



BUILDING PERMIT & CERTIFICATE OF OCCUPANCY CHECKLIST FOR BUILDERS & DEVELOPERS

STEP ONE: Make sure to upload all the following paperwork
Returning the Permit may take up to 15 business days

1 Copy of the **Building Permit Application**.

1 **Metro District/HOA approval letter**. If applicable, please check with the subdivision ARC committee before submitting the application. This is **required** to move forward.

1 Copy of the entire property **Site Plan** with setback measurements and preliminary elevations; window wells, protrusions, decks, etc., must be included. Must show where water and sewer lines enter the lot.

*1 Copy of the **building plans** (specs for building the home)

*1 Copy of the **Manual D & J** (ductwork packet)

*1 Copy of the **Res Check** (energy rating for the home)

1 Copy of the **stamped engineered foundation** plans (does not have to be “wet”)

1 Copy of the **basement plans, even if mastered** (only for finished basements)

*If the building plan is the same as the Master Plan, then these do not have to be turned in with the application. Please write the **Master Plan number** on the application or in the description of work.

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 a permit has been issued without the permission of the Building Official or designee.



STEP TWO: The following needs to be completed before the permit will be issued

1 Copy of the North Weld Water receipt if building in these subdivisions: Belmont Farms, Saddler Ridge, Casa Loma, Golden Eagle Acres, Hidden Valley Farm, and Soaring Eagle Ranch. If you didn't upload this during the original application submittal, please email a copy to building@townofseverance.org.

1 Copy of the Water Share certificate or a Receipt for cash in lieu. If this was not uploaded during the original application submittal, please email a copy to building@townofseverance.org.

1 Copy of the BoxElder Sanitation receipt. If building in their district. If this was not uploaded during the original application submittal, please email a copy to building@townofseverance.org.

1 Copy of the Weld County Health Septic Permit. If building where a septic system is allowed. If this was not uploaded during the original application submittal, please email a copy to building@townofseverance.org.

Permit Payment. Pay through Community Core using a debit/credit card or e-check (a 3% card processing fee will be assessed if paying by card).

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

Certificate of Occupancy Checklist

- **Severance's Setback Certification form.** This must be signed and stamped by a Colorado-licensed surveyor and signed by the contractor or their representative. Please email a copy to building@townofseverance.org.
- **Final Elevation & Grade Certificate** with drainage certification, stamped and signed by a Colorado-licensed engineer.
 - Ensure all the corner elevations, top of foundation (TOF), and the low/high points are notated (window wells must be included on the final grade certificate. Final measurements from protrusions, covered porches, or decks must be submitted on the final grade certificate or on a separate surveyor document.) Please return this as soon as possible. It must be



approved before the Certificate of Occupancy can be printed. Approval cannot be guaranteed for same-day submissions.

- Ensure all fees are paid, including deferred fees, additional SAFEbuilt fees, and Town fees. The Certificate of Occupancy will not print if any fees are outstanding.
- Water and Sewer Line Open Trench inspections finalized by the Town and SAFEbuilt before backfilling. (This should be completed during the initial inspection process.)
- Final meter pit inspection (if in the Town's water district) and hard surface inspections (all subdivisions). This must be done **within 2 weeks of the Certificate of Occupancy to correct any discrepancies before the owner takes possession of the house. If the Certificate is not issued within 2 weeks of the Final Meter Pit and Hard Surface inspection**, you must request another inspection. Fees may apply for additional inspection visits.
 - Before the inspection is called in, be sure that all hard surfaces are clean and clear from edge to edge, including the drain pan and curb areas. More than two 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 the final inspection is passed.** There are additional steps between printing and signing off on the Certificate of Occupancy. Plan ahead and allow time between final inspections and the closing date. Email Certificate of Occupancy requests to building@townofseverance.org. The Town has a minimum of **24 working business hours** to complete the Certificate review and issuance.
 - Once everything is completed and checked off the list, send a request for the Certificate of Occupancy to building@townofseverance.org.



- The Certificate and permit will be reviewed by the Building Official. If everything is satisfactory, the Building Official will sign the Certificate.
- Once the signed Certificate of Occupancy is ready, a copy will be emailed to the requester.