



## Community Development Department

200 W. Oak Street - 3<sup>rd</sup> Floor

P.O. Box

1190 Fort Collins,  
CO 80521

970-498-7683

www.larimer.org

# CONSTRUCTION WITHOUT A PERMIT

## 'As-Built' Construction

**Requirements when construction is done without a building permit or without inspection approvals during the construction process.**

Larimer County is responsible for providing County residents with a safe environment in which to live, work, and raise families. The Building Division helps do this by administering building codes to protect lives and property from the hazards of unsafe construction. Homeowners also have a responsibility to provide a safe environment for themselves, their families, and other citizens.

### What is 'As-Built' Construction?

Structures, additions or alterations to structures, or basements constructed or finished without a building permit or without required inspections during the construction process.

### How do I rectify 'As-Built' Construction?

#### Construction without inspections:

If construction has taken place without inspections, then those inspections may need to be done by licensed professionals as well as Building Division Staff. When all inspections are conducted and approved under a valid building permit an 'As-Built' *Certificate of Observable Compliance* is issued. If the owner wishes to obtain a regular Certificate of Occupancy or Letter of Completion all concealed construction must be exposed and fully inspected.

#### Construction without a building permit:

Prior to applying for or renewing a building permit, a life-safety inspection may need to be scheduled by the Code Compliance staff. This inspection will determine if any imminent, life-safety corrections are required and what, if any, components of the finished construction need to be verified as code-compliant by independent, licensed plumbing, electrical and heating professionals or if structural and foundation components need to be evaluated by a Colorado licensed engineer.



### Homeowner Life-Safety Inspections

When staff or the homeowner is conducting a life-safety inspection, the 'As-Built' *Checklist* can be used as a guideline. The checklist is not meant to be all-inclusive of Building Code requirements but rather used as a guideline for inspectors to determine permit and inspection requirements for the structure. Upon request, Code Compliance staff will supply a copy of the completed checklist to the owner when a meeting is held with the owner to obtain or renew a new permit.

Code Compliance staff will meet with the property owner after the life-safety inspection to explain the permit renewal or application process. The application must include an 'Agreement Concerning Existing 'As-Built' Construction' for the structure, addition, or basement finish.

## Building Permit Applications

A building permit is issued and a final building and electrical inspections are performed after all approvals from applicable departments are obtained and final permit fees are paid\*\*. *Note:* All corrections noted by inspection staff and licensed professionals, if any, must be completed prior to final inspection approval.

When final inspection approvals are obtained under the permit, including approvals from all other required agencies (i.e. Health, Engineering, Planning Divisions, etc.) an 'As-Built' *Certificate of Observable Compliance* will be issued.

Depending on the findings of the inspector during the life-safety inspection, permit or renewal applications may need to contain one or all of the following documents:

- Four copies of a plot plan (see plot plan handout for more information).
- Two copies of a floor layout plan, drawn to scale (1/4" = 1'), showing dimensions of each room, the use of each room, location of all heating and sanitation appliances, location of floor drains, location of smoke alarms, etc.
- Two copies of exterior elevation photos.
- Certification letter from a Colorado licensed structural engineer (for structural and foundation work), a certification letter from a licensed plumbing, and/or heating contractor (for plumbing, and heating work), and an evaluation by a Colorado licensed master electrician depending on the circumstances of the case. These professionals must check the work completed and certify that all completed construction meets the building, mechanical, plumbing, fuel gas and/or electrical codes adopted by Larimer County. If the work does not meet code requirements, detailed drawings and/or a list of corrections describing what needs to be done to bring the construction up to code are required.
- For wood stoves, the manufacturer's installation requirements must be available in the structure. If specifications are not available, the wood stoves must meet minimum requirements for clearances to combustible materials, and be EPA approved.



## Certification Letter – Instructions for Preparation

Depending on the extent of the existing construction, a Colorado licensed master plumber and heat/vent contractor, Colorado licensed master electrician (if applicable), and/or a Colorado licensed structural engineer must visit the site, review the existing work, and complete a certification letter to be submitted for a plan review along with a permit or renewal application.

When the plan review is completed, a permit will be renewed or issued. Any structural repairs required by the licensed engineer can then be completed. Inspection staff will inspect changes required by these professionals, if any, and perform all other required inspections.

The following sample certification forms and letters are attached:

[Plumbing Certification](#)

[Heating Certification](#)

[Electrical Certification](#)

[Engineer Certification](#)

['As-Built' Life-Safety Inspection Checklist](#)

[Agreement Concerning Existing 'As-Built' Construction](#)

['As-Built' Certification of Observable Compliance](#)

[Fees:](#) A penalty fee will be assessed up to or equal to the building permit fee for work commenced without first obtaining a building permit per IRC Section R108.6/IBC Section 109.4. The fee may be waived if the work was completed by a previous owner.

If you would like an estimate of fees, please contact the building division at 970-498-7670.

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For more information please contact the  
Larimer County Code Compliance  
Phone: 970-498-7700

LARIMER COUNTY | COMMUNITY DEVELOPMENT

P.O. Box 1190, Fort Collins, Colorado 80522-1190, Planning (970) 498-7683 Building (970) 498-7700, Larimer.org

**PLUMBING & FUEL GAS CERTIFICATION**

I, \_\_\_\_\_ a Colorado licensed master plumber, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted for a building permit, and my own calculations, hereby certify that the plumbing and/or fuel gas systems for the structure intended for use as (described structure):

\_\_\_\_\_

Located at (provide address):

\_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable plumbing codes of Larimer County;  
or

\_\_\_\_\_ Has been constructed in conformance with all applicable fuel gas codes of Larimer County;  
or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the plumbing and/or fuel gas systems can comply with all applicable plumbing/fuel gas codes of Larimer County.

DATED: \_\_\_\_\_

Name of Colorado Licensed Master Plumber:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Colorado Master Plumber License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



# LARIMER COUNTY | COMMUNITY DEVELOPMENT

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## MECHANICAL & FUEL GAS CERTIFICATION

I, \_\_\_\_\_ a licensed heating contractor with Larimer County, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted for a building permit, and my own calculations, hereby certify that the Mechanical/Fuel Gas systems for the structure intended for use as (described structure):

Located at (provide address): \_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable mechanical codes of Larimer County; or

\_\_\_\_\_ Has been constructed in conformance with all applicable fuel gas codes of Larimer County; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the mechanical and/or fuel gas systems can comply with all applicable mechanical/fuel gas codes of Larimer County.

DATED: \_\_\_\_\_

Name of Licensed Contractor:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Larimer County License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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## ELECTRICAL CERTIFICATION

I, \_\_\_\_\_ a Colorado licensed master electrician, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted for a building permit, and my own calculations, hereby certify that the electrical system for the structure intended for use as (described structure):

Located at (provide address):

\_\_\_\_\_ Has been constructed in conformance with all applicable electrical codes adopted by the Larimer County Building Division or the State Electrical Board at the time of the installation along with installing AFCI (arc fault circuit interrupters) and GFCI (ground fault interrupters) installed per current NEC requirements; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the electrical system can comply with all applicable electrical codes adopted by the Larimer County Building Division.

DATED: \_\_\_\_\_

Name of Colorado Licensed Master Electrician:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Colorado Master Electrical License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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**ENGINEER CERTIFICATION**

I, \_\_\_\_\_ a certified Colorado professional engineer with expertise in “structural design”, based upon my on-site inspection, review of plans and/or calculations submitted, or to be submitted, and my own calculations, hereby certify that the certain structure intended for use as (described structure):

\_\_\_\_\_

Located at (provide address):

\_\_\_\_\_

\_\_\_\_\_ Has been constructed in conformance with all applicable building codes adopted by Larimer County; or

\_\_\_\_\_ Enclosed is a list of corrections that need to be completed before the structure will comply with all applicable building codes adopted by Larimer County.

DATED: \_\_\_\_\_

Name of Engineer:

\_\_\_\_\_

Sign here: \_\_\_\_\_

Colorado License No. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Engineer’s Seal)



**“AS-BUILT”**

**LARIMER COUNTY**

**HOMEOWNER LIFE-SAFETY INSPECTION CHECKLIST**

(Does not include inspections for structural elements of the building)

DATE: \_\_\_\_\_ PERSON CONTACTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BLDG SIZE: \_\_\_\_\_ PARCEL NO: \_\_\_\_\_

BLDG USE: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

**CHECKLIST**

\_\_\_\_\_ All plumbing fixtures installed pursuant to minimum code requirements and hooked up to an approved septic, vault, or public sewer if SFR (not required for cabins).

\_\_\_\_\_ Heating system, furnace and water heater property installed and working. Flue vent height, vent termination, vent cap and adequate combustion air for gas appliances. Gas pipe shut-off in appropriate places. Gas appliances are not allowed in bedrooms.

\_\_\_\_\_ Verification from Colorado licensed electrician that home is safe.

\_\_\_\_\_ AFCI (arc fault circuit interrupters) and GFCI (ground fault interrupters) installed per current NEC requirements.

\_\_\_\_\_ All stairs, handrails and guardrails installed per code.

\_\_\_\_\_ Smoke detectors in bedrooms, hallways, and each level (may be battery-operated if unable to hard wire).

\_\_\_\_\_ Carbon monoxide alarms within 15 feet of bedrooms.

\_\_\_\_\_ Dryer vent and bath fan ducts termination to outside.

\_\_\_\_\_ Fireplace and woodstove meet minimum code requirements.

\_\_\_\_\_ Egress windows, window wells and window well ladders installed per code in effect at the time the house was constructed.

\_\_\_\_\_ Firewalls, fire doors and any other fire separation requirements complete to IRC regulations.

\_\_\_\_\_ Safety glazing in place in required locations per code in effect at time structure was constructed.

\_\_\_\_\_ Moisture resistant - roof does not leak and positive drainage away from house.

\_\_\_\_\_ Other life-safety issues identified by the building inspector (identify on back of this form).

CORRECTIONS REQUIRED: \_\_\_\_\_ YES \_\_\_\_\_ NO (Identify corrections on back of this form).

**\*A code modification may be requested to approve any inspection corrections that were allowed by a previous code but not allowed by the current code.**

**AGREEMENT CONCERNING EXISTING  
“AS-BUILT” CONSTRUCTION**

Permit Application No: \_\_\_\_\_ Date Received: \_\_\_\_\_ By: \_\_\_\_\_

I, \_\_\_\_\_, as owner of record of this property, hereby request a permit for and final inspection of the installation or construction work described in the permit application, which work was completed or covered without obtaining a permit and/or without required inspections during construction. I understand and agree the Larimer County Building Division will perform a final inspection based on observable conditions and non-destructive methods to assess code compliance of such work, some or all of which may be concealed by permanent construction and finish material. I do not wish to remove permanent construction and finish material as the removal of such work would be destructive to the subject structure. I further understand it may not be practical or possible for Larimer County to verify full compliance with Larimer County Building Codes without removal of such permanent construction and finish material.

I understand if the Larimer County Building Inspector discovers any violations of County codes during the final inspection related to electrical, health, and safety issues, the violations must be resolved. I further understand upon resolution of all violations, if any, and approval of the final inspection, an “*As-Built Certificate of Observable Compliance*” will be issued.

(Signature) \_\_\_\_\_ Date \_\_\_\_\_

TO BE FILLED OUT BY CODE COMPLIANCE OFFICER

**Engineer’s letter stating foundation and other structural work meets minimum building code requirements.**  
Description of work: \_\_\_\_\_.

**Electrical contractor’s letter stating observable work meets minimum code requirements.**  
Description of work: \_\_\_\_\_.

**Plumbing contractor’s letter stating observable work meets minimum code requirements.**  
Description of work: \_\_\_\_\_.

**Mechanical contractor’s letter stating observable work meets minimum code requirements.**  
Description of work: \_\_\_\_\_.

This application shall be attached to the Larimer County Building Division’s regular building permit application.

**\*A letter stating all construction was completed pursuant to minimum code requirements per the approved set of plans may be required by the plans examiner. A code modification may be requested to approve any inspection corrections that were allowed by a previous code but not allowed by the current code.**



**COMMUNITY DEVELOPMENT DEPARTMENT**

P.O. Box 1190  
Fort Collins, CO 80522-1190  
Planning (970) 498-7683 Planning Fax (970) 498-7711  
Building (970) 498-7700 Building Fax (970) 498-7667  
<http://www.larimer.org/planning>

**AS-BUILT CERTIFICATE OF  
OBSERVABLE COMPLIANCE**

Permit Number:

Certificate Issuance Date:

At the time of issuance, components of this structure were concealed by permanent construction and/or finish materials. This *As-Built Certificate of Observable Compliance* certifies that all observable construction components are in compliance with minimum requirements of the Larimer County Building Code regulating building construction and use.

Permit Type:

Work Description:

As Built –

----- OWNERS -----

----- CONSTRUCTION SITE INFORMATION -----

Address:

Subdivision:

Parcel Number:

Eric Fried, Larimer County Building Official

Larimer County Building Division

# IRC Code Modification Request Form

Date: \_\_\_\_\_ Property owner's name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Type of building: \_\_\_\_\_

Property owner's e-mail address: \_\_\_\_\_

Property owner's signature: \_\_\_\_\_

**I would like to request a building code modification for:**

*(Feel free to write on back of page or attach additional sheets. Please be clear and specific.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chief Building Official (CBO) comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel #: \_\_\_\_\_ CBO signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2018 International Residential Code excerpts, as amended by Larimer County**

**R104.10 Modifications.** Where there are practical difficulties involved in carrying out the provisions of this code, the *building official* shall have the authority to grant modifications for individual cases, provided the *building official* shall first find that special individual reason makes the strict letter of this code impractical and the modification is in compliance with the intent and purpose of this code and that such modification does not lessen health, life and fire safety or structural requirements.

**R112.4 Administration.** To appeal a written determination of the *building official* to the Board of Appeals, a written appeal must be received by the Larimer County Building Division within thirty (30) days of the date of the determination being appealed. The appellant shall, at the time of making such appeal, pay to the Larimer County Building Division a docket fee as specified in the Larimer County fee schedule.

**Last Updated 1/25/19**

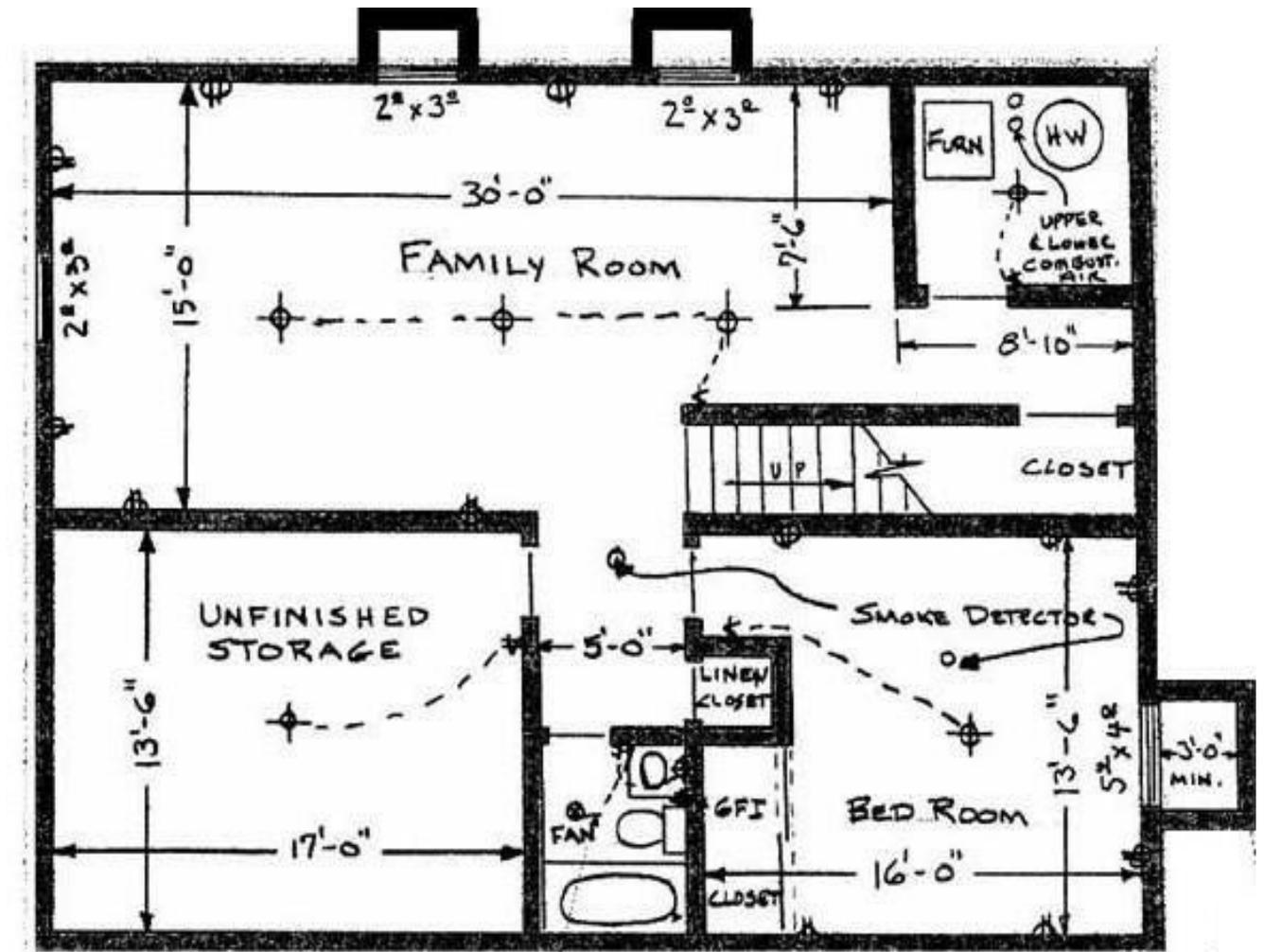
# SAMPLE FLOOR LAYOUT PLAN

WHEN SUBMITTING A BUILDING PERMIT:

A floor plan, with room dimensions, drawn to scale will need to be submitted. It must show the layout of each level of the home with all rooms labeled with use.

Preferred scale  $\frac{1}{4}'' = 1'$ .

**2 SETS OF DRAWINGS ARE REQUIRED  
FOR SUBMITTAL**



CBO signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Plot Plan Requirements

200 W. Oak Street - 3<sup>rd</sup> Floor  
Fort Collins, CO 80521  
970-498-7700

## What is a Plot Plan?

A plot plan is an accurate, scaled drawing illustrating the following:

- Property’s dimension and shape
- Location of roads
- The relationship and precise location of man-made features on the property (buildings, structures, driveways)
- Natural water features (creeks, streams, rivers, lakes)
- Architectural features (cornices, canopies, eaves, awnings, bay windows, window wells, cantilevered walls, chimneys)

Plot plans show what currently exists on the site **and** the physical changes you plan to make to the site.

Sample PLOT PLAN on back page ➡

**A Plot Plan** is required when submitting a building permit application for:

- Residential Buildings
- Accessory Buildings
- Decks, porches, gazebos & awnings
- Garages (attached and detached)
- Pole Barns
- Storage Buildings larger than 120 sq. ft

### Note: **Commercial Buildings**

Site Plan **approval** is required from the Planning Division **before** submitting a building permit application for a **commercial** building or alteration of an existing commercial building. Please contact the Planning Division at 970-498-7683.

## Plot Plan Basics

Note: Aerial photos will not be accepted

### 1. DRAWN TO SCALE

Like a map that depicts a 10-mile stretch of highway with a 1-inch line, a scaled plot plan represents the relationship between the actual property and its size on paper.

Common measures of scale for plot plans:

Scale 1" = 10'     0  10 ft  
Scale 1" = 100'     0  100 ft

- Include an arrow showing **North** 

### 2. PLOT PLAN PAPER

- Minimum Size 8½" x 11"
- Maximum Size 24" x 36"
- Larger parcels of land may require multiple sheets of paper.

### 3. PROPERTY DIMENSIONS

- Draw and label property lines and length
- Indicate if property is a corner lot and label all roads

### 4. EASEMENTS and RIGHT of WAY

- Show easements, e.g., utility, drainage landscape, access.
- Structures cannot be built in, over or under ANY easement or right-of-way including architectural features such as eaves and window wells.

### 5. ROADS, STREETS, ACCESS

- Named and unnamed roads (public, private, county roads & state highways)
- Driveways, existing and proposed
- Vehicle parking area

## 6. **SETBACKS** Land Use Code Section 4.9 and 8.9

**Q.** What are setbacks?

**A.** The Larimer County Land Use Code defines setbacks as;

*"The distance, measured perpendicular or radial, from a property line or right-of-way centerline between a building and the property line or right-of-way centerline."*

**Q.** I’m getting ready to submit my building permit application. How can I find my setbacks?

**A.** Setbacks vary by Zoning District and a property’s proximity to roads and highways. A planner can tell you what the setbacks are for your property. Contact the Larimer County Planning Division at 970-498-7683.

### SETBACK CERTIFICATION

Larimer County Land Use Code Regulations require the property owner to clearly identify the boundary corners of the lot and/or building envelope.

Whenever the proposed building is less than five feet beyond the required setback or building envelope boundary, the owner will be required to certify the building location.

Certification, in the form of a letter, must be signed by and include the seal of a surveyor licensed to practice in the State of Colorado. The letter must include the building permit number issued for the site in question.

# Sample Plot Plan [8½ x 11]

September 2009

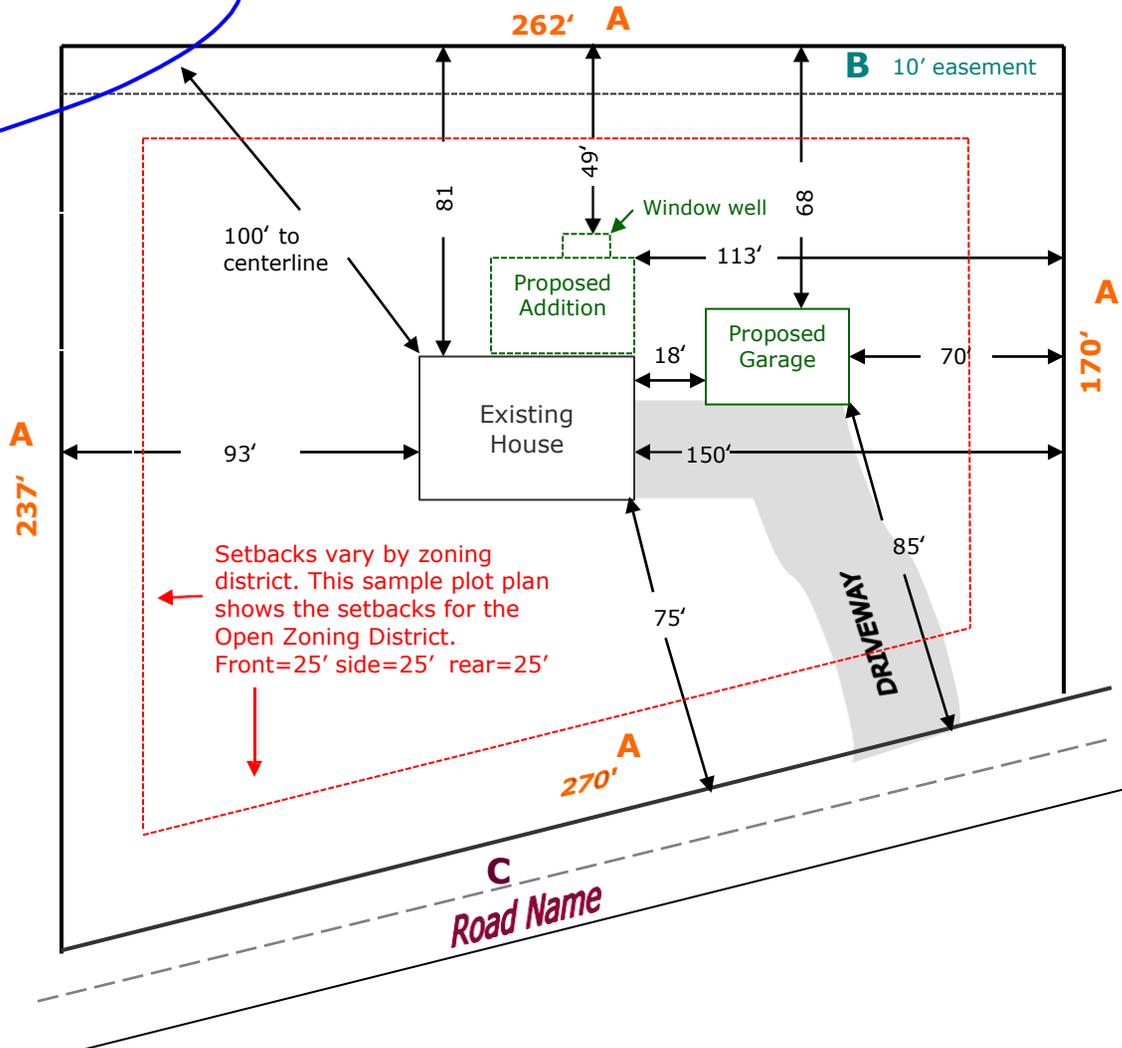


✓ Scale 1 in = 50 ft



✓ Job Site Address: 123 Any Street, Fort Collins  
 ✓ Property Owner: John & Jane Doe  
 Owner's Phone: 970-555-5555  
 ✓ Parcel No: 97114-13-901  
 Zoning District: Open  
 Setbacks: Front=25' side=25' rear=25'

✓  
 North  
 D  
 Stream, creek or river, (& intermittent streams)



## CHECKLIST

- ✓ North Arrow
- ✓ Plot Plan Scale
- ✓ Property Owner Info
- ✓ Parcel No. & Zoning
- A Property Dimensions
- B Easements
- C Roads and Streets
- D Stream, Creek or River (& intermittent streams)

↑ ↓ Use arrows to show distance from buildings to setbacks.

Existing buildings  
 Use solid lines to indicate existing structures

Proposed buildings  
 Use dotted lines to indicate **proposed** structures

Note:  
 This Sample Plot Plan uses color to clarify requirements.  
 Your Plot Plan **does not** need to be in color.