             | Yes              | No   |
| <input type="checkbox"/> Grading Permit/Notice of Intent  |             | Planning & Zoning <i>(See "Do I Need a Grading Permit" and Land Disturbance Section)</i>   | Call 271-8700    | Call 271-8700  |
| <input type="checkbox"/> Wildfire Thinning - If above 6400' in elevation - Fee based on contractor requirements                         | 4           | Planning & Zoning  | Yes              | Yes, if new dwelling; Yes, if addition of 400 sq ft. <i>(or greater)</i> |
| <input type="checkbox"/> Certificate of Water/Sewer Availability  | 7           | Water/Sanitation District  | Yes              | No   |
| <input type="checkbox"/> Well Permit & 4 Hour Well Test   | 8           | State Water Resources (303-866-3587)   | Yes              | Yes, if increase in number of bedrooms or amount of water used           |
| <input type="checkbox"/> Septic Permit  | 9           | Health Department (303-271-5755)   | Yes              | Yes, if increase in number of bedrooms                                   |
| <input type="checkbox"/> Certificate of Compliance  | 3           | Planning Engineering   | Yes              | No   |
| <input type="checkbox"/> Soil Report  | 3           | Engineer   | Yes              | Yes, if add't habitable area   |
| <input type="checkbox"/> Soil Investigation Forms   | 3           | Planning & Zoning - Letter A, B, E, F, M, or U   | Yes              | Yes, if new or add't habitable area                                      |
| <input type="checkbox"/> Traffic Impact Fee   | 10          | Planning & Zoning  | Yes              | No   |

- |  |  |  |
|--|--|--|
| <p>1 Appropriate Scale i.e. 1"=20', 1"=30', etc.</p> <p>2 Required if property has metes &amp; bounds description, portion of platted lots, or multiple lots.</p> <p>3 Conditional; check with zoning: 303-271-8700</p> <p>4 A new dwelling, or an addition of 400 square feet <i>(or greater)</i> of space.</p> | <p>5 If new driveway construction is required, stamped plans. If existing drive, certification letter from engineer</p> <p>6 If standards can not be met, <i>(Only after 4 and 5)</i> plans must be approved by fire district.</p> | <p>7 When public water &amp; sewer is available.</p> <p>8 When public water is not available.</p> <p>9 When public sewer is not available.</p> <p>10 Fee adjustments occur on the 1st day of each year.</p> <p>11 When multiple lots or parcels are needed to meet standards set forth in Section 2.D.1.f. of the Zoning Resolution.</p> |
|--|--|--|

☛ You **must** check with the **Building Division** for their requirements for issuance of the Building Permit (303-271-8260).

\* 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 the applicable District for their requirements.**

**Subject to change. Please verify information with the Planning and Zoning Division**

Please see site plan example on back ➔

## Site Plan Example

**A site plan is a drawing of the site (to scale) which includes :**

- All current & proposed buildings and/or structures
- Distance to property lines
- Scale and North arrow
- Retaining walls
- Streets, roads, and driveway

