



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

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Office Use Only

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

ROUTED: TOTAL \$

Main Permit: BI Eng Fire Plan W&S

F & F Permit: BI Eng Fire Plan W&S

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

<b>Date:</b>		<b>Builder:</b>		<b>Plan No:</b>	
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<b>Job Address:</b>	
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**COST PER SQUARE FOOT FOR MULTI-FAMILY CONSTRUCTION**

Dwellings	Square Feet	Cost per Sq. Ft.	Total Value
<b>IBC Multi-Family V-B Construction</b>		<b>\$108.61</b>	
Unfinished Basement		<b>\$14.86</b>	
Finished Basement		<b>\$34.78</b>	
Garages	Square Feet	Cost per Sq. Ft.	Total Value
<b>Wood Frame</b>		<b>\$22.36</b>	
<b>Masonry</b>		<b>\$25.21</b>	
<b>Open Carport</b>		<b>\$15.27</b>	
<b>Covered Patios /Decks/ Covered Porches (Circle)</b>		<b>\$14.99</b>	
<b>Lawn Sprinkler</b>	Transfer values listed on front page to this page.		
<b>Fire Sprinkler</b>			
<b>Air Conditioning/Central Air</b>			

***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](http://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 10<sup>TH</sup> 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](mailto:Michael.Kibbe@greeleygov.com)