



3 S. TIMBER RIDGE PARKWAY, P.O. BOX 339, SEVERANCE, CO 80546  
PHONE: (970) 686-1218 FAX: (970) 686-6250

## ATTENTION CONTRACTORS

As of January 1, 2015 all single family homes must have the following letters and certifications submitted to SAFEbuilt **prior to calling for underground plumbing inspection and prior to beginning any framing**. Underground plumbing inspections cannot be scheduled without these letters and certification on record. All engineer letters and **signed** setback certifications must be submitted to SAFEbuilt at [windsor@safebuilt.com](mailto:windsor@safebuilt.com) **by noon the previous day**, if you will be calling inspections for the next day.

- **Footing engineer letter** (if inspection was not called in and passed by SAFEbuilt inspectors prior to concrete pour)
- **Foundation reinforcing engineer letter** (if inspection was not called in and passed by SAFEbuilt inspectors prior to concrete pour)
- **Perimeter drain must be completed by engineer and provide engineer letter**
- **U-fer Ground engineer letter** (if inspection was not called in and passed by SAFEbuilt inspectors prior to concrete pour)
- **Town of Severance setback certification form** (completed, signed and stamped by surveyor & signed by contractor or builder)
- **Setback site plan** showing measured setbacks and elevations.

Submit engineer letters and setback certifications to SAFEbuilt by the following means:

FAX: (970) 686-9248

E-MAIL: [windsor@safebuilt.com](mailto:windsor@safebuilt.com)

In person: 561 E. Garden Drive, Unit C, Windsor, CO 80550

**Please Note:** A setback site plan is also required prior to C/O, including elevations with drainage stamp and engineer signature, measured setbacks and offsets including projections with surveyor's stamp and signature.

**Thank you for your cooperation and attention to this procedure.  
If you have any questions, please do not hesitate to contact the Town of Severance.**



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## SETBACK CERTIFICATION

**THIS COMPLETED FORM MUST BE SUBMITTED FOR APPROVAL PRIOR TO THE UNDERGROUND PLUMBING INSPECTION (BEFORE INSTALLATION OF ANY FRAMING)**

Date: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Address: \_\_\_\_\_ Severance, CO \_\_\_\_\_

On this \_\_\_\_ day, of \_\_\_\_\_, 20\_\_ a field crew measured the setbacks (distances from all property lines along streets) and offsets (distances from all property lines that are not along streets) for the above referenced property and found them to be in compliance with the approved plans **and** the setback requirements of the Severance Municipal Code.

Signature: \_\_\_\_\_  
(Surveyor)

(SEAL)

## CONTRACTOR CERTIFICATION

I, \_\_\_\_\_ representing \_\_\_\_\_

have reviewed the setback certification and the approved plans for the above referenced project and concur that the location of this structure is in conformance with the approved plans **and** the setback and offset requirements of the Severance Municipal Code. Furthermore, I hereby certify that all portion(s) of the structure to be framed including, but not limited to, garages, porches, decks, cantilevers, bay windows or other structures, shall maintain compliance with said setback and offset requirements.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_