



## BUILDING PERMIT & CERTIFICATE OF OCCUPANCY CHECKLIST FOR BUILDERS & DEVELOPERS

### **STEP ONE:** Make sure to **upload** all the following paperwork:

- ☐ **1** Copy of the **building permit application**: It may take **up to 15** business days to get the permit back.
- ☐ **1 Metro District/HOA approval letter**. Please check with the subdivision ARC committee, if applicable, prior to application. This is **required** to move forward. ***The Town will not accept the application unless all documents are submitted.***
- ☐ **1** Copy of the entire property **site plan** with setback measurements and preliminary elevations; window wells, protrusions, decks, etc. must be included. Also, must show where water and sewer lines enter the lot.
- ☐ \* **1** Copy of the **building plans** (specs for building the home)
- ☐ \* **1** Copy of **Manual D&J** (duct work packet)
- ☐ \* **1** Copy of **Res Check** (energy rating for the home)
- ☐ **1** Copy of stamped **engineered foundation** plans (does not have to be “wet”)
- ☐ **1** Copy of **basement plans, even if mastered** (only for finished basements)

\* If the building plan is the same as the master, then these do not have to be turned in with the application. Please write the **master plan number** on the application.

**\*Note:** Revisions will be accepted once the application is submitted to plan review; however, the plan review days will reset. Revisions will NOT be accepted once permit has been issued without the permission of the building official or designee.

### **STEP TWO:** Bring the following paperwork to pick up the permit:

- ☐ **School impact** payment, payable to the school district. Separate check for each property.
- ☐ **Permit payment**: check, cash, or debit/credit card (credit card processing fee is 3% of permit fee). Separate check for each property. These fees can be paid online using the Online permitting system (3% fee for cards still applies, NO fee if using an e-check)
- ☐ **1** Copy of **North Weld Water receipt** if building in these subdivisions: Belmont Farms, Bridal Hill/Saddler Ridge, Casa Loma, Golden Eagle Acres, Hidden Valley Farm, and Soaring Eagle Ranch.
- ☐ **1** Copy of **Water share certificate** (or **cash in lieu of**) if building in these subdivisions: Hunter Hill, Old Town, Tailholt, Timber Ridge, and Sunset Ridge.
- ☐ **Boxelder Payment**: for Bridal Hill/Saddler Ridge (separate check payable to Boxelder Sanitation or a copy of a receipt)
- ☐ **1** Copy of **septic permit** if building in these subdivisions: Belmont Farms, Casa Loma, Golden Eagle Acres, Settler's Landing, and Soaring Eagle Ranch.

*\*Water and Septic receipts must be turned in at this point to move forward; permits will not be issued.*

### **STEP THREE:** These are the items that must be completed before a Certificate of Occupancy is issued:

The town has a **minimum of 24 working business hours** to process the C/O request; however, we will try to issue a C/O in a timely manner. There is NO guarantee it will be issued the same day. The town advises all builders to be proactive and send all documents in as soon as possible and to schedule inspections with plenty of time between that and the C/O deadline. Due to the increasing volume of construction, the Certificate of Occupancy must be issued within one month of passing final inspections. Additional Fees may be assessed if additional time lapses.



## BUILDING PERMIT & CERTIFICATE OF OCCUPANCY CHECKLIST FOR BUILDERS & DEVELOPERS

**Certificate of Occupancy checklist:** please email your request in as soon as possible to [building@townofseverance.org](mailto:building@townofseverance.org) after all documents and inspections are completed:

- ☐ Severance's Setback Certification form: **Signed** by surveyor **and** by contractor/builder. SAFEbuilt AND the Town require copies of this.
  - \* ***Be sure that someone from the builder's office signs this prior to submission.***
- ☐ Final Elevation & Grade Certificate **with drainage certification stamp** signed by engineer.
  - \* *Make sure that all the corner elevations, Top of Foundation and low/high points are notated. (Window wells must be included on the final grade cert. Final measurements from any protrusions, covered porches or decks must be submitted either on final grade cert or on a separate surveyors document.)*
  - \* *Please return this as soon as possible, it must be approved prior to printing Certificate of Occupancy. Approvals cannot be guaranteed for same day submissions.*
- ☐ Make sure all fees are paid, including deferred fees, additional SAFEbuilt fees and Town fees.
  - \* *The certificate will not print if any fees are outstanding.*
- ☐ Water and Sewer Line Open Trench inspections finalized by both the Town and SAFEbuilt prior to back filling. (Completed during inspection process)
- ☐ Final meter pit inspection (if in our water district) and hard surface inspection for all subdivisions: All subdivisions will be inspected. This must be done **within 2 weeks of Certificate of Occupancy** so that any discrepancies can be corrected before the owner takes possession of the house. If the Certificate is not issued within 2 weeks of the Final Meter Pit & Hard Surface inspection you will need to request another inspection. Fees may apply for additional inspection visits.
  - \* *Be sure that all hard surfaces are clean and clear, from edge to edge, including the drain pan and curb areas before the inspection is called in. More than 2 visits by our inspectors will result in additional fees.*
  - \*\*Please see Severance's Hard Surface Inspection Policy.**
- ☐ Final inspection:

The inspectors must sign off on all inspections before the Certificate of Occupancy is printed.

  - \* ***Do not expect a Certificate of Occupancy the moment a final inspection is passed.*** There are additional steps between printing and signing off on the Certificate of Occupancy. As stated previously, plan ahead and allow time between the final inspection and the closing date. The town has a minimum of **24 working business hours** to complete Certificate review and issuance.
  - ✓ Once everything is completed and checked off on the list, the Certificate of Occupancy will be printed, there it will go to the building official to be signed and stamped. Remember, it takes a minimum of 24 working business hours for processing.
  - ✓ Once the Certificate of Occupancy is ready, the builder and/or the property owner will be emailed a copy of the Certificate of Occupancy or notified it is ready to be picked up.

*The Certificate of Occupancy can be picked up at the town hall between **8:30am-11:45 and 1:15-4:00pm Monday through Friday**. The original Certificate of Occupancy must be picked up within 30 days or they will be mailed with fees assessed. Thank you for helping this process run smoothly. We look forward to working with you.*