



**NEW RESIDENTIAL PERMIT APPLICATION**  
*(ALL INFORMATION MUST BE COMPLETE FOR PROCESSING)*

Date \_\_\_\_\_ Site Address \_\_\_\_\_

If new construction, would you like a footing and foundation permit (requires a 3<sup>rd</sup> 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 \_\_\_\_\_ Blk \_\_\_\_\_ Lot Size \_\_\_\_\_ Sq. Ft. Livable \_\_\_\_\_

**Setbacks:** Front \_\_\_\_\_ Rear \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

**Number of Units** \_\_\_\_\_ **Property Zoning** \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

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

Subcontractors: ELECTRICAL \_\_\_\_\_  
(must be licensed MECHANICAL \_\_\_\_\_  
or registered) PLUMBING \_\_\_\_\_

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

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

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

Method of IECC Compliance: Prescriptive \_\_\_\_\_ Performance \_\_\_\_\_ (A copy of energy analysis is required for plan review)

Owner Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ATTACHMENTS:**

Energy Analysis (2 copies) YES or NO

Building Plans: (New Plan - 3 Sets) YES or NO

Site Plan: (3 copies on 8 1/2 x 11) YES or NO Plan Name or Number \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**PLEASE TURN TO REVERSE SIDE TO COMPLETE CONSTRUCTION VALUE WORKSHEET & CHECK-OFF LIST**

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**Office Use Only**

Valuation \$ _____	Bldg Fee _____	Linear Park _____
Permit # _____	Sales Tax _____	<i>(Linear Park &amp; Trails fee &amp; Park fee excludes hotels/motels, nursing homes &amp; assisted living)</i>
F&F Valuation \$ _____	Trans Fee _____	Park Fee _____
F & F # _____	Drain Fee _____	Other _____
	Plan Check _____	Water-C Fee _____
	Fire/Rescue _____	Sewer-C Fee _____
	Temp Elec _____	Meter Fee _____
	Police Fee _____	

**ROUTED:**

Main Permt BI \_\_\_\_\_ Eng \_\_\_\_\_ Fire \_\_\_\_\_ Plan \_\_\_\_\_ W&S \_\_\_\_\_

F & F Permit BI \_\_\_\_\_ Eng \_\_\_\_\_ Fire \_\_\_\_\_ Plan \_\_\_\_\_ W&S \_\_\_\_\_

(91517)

**TOTAL \$** \_\_\_\_\_

**COMMUNITY DEVELOPMENT DEPARTMENT  
RESIDENTIAL 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 NEW RESIDENTIAL CONSTRUCTION**

Dwellings	Square Feet	Cost per Sq. Ft.	Total Value
Single Family, Duplex & Townhouse – V-B Construction		<b>\$116.15</b>	
Unfinished Basement		<b>\$14.86</b>	
Finished Basement		<b>\$34.78</b>	
Garages	Square Feet	Cost per Sq. Ft.	Total Value
Wood Frame		<b>\$22.36</b>	
Masonry		<b>\$25.21</b>	
Open Carport		<b>\$15.27</b>	
Covered Patios /Decks/ Covered Porches (Circle)		<b>\$14.99</b>	
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, taken from the most recent International Code Council (ICC), Building Safety Journal. ICC updates the "Building Valuation Data" table that is published in its magazine in the Feb-Aug issues each year. The factors above could, therefore, be adjusted semi-annually, according to City of Greeley amendment.*



# RESIDENTIAL 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
- \_\_\_\_\_ 2 **wet stamped** sets of engineered foundation plans
- \_\_\_\_\_ 3 **wet stamped** sets of engineered foundation plans if requesting a footing & foundation permit
- \_\_\_\_\_ 2 copies of 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 that any information above not included on the plans or any information missing on this application as required will cause a delay in processing and/or 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 Lou Rotella at (970) 350-9734, or e-mail:  
[lou.rotella@greeleygov.com](mailto:lou.rotella@greeleygov.com).