



Community Development Department

200 W. Oak Street - 3rd Floor
P.O. Box 1190 Fort Collins, CO 80521
970-498-7683

<https://www.larimer.gov/codecompliance>

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 and heating professionals or if structural and foundation components need to be evaluated by a Colorado licensed engineer.

Also required will be proof that all required inspection approvals for electrical work have been obtained under a valid permit issued by the State Electrical Board or Larimer County Building. In some cases, a certification letter from a Colorado licensed master electrician may be acceptable. Consult with the Code Compliance Inspector you are working with.



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.

'As-Built' Construction

Building Permit Applications:

A building permit is issued, and a final building inspection is 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:

- Three 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.

**An investigation fee, in addition to the permit fee, may be collected whenever any work for which a permit is required has been commenced without first obtaining a permit. The investigation fee is equal to the amount of the building fee. The fee may be waived if the work was completed by a previous owner. A Code Compliance Administrative Fee will apply to all as-built building permits. There are two fees that potentially may apply to as-built permits.



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:

Electrical Certification

Engineer Certification

Heating Certification

Plumbing Certification

'As-Built' Life-Safety Inspection Checklist

Agreement Concerning Existing 'As-Built' Construction

'As-Built' Certification of Observable

Compliance

For more information, please contact the Larimer County Code Compliance Division.

Phone: (970) 498-7683

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 plan review and final inspection based on limited information, 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.**



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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)



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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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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: _____



BASEMENT FINISH/INTERIOR ALTERATION

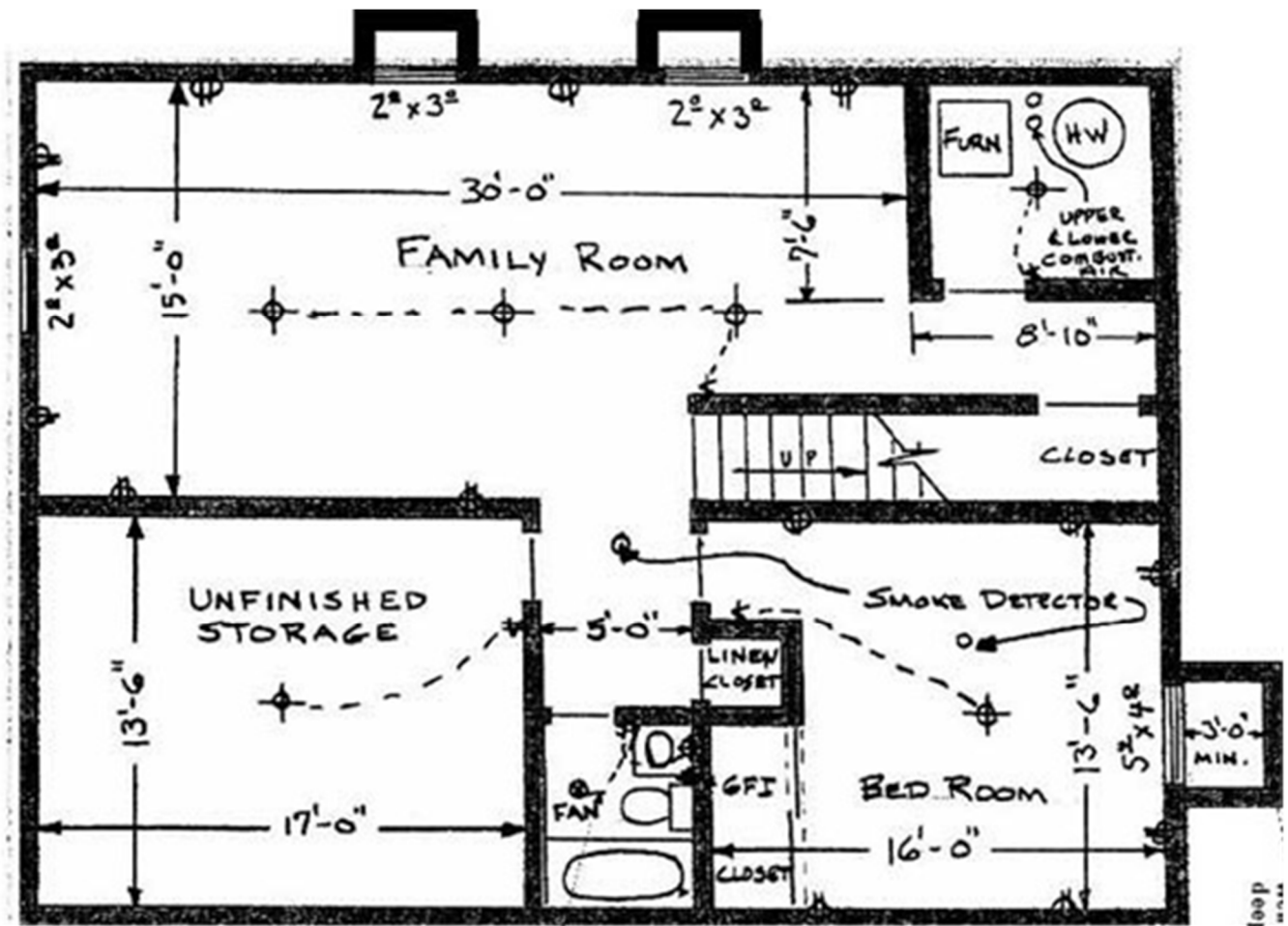
WHEN SUBMITTING A BUILDING PERMIT:

- Provide two floor plans of the existing and two floor plans of the proposed. Include all dimensions and draw to scale. The floor plans must show the layout of the entire basement/alteration with all rooms labeled, including window and door locations/dimensions. Preferred scale $\frac{1}{4}" = 1'$.
- If the alteration includes work outside the existing footprint of the home, 3 site plans may be required.

*See minimum codes required on the reverse side.

TWO COMPLETE SETS OF DRAWINGS ARE REQUIRED FOR SUBMITTAL

SAMPLE FLOOR PLAN



MINIMUM CODE REQUIREMENTS

BATHROOM SHOWERS

Shall be a minimum 30"x30" with water-tight walls finished to a minimum 70" above the shower drain. See P2708.4 of the 2024 IRC for shower control valve requirements.

CARBON MONOXIDE ALARMS

In buildings with attached garages or fuel-fired appliances, CO alarms shall be installed outside each separate sleeping area within 15' of each bedroom. Alarms must be interconnected and can be battery powered or hard-wired with battery backup.

CEILING HEIGHT

Minimum ceiling height for habitable space and hallways to be 7'0". Minimum height for laundry rooms, bathrooms, utility spaces to be 6'8". Clearance under beams and ductwork may be reduced to 6'4".

DRYERS

Must be vented to the exterior at least three feet from all operable windows and doors. When enclosing a laundry room, make-up air is required (minimum 100 square inches).

ELECTRICAL OUTLET SPACING

See 2023 National Electrical Code

EMERGENCY ESCAPE AND RESCUE OPENINGS (EE&RO)

One EE&RO window or exterior door is required in the basement. All bedrooms must have an EE&RO window or exterior door.

MINIMUM REQUIRED DIMENSIONS:

- Net clear openable area 5.7 square feet (Exception: 5.0 square feet if the windowsill is located 44" or less from finished grade or is located below grade).
- Net clear openable height 24".
- Net clear openable width 20".
- (NOTE: Using both minimum height AND width will not yield the minimum required openable area.)
- Maximum sill height above finished floor 44".

FANS

They are required in bathrooms unless a window that opens at least 1.5 square feet is installed. Fan duct must vent directly to the exterior, at least three feet from all operable windows and doors.

WATER CLOSET CLEARANCES

See Section R327.1 & Figure 327.1 of the 2024 IRC.

FIRE BLOCKING

Required at 10' intervals along the entire length of the wall, if there is concealed space behind the wall, and at concealed, interconnected vertical and horizontal spaces at soffits and dropped ceilings.

FLOATING WALLS

Required when the slab or partitions are floating, unless a soils report stating floating walls are not required is submitted with the permit.

GAS-FIRED APPLIANCES

Non-direct vent appliances may not be installed in or accessed only through a bathroom or bedroom. Must be provided with outside combustion air.

GROUND FAULT AND ARC-FAULT CIRCUIT INTERRUPTION PROTECTION

See 2023 National Electrical Code Sections 210.8 and 210.12.

INSULATION

Minimum R-19 required for cavity insulation, R-15 continuous, or R-13 cavity + R-5 continuous.

MECHANICAL APPLIANCES

Must be able to be removed without the removal of other appliances. They must also have a 30" clearance space in front. The manufacturer's installation packet for new and replacement appliances must be on site for inspection.

SMOKE ALARMS

They are required in every bedroom, hallway adjacent to bedrooms, and every story in the house. Alarms must be interconnected and can be battery powered or hard-wired with battery backup.

STAIR CLOSETS

Enclosed space under stairs accessed by a door or access panel shall have walls, under-stair surface, and any soffits protected on the enclosed side with ½" gypsum board.

WINDOW WELLS

Shall have a minimum clear dimension of 9 square feet with a minimum dimension of 36" measured from the exterior of the window directly out on a horizontal plane. Window wells with a vertical depth of more than 44" shall be equipped with an approved permanently affixed ladder or stair assembly. This assembly shall not encroach on the minimum 36" dimension by more than 6".

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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: _____



Site Plan Requirements

January 2023

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

What is a Site Plan?

A site 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)

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

Sample SITE PLAN on back page ➡

A Site 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 Department **before** submitting a building permit application for a **commercial** building or alteration of an existing commercial building. Please contact Planning at poc@larimer.org.



Site 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 site plan represents the relationship between the actual property and its size on paper.

Common measures of scale for site plans:

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

- Include an arrow showing **North** 

2. SITE 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 2.9.4

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 Planning at poc@larimer.org.

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 Site Plan [8½ x 11]

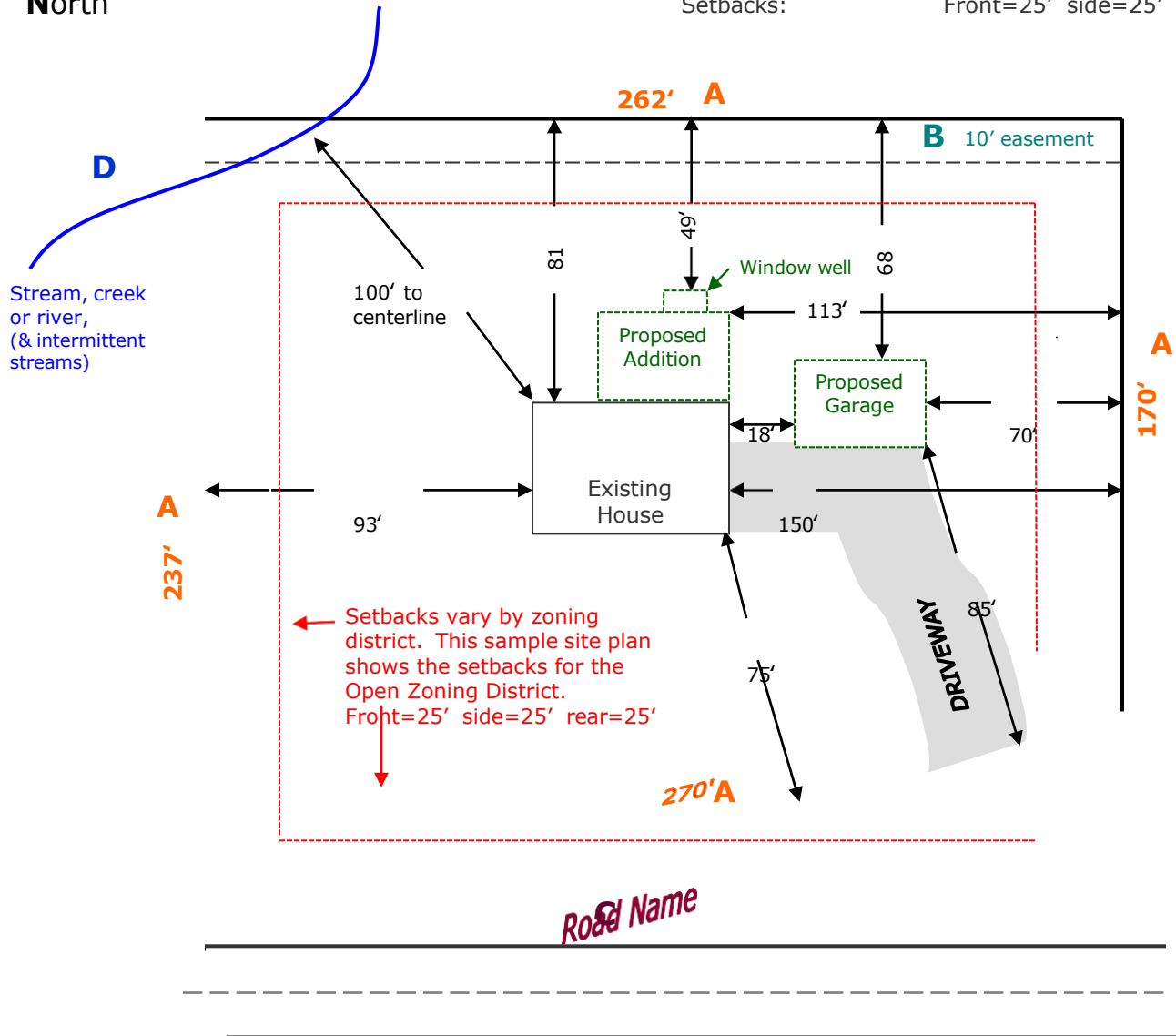
January 2023



North

✓ 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'



CHECKLIST

- ✓ North Arrow
- ✓ Site Plan Scale
- ✓ Property Owner Info
- ✓ Driveway Access
- ✓ 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 uses color to clarify requirements.

Your plan **does not** need to be in color.

"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 properly 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.**



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

