



## BUILDING PERMIT INFORMATION

The Town of Severance has the following requirements and charges for building permits:

### Requirements (to be provided at time of application):

- 1 completed Building Permit Application
- 2 sets of Building Plans
- 2 sets of Engineered Foundation Plans with signed engineer stamps
- 3 sets of Site Plans (*one no larger than 11" x 17" for the Town*);  
Include all measurements and window wells/protrusions from foundation.  
All corner elevations and Top of Foundation (TOF) must be elevation above sea level.
- 2 sets of Energy Code Compliance  
RES Check or Energy rater reporter for <https://www.energycodes.gov/rescheck>
- 2 sets of Manual D & J report
- 1 Architectural Review Letter from the Homeowners Association

**All subdivisions require engineered foundations and most subdivisions require a corner grade certificate prior to issuance of a building permit. Please check with Town Hall to determine if your subdivision is governed by these regulations. All subdivisions require a minimum four corner true elevations and Top of Foundation (TOF) on site plan and final site plan.**

### Permit (to be provided in order to pick-up permit):

#### Raw Water Acquisition Fee and Certificate

All subdivisions within the Town's Water District will pay water fees directly to the Town of Severance.

- *Non-Potable Dual Systems*: One-third (1/3) of the current Raw water fee.
- *Tailholt Only*: 30% of the current Raw water fee.

The developer shall bring 50% of the raw water before issuance of building permit and builder must pay the remaining 50% cash-in-lieu at time of permit.

#### OR

\*If not in Severance Water District Only\*

1 copy of receipt from North Weld County Water District for water tap (970-356-3020)

#### Sewer (if not on town sewer)

1 copy of **Septic Permit** from Weld County Health if you are installing a septic system (970-304-6415)

*\*Belmont Farms, Casa Loma, Golden Eagle Acres, Settlers Landing, and Soaring Eagle are on septic.*

**Box Elder Sanitation District Fee (Saddler Ridge and Buffalo Creek)**

### Certificate of Occupancy (In order to pick up C/O):

#### Town of Severance's Setback Certification (Prior to pouring foundation)

*\* Please use the Town's form and make sure it is signed and stamped. All Engineer letters sent to SAFEbuilt.*

Final Grading Certificate with Drainage Certification Stamp will be required prior to the issuance of a certificate of occupancy. (Call Town for requirements) **If final grading certificate is below master grading plans for Top of Foundation (TOF) than an engineered letter is required stating sewer and water will work as intended.**

*\* Belmont Farms, Casa Loma, and Soaring Eagle Ranch do not need grading certificates, but do require TOF & Structure elevations, as well as true corner elevations.*

Final Hard Surface Inspection within two weeks of C/O (*N/A for Belmont Farms, Casa Loma & Soaring Eagle*)

Final Inspections by SAFEbuilt Inc. Colorado (*inspections: 866-671-1036 office: 970-686-7511*)

**Fees:** *The Town of Severance contracts with SAFEbuilt Inc. to review plans and inspect building construction.*

**Use Tax:** 60% of the total value of improvement as determined by SAFEbuilt Inc. times 3%.

**Administration Fee:** 30% of the total of the inspection fee or \$30.00 (whichever is greater).

**Administrative Service Development Fee:** \$300.00

**Public Facilities Impact Fee:** \$1,000.00

**Sewer for all subdivisions unless listed below or on septic:**

Sewer Infrastructure Impact Fee: \$6,500.00

*\*Saddler Ridge:*

Sewer Infrastructure Impact Fee: \$818.00

Box Elder Sewer Fee: \$868.00 (*Write check to Box Elder Sanitation District & submit to Town.*)

Commercial Sewer Fees available at Town Hall

**Water for subdivisions within Severance Water District**

Cash-in-Lieu of Dedication One-Acre Foot Unit CBT as per Resolution 2002-07

**Current Market Price** - Call for price

Water Infrastructure Impact Fee: \$12,200.00

Meter Set Materials (*to be picked up through Town Hall*): \$(Cost + 15%)

**Park Fee for all subdivisions not mentioned below:** \$1,600.00

*\*Soaring Eagle:* \$500.00

*\*Tailholt:* 70% of the current park fee. Under the Current Fee Schedule this will be: \$1,120

**Drainage Fee for all subdivisions:** \$1,000.00

Commercial and Consultant, Test, & Inspection Fees available at Town Hall

**Road Impact Fee**

Single Family Dwelling Unit: \$2,100.00

Multi-Family Dwelling Unit: \$1,600.00

Commercial Road Impact Fees available at Town Hall

**School Impact Fee** (*Checks payable to Windsor or Eaton School District, submitted to the Town at permit.*)

**Windsor Weld RE#4:**

Single-family dwelling unit (detached): \$2,916.00

Single-family dwelling unit (attached): \$1,213.00

Multi-family units: \$546.00

**Eaton Weld RE#2:** (*Baldrige Subdivision and Golden Eagle Acres*)

Single-family dwelling unit: \$1798.00

*\*All information is subject to change without notification.*