



BUILDING PERMIT & C/O CHECKLIST FOR BUILDERS & DEVELOPERS

STEP ONE: Make sure to bring all of the following paperwork:

- 1** Copy of the **building permit application**. Volume of permits at plan review dictates processing time.
- 1 HOA approval letter**. Please check with the subdivision ARC committee, if applicable, prior to application. This is **required** in order to move forward. *The Town will not accept the application unless all documents are submitted.*

(N/A: Hunter Hill, Lakeview, Old Town & Sunset Ridge)

- 3** Copies of the entire property **site plan (one copy must be 11X17 or smaller)** with setback measurements and preliminary elevations (including four corners and top of foundation; window wells, protrusions, decks, etc. must be included.

* 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.

- * **2** Hard copies of the **building plans** (specs for building the home)
- * **2** Hard copies of **Manual D&J** (duct work packet)

- * **2** Hard copies of **Res Check** (energy rating for the home)

- 2** Hard copies of stamped **engineered foundation** plans (doesn't have to be "wet")

- 2** Hard copies of **basement plans, even if mastered** (only for finished basements)

***Note:** Revisions will not be accepted once the application is submitted to plan review. A new application must be submitted.

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 credit card (credit card processing fee is 2% of permit fee)

* Separate check for each property

- ^ **1** Copy of **North Weld Water receipt** if building in these subdivisions: Belmont Farms, Casa Loma, Dalton's Run, Hidden Valley, Saddler Ridge, or Soaring Eagle

- ^ **1** Copy of **Water share certificate (or cash in lieu of)** if building in these subdivisions: Baldrige, Hunter Hill, Old Town, Severance Shores, Sunset Ridge, Tail Holt, Timber Ridge

- ^ **1** Copy of **septic permit** if building in these subdivisions: Belmont Farms, Casa Loma, or Soaring Eagle

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

Water Meter Pick Up can be scheduled from Town Hall from 8:00 AM to 3:00 PM if building takes place in Town Water District

STEP THREE: These are the items that must be completed before a C/O is issued:

The town cannot guarantee that by completing everything on this check list one day ahead of or on the day of the C/O deadline, that there will be sufficient time to issue the C/O; however, we will try to issue C/Os in a timely manner. 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.

Revised June 30, 2016

Due to the increasing volume of construction, the C/O must be issued within one month of passing final inspections. Additional Fees may be assessed if additional time lapses.

C/O checklist: please call as soon as the closing date is scheduled:

_____ 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 of 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 C/O. 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.*

_____ Final meter pit inspection if in our water district (See above for subdivisions)

_____ Hard surface inspection for all subdivisions: All subdivisions will be inspected. **The Hours of Operation runs from 8:00 AM to 3:00 PM for all hard surface inspections.** This must be done **within 2 weeks of C/O** so that any discrepancies can be corrected before the owner takes possession of the house.

** 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: Give advanced notice when this is scheduled. The inspectors must sign off on all inspections before the C/O is printed.

**Do not expect a C/O the moment a final inspection is passed.* There are additional steps between printing and signing off on the C/O. As stated previously, plan ahead and allow time between the final inspection and the closing date.

- ✓ 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 may take one to two days for processing.
- ✓ Once the C/O is ready, the builder and/or the property owner will be contacted to inform them that the C/O is ready to be picked up.

The Certificate of Occupancy can be picked up at the town hall between **8:30-4:00 Monday through Friday**. Original C/Os 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.

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