



NEW MULTI-FAMILY PERMIT APPLICATION
(ALL INFORMATION MUST BE COMPLETE FOR PROCESSING)

Date Site Address Unit(s)

Number of Units Property Zoning

Would you like a footing and foundation permit (if yes, requires a 3rd engineered foundation plan)? YES or NO
(FOOTING & FOUNDATION PERMITS ARE VALUED AT 10% OF TOTAL VALUATION)

Will this job require a temporary electrical inspection? YES or NO

Subdivision Filing

Lot Block Lot Size Bldg. Sq. Ft.

Contractor Name Phone ()

Address City State Zip

Name of Contact Person Cell Phone ()

Email Address

ELECTRICAL: Subcontractor Name
MECHANICAL: Subcontractor Name
PLUMBING: Subcontractor Name

Is A/C included? YES or NO If yes, give total value \$ per bldg.

Is lawn sprinkler included? YES or NO If yes, give total value \$ per bldg.

Is fire sprinkler included? YES or NO If yes, give total value \$ per bldg.

Owner Name Phone ()

Address City State Zip

ATTACHMENTS:

Building Plans: YES or NO (2 Wet Stamped and 4 Copies)

Site Plan: YES or NO (3 Copies)

Plan Name or Number

Signature Print Name

PLEASE COMPLETE CONSTRUCTION VALUE WORKSHEET ON SECOND PAGE

Office Use Only

Valuation \$ Bldg Fee Linear Park
Sales Tax Police Fee
Trans Fee Park Fee
Permit # Drain Fee Water-C Fee
Plan Check Sewer-C Fee
F&F Valuation \$ Fire/Rescue Meter Fee
F&F # Temp Elec Other

ROUTED:

TOTAL \$

Main Permit: BI Eng Fire Plan W&S

**COMMUNITY DEVELOPMENT DEPARTMENT
MULTI-FAMILY CONSTRUCTION VALUE WORKSHEET**

Date:		Builder:		Plan No:	
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Job Address:	
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COST PER SQUARE FOOT FOR MULTI-FAMILY CONSTRUCTION

Dwellings	Square Feet	Cost per Sq. Ft.	Total Value
IBC Multi-Family V-B Construction		\$110.68	
Unfinished Basement		\$14.86	
Finished Basement		\$34.78	
Garages	Square Feet	Cost per Sq. Ft.	Total Value
Wood Frame		\$22.36	
Masonry		\$25.21	
Open Carport		\$15.27	
Covered Patios /Decks/ Covered Porches (Circle)		\$14.99	
Lawn Sprinkler	Transfer values listed on front page to this page.		
Fire Sprinkler			
Air Conditioning/Central Air			

Indicate Construction Valuation Method (listing whichever is greater):

Total Calculated, per ICC Building Value Data Table (if not using Declared): \$ _____

OR

Total Declared Construction Value \$ _____

The calculation factors included in this form are derived using the cost per square foot in the "Building Valuation Data" table, using the most recent published by the International Code Council (ICC) on their website, found at www.iccsafe.org. ICC typically updates the "Building Valuation Data" table in Feb-Aug each year. The factors above will, therefore be adjusted semi-annually, according to City of Greeley Municipal Code amendment.



MULTI-FAMILY PLAN REVIEW CHECK-OFF LIST

Date _____ Address _____

Plan Name _____

Please verify all information below is indicated on plans as required

FLOOR PLAN

- _____ Beams identified including garage door headers
- _____ Patio deck framing
- _____ Roof framing identified and sized if stick built
- _____ Floor framing identified
- _____ Window sizes
- _____ Dimensions
- _____ Engineered foundation plans
- _____ Floor framing plan if done by joist manufacture

SITE PLAN

- _____ Scale noted (please use common scale such as 1:10, 1:20, etc.)
- _____ Easements shown
- _____ Setbacks dimensioned - all sides
- _____ Cantilevers shown
- _____ Patios, decks and porches
- _____ Address and legal description
- _____ Grade and foundation elevations
- _____ Driveways and parking

I understand any information above not included on the plans as required will cause a delay in issuance of my building permit.

Print Name

Signature

IMPORTANT

NOTICE:

A City of Greeley building permit has been issued to you for a construction project. At the time the permit was issued, a Greeley city use tax deposit was paid, pursuant to Section 4.04.255 of the Greeley Municipal Code. This amount does not necessarily represent the correct city use tax. You must file the attached reconciliation within 45 days after the issuance of the Certificate of Occupancy. Failure to timely file this reconciliation and pay any balance due will result in penalty and interest charges. Please use the Project Cost Reconciliation Worksheet on the back of this notice to reconcile to the actual amount of use tax.

The Greeley use tax is due on the total actual cost of all building materials used in the project, including all change orders and upgrades. Please note that all construction projects are subject to audit at any time within three years of completion. Any liability for additional taxes resulting from an audit will be subject to interest and penalty charges.

CITY OF GREELEY
FINANCE DEPARTMENT – SALES AND USE TAX
1000 10TH STREET, GREELEY, CO 80631
PROJECT COST RECONCILIATION WORKSHEET

Contractor's Name: _____

Contractor's Address: _____

Permit Number: _____

Project Location and Description: _____

WORKSHEET:

- | | |
|-------------------------------------|----------|
| 1. Total Cost of Materials | \$ _____ |
| 2. Use Tax Due (Line 1 X .0411) | \$ _____ |
| 3. Use Tax Paid on Building Permit | \$ _____ |
| 4. Difference (Line 2 Minus Line 3) | \$ _____ |

Line 2 – For permits issued in 2015 (Line 1 X .0346) For permits issued in 2016 (Line 1 X .0411).

Line 4 - If there is a balance due, the additional tax must be remitted within 45 days after the issuance of the certificate of occupancy.

Line 5 - If a refund is due, a completed Claim for Refund form, a detailed spreadsheet, copies of all invoices pertaining to the project, a copy of the building permit, and any other supporting documents must be submitted to the Revenue Manager at the City of Greeley.

If a refund is requested, all documents must be reviewed and approved by the Finance Director, Deputy Finance Director, or Revenue Manager before a refund will be issued.

All projects are subject to audit by the City of Greeley within three years of completion.

Signature and Title of Taxpayer

Date

Please remit worksheet and payments to:
City of Greeley Finance Department
1000 10th Street, Greeley, CO 80631

If you have questions, please telephone Michael Kibbe at (970) 350-9734, or e-mail:
Michael.Kibbe@greeleygov.com