



**Development Services  
Building Division**

500 East Third Street, Suite 110 • Loveland, CO 80537  
(970) 962-2505 • (970) 962-2610 • Fax (970) 962-2904 • TDD (970) 962-2620  
[www.cityofloveland.org](http://www.cityofloveland.org)

**2006**

*Residential  
Guidelines*

CITY OF LOVELAND  
Building and Development Services  
Civic Center \* 500 E. Third Street \* Loveland, CO 80537  
**(970) 962-2505 or (970) 962-2610**  
[www.cityofloveland.org](http://www.cityofloveland.org)

# City of Loveland

## Residential Guidelines

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#### **BUILDING DIVISION STAFF DIRECTORY**

General Information	(970) 962-2505 or (970) 962-2610
Fax	(970) 962-2904
Building Official	(970) 962-2509
Permit Coordinator	(970) 962-2504
Plans Examiner	(970) 962-2526
Plans Examiner	(970) 962-2662
Code Administrator	(970) 962-2506
Inspectors	
Electrical	(970) 962-2507
Electrical	(970) 962-2616
Plumbing	(970) 962-2638
Combination	(970) 962-2619
Combination	(970) 962-2508

# Welcome to the City of Loveland Development Center!

Our goal is to establish and maintain positive communications with design professionals, developers, contractors and the general public in our community. We strive to keep the permitting process simple while ensuring quality development and safe construction.

These guidelines are designed to facilitate an understanding of the application requirements for a new residential building permit for Detached or Attached Single Family Homes.

For the purpose of these guidelines, "residential" shall refer to new single-family dwellings and two family dwellings only. Please refer to the Non-Residential Guidelines for the development requirements for three (3) or more residential units.

Prior to applying for a building permit we recommend you contact Current Planning at (970) 962-2525 or (970) 962-2523 to determine if there are any additional requirements or conditions which may impact your project.

## **Classification of Project:**

**Single Family Dwelling:** No more than 1 dwelling unit, a building used exclusively for residential occupancy and which contains a minimum of 800 square feet of floor area, and is not attached to any other dwelling unit.

**Attached Single Family Dwelling:** A single family dwelling attached to one or more single family dwellings, located on its own separate lot or where the dwelling is designed, with respect to separate electric, water, and gas utility connections and common wall construction, to allow each dwelling unit to be located on its own separate lot through a subdivision after issuance of the building permit.

**Two family dwelling unit:** Residential building containing two dwelling units not designed as an Attached Single Family Dwelling.

## **Application Submittal:**

A complete application for building permit, construction plans, site plans and all other required information are submitted for review (see pages 8-9 for application requirements). Applications must be complete to be accepted for processing.

No fees are required to submit plans for review. However, if you submit plans for review and do not proceed with the work, for whatever reason, you still will be responsible for the plan review fee.

The work may be done either by the property owner who owns the property and lives there, or by a contractor licensed with the City of Loveland (must have a minimum of a Class II license).

## **Application Review Process:**

Once the completed application and required documents are submitted, the application is logged on to the computer and distributed to all required review agencies. The review time period required of new residential construction is ten to fifteen (10-15) working days from the date the application is accepted by the Building Division. The Building Division only accepts complete building permit applications. Failure

to provide all necessary and required documents will result in the application being rejected. A building permit will be issued after all required reviewers have approved the application. A flow chart of the permit process can be found on Appendix D.

### **Master House Plans:**

This procedure is for those contractors using the same model of home numerous times within the City of Loveland. All Master Plan applications submitted will be reviewed under the 2003 International Codes. The application process is outlined on Appendix E and the application is on Appendix F.

### **Permit Issuance:**

Issuance fees are paid at permit issuance; these include the permit fees, taxes, and construction fees. The Deferred Fees are paid prior to request for final inspection. All fees are listed on pages 10 and 11.

The green inspection card must be displayed on the job site where it is visible from the street and accessible to building inspectors. The conditions printed on white MUST remain attached to the green card for reference for the building inspectors. The approved stamped set of construction plans, site plan, and engineered foundation plan must be on the site available to the inspectors for all scheduled inspections. Failure to provide the required, approved plans and the green card on the job site may result in a \$47.00 reinspection fee, per occurrence.

The permit must be picked up within 90 days of approval or review inactivity. If the permit is not picked up the application will be closed and the plan check fee will still be assessed. Once a permit is closed, a new application will be required, and the fees will be calculated based on the fee schedule in effect at the time of the resubmittal.

### **Building Inspections:**

Inspections may be requested between 2:30 A.M. and 11:30 P.M. by calling the **Building Inspection Line** at **(970) 962-2100**. The City of Loveland discourages the use of cell phones when calling in inspection using the inspection line to avoid problems getting all of the inspections properly requested. For your convenience, inspection line brochures are available at the Building Division service counter. These brochures will provide you with all permit and inspection type codes, and directions, which will guide you through the inspection line process. The following information is needed when calling the inspection line to schedule an inspection: application number (permit number), type of inspection requested (all rough inspections [code 6] and all final inspections [code 7] can also be selected).

Commencing with any construction including grading and excavation without a permit will result in a stop work order being issued. During the construction process if an inspection is scheduled and work is not completed this can result in a \$47.00 reinspection fee, per occurrence.

The only inspections that can be scheduled for a specific time are foundations. Inspections can be called in on the automated inspection line at (970) 962-2100 between 2:30 A.M. and 11:30 P.M. Inspections should be called in 24 hours before the needed inspection, but can be requested by calling the automated inspection line until 7:30 A.M. the day of the inspection. In order to receive an inspection on the same day as you are requested, the call must be completed by 8:00 A.M. Specific inspection times cannot be assigned unless it is for a foundation. Before final inspections can be scheduled all deferred fees must be paid at the Building Division. All finals (code 7 on the automatic inspection line) are called in to schedule all final inspections, as is necessary for all new construction.

Additional information needed during the inspection process:

- Engineer letters for caissons or foundations not inspected by the City of Loveland Building Inspectors
- Insulation certification
- Truss specs
- Setback and elevation certification signed and stamped by an engineer or surveyor (see Appendix G). **This letter is required at the time of rough inspections.**
- Site grading certification signed and stamped by an engineer certifying the grade is in conformance to the approved grading plan on file with the City (see Appendix H)

After issuance of a permit a temporary meter can be set for construction purposes. Once the temporary electric equipment has been set the inspection line (970) 962-2100 should be called for an inspection using the electrical permit option (#3) and inspection code “3306”. *If any corrections are necessary a notice will be left on the temporary meter cover. Approval decals will be left on the temporary meter cover.* Once the temporary meter set is approved by the Building Division, the Building Division will contact Light & Power to schedule the temporary power energize.

For permanent meter set the procedure is the same as the above using the inspections line (970) 962-2100 and codes “3307” for the set up of the meter. *If any corrections are necessary a notice will be left on the permanent meter service disconnect. Approval decals will be left on the permanent meter service disconnect.* Once the permanent meter set is approved by the Building Division, the Building Division will contact Light & Power to schedule the permanent power energize.

After the permit is picked up work must begin and inspections scheduled within 180 days. Failure to schedule an inspection within the allotted 180 days, or scheduling an inspection when not ready may result in the application being closed. Each inspection extends the permit an additional 180 days. If an application is closed for expiring no additional work can be performed under that application.

### **Certificate of Occupancy:**

All new structures must obtain a Certificate of Occupancy prior to any use of the structure. The Certificate of Occupancy will be issued to the licensed contractor or applicant to whom the permit was issued after **all** required final inspections have been approved. Please call (970) 962-2505 or (970) 962-2610 to confirm all final inspections have been approved and the Certificate of Occupancy is complete. The contractor or applicant will need to come to the Building Division to sign for the Certificate of Occupancy. Once all final inspections have been approved, a Certificate of Occupancy can be available 48 hours after all final inspections are approved. Please call either (970) 962-2610 or (970) 962-2505 to request confirmation of the final inspection status and request the Certificate of Occupancy.

In the event that there are some outstanding issues to be completed, the City may issue a Conditional Certificate of Occupancy for a specified period of time, depending on the magnitude of the issues. A reinspection will be scheduled for the outstanding items. Upon reinspection, if all remaining conditions have been satisfied then a clear Certificate of Occupancy can be issued. A Conditional Certificate of Occupancy can be obtained only with permission from the Building Official. The fee for a Conditional Certificate of Occupancy is \$100.00 per dwelling unit.

### **Adequate Community Facilities (ACF):**

Fire protection devices can be constructed with the building up to and including fire sprinklers depending upon the size of the structure and street dimensions. A separate permit is required for fire all fire suppression systems. This application can be obtained at the Fire Marshal's office located at 450 N. Jefferson Ave.

## Water and Power:

Any upgrades or second services need to be reviewed by Light & Power prior to building permit application submittal. Call (970) 962-3585. For general requirements for installation and specifications call (970) 962-3000.

## Permit Fee Estimate:

For your use, a building permit estimate form can be found on page 9. It includes all the necessary information to help you determine the cost of your fees.

The City of Loveland now also offers a permit fee estimator on the City of Loveland website. To access the permit fee estimator, please follow these steps:

1. Enter the City of Loveland web address – [www.cityofloveland.org](http://www.cityofloveland.org)
2. Select the “Living in Loveland” bubble at the top of the page.
3. Select “Building Permits” – it is the first choice.
4. Select the “Permit Fee Estimator”. Then follow the instruction on the permit fee estimator to complete your estimate.

If you have questions or would like assistance in determining fees, please call (970) 962-2504 and provide the following information:

### New Construction

1. Total valuation\* for entire project
2. Total valuation for electrical work
3. Total valuation for mechanical work (including HVAC, gas piping and solid, liquid or gas burning appliances)
4. Total valuation for plumbing work (including permanently installed fixtures)
5. Total lot area
6. Water tap size
7. Electrical service size

\* The **total valuation for new residential home construction** will be calculated by the Building Division and based on a formula using the updated costs per square foot published in the building valuation data of ICBO's Building Standards magazine.

First, Second, and Third floors square footage	\$61.92 per square foot
Tri-level, garden level square footage	\$61.92 per square foot
Square footage of unfinished basements	\$13.43 per square foot
Square footage of basements finished at construction	\$18.49 per square foot
Square footage of attached and detached garages	\$22.36 per square foot

The square footage costs shown here are used for attached and detached dwelling units only. Other construction types have their own valuation formulas, contact (970) 962-2504 if you need additional information.

A separate permit is required for fire extinguishing systems. Do not add the valuation of the fire extinguishing system in with the building permit application. The fire extinguishing permit may be obtained at the Fire Marshal's office located at 510 E. 5<sup>th</sup> St. Permit fees for the fire extinguishing system will be assessed by the Fire Marshal's office.

## **Thank You!**

Please do not hesitate to call us with any questions you might have or to obtain any additional information. We appreciate the opportunity to assist you in creating a successful construction project!

# **Application Requirements for Residential Building Permits**

1. Complete the application for building permit, including the address, legal description, owner, contractor, description of work, building heights, valuations, subcontractors, etc. - See Appendix A
2. Two (2) copies of the site plan no larger than 8 ½" x 14". Must be drawn to a standard scale no smaller than 1" = 20' with the following information:
  - a. North arrow and scale
  - b. Legal description to include lot, block, subdivision name and P.U.D. name (if applicable)
  - c. Street address
  - d. Lot boundary with bearings, dimensions and curve information
  - e. Location, dimension and type of easements, noting any existing or proposed encroachments including building overhangs, concrete pads, retaining walls, etc.
  - f. Any dedicated easement and/or rights-of-way not identified on the final plat (the reception number of the dedication to be indicated on the site plan)
  - g. All building setbacks (building envelope), dimensions of building to property line on all sides (measured perpendicular/radial at the closest point of the building foundation/cantilever)
  - h. All proposed and existing structures with exterior dimensions, including concrete pads, decks and covered porches (Note existing building(s) to be removed)
  - i. Driveways, walks, and driveway curb cuts (max. 24' wide)
  - j. Water and electric meter location
  - k. Sewer and water service location and size
  - l. Existing fire hydrant locations up to 300' adjacent to the site
  - m. Location and type of required landscaping
  - n. Grading Plan must include the following :
    - Must match existing Master Grading and Drainage Plan. (If one does not exist, a design for the lot which is signed and sealed by a Colorado registered engineer will be required)
    - Spot elevations including lot corners and elevations on adjacent properties to show direction of flow
    - Direction of drainage flow (arrows) which provides positive drainage away from the building and drainage pattern not detrimental to adjacent property
    - Location and direction of downspout discharge
    - Flowline elevations at curb cut or top of curb elevation
    - Finish floor elevation (top of foundation)
    - Garage floor elevation (if different than finish floor)
    - Finish grade elevation of ground next to the building, minimum 8" (0.67') below top of foundation
    - Finished grade elevations 5' beyond foundation at lowest and highest points.
    - Site elevation of mid-point of highest pitched roof

Additional site plan information may be required for one-family and two-family residential units that are located on double frontage lots with back property lines adjoining a city arterial street or a state highway or for a P.U.D. which have specific conditions for design, etc.

**An example of a site plan is provided for your reference on Appendix C.**

3. Signed and completed Architectural Review Committee letter (if required by subdivision)

4. Two (2) reduced 11x17 drawings of front, rear and side elevations of dwelling unit.
5. Two (2) footing and foundation plans designed, signed and sealed by a Colorado registered engineer and must include:
  - a. Crawl space ventilation design
  - b. Subsurface groundwater mitigation design or statement noting that a ground water problem does not exist
  - c. Reflects plot plan, mirroring foundation will be rejected.
6. Two (2) complete sets of construction plans. Must be drawn to scale which include the following (not required if using an approved master plan):
  - a. Floor plan (minimum scale  $\frac{1}{4}'' = 1'-0''$ )
  - b. Roof design: size, direction and spacing of members (engineered truss plans to be on the job site)
  - c. Cross section: floor, wall, roof framing, and roofing
  - d. Stair section
  - e. Header schedule
  - f. Window schedule
  - g. Girder/Beam details
  - h. Insulation details
  - i. Elevation: finished grade, finished floors, doors, and windows (minimum scale  $\frac{1}{4}'' = 1'-0''$ ), including material types and colors and building height dimensions
  - j. Fireplace details: section showing fire blocking and chimney clearances (minimum scale  $\frac{1}{4}'' = 1'-0''$ )
  - k. Furnace and water heater location including location of floor drain. Scuttle access to attic, fire detection system
  - l. Electrical, mechanical and plumbing layout
6. Water receipt from alternative water supplier – if applicable.

**In order to avoid delays in processing, incomplete applications will not be accepted until all required information is submitted. Thank you for your cooperation!**

# Residential Permit Applications

## Permit Fee Information

### Issuance Fees:

- Structural Permit Fee – Based on the project’s total valuation as defined on page 10 and 11.
    - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor \$61.92 sf
    - Basement unfinished \$13.43 sf
    - Basement finished \$18.49 sf
    - Garage attached or detached \$22.36 sf
  - Plan Review Fee – 65% of the Structural Permit Fee
  - Sub-Contractor Fees (Electrical, Mechanical, and Plumbing) – Based on the valuation of each sub-contractor’s fees – see page 11 for the valuation worksheet
  - City Use Tax and County Open Space Tax – Tax is based on 3.80% of one-half of the total valuation. Take your permit with you when you purchase your materials so you won’t be charged again for the city and county tax if you purchase your supplies from a supplier within the city limits. State taxes will still be assessed at the time of material sales. **The tax paid at the time of building permit issuance is a deposit.**
  - Water Meter Fee – Fee is based on a ¾” tap - \$164.64 per meter and a \$50.00 inspection fee to total \$214.64
  - Construction Water Fee – Fee is based on a ¾” tap - \$25.00 for the first 12,315 gallons
  - **Electrical installation:**
    - \$360.00 per meter for underground installation for meter size of 150 amps or less
    - \$460.00 per meter for underground installation for meter size greater than 150 amps
    - \$165.00 per meter for overhead installation
- 

### Deferred Fees:

#### Capital Expansion Fees:

- Streets – Single Family – \$2,984.00
  - Attached & 2 family - \$1,940.00
- Fire – \$502.00
- Law Enforcement– \$590.00
- Library – \$539.00
- Museum – \$359.00
- General Government – \$679.00
- Parks – \$2,454.00
- Recreation– \$1,128.00
- Trails– \$406.00
- Open Space – \$662.00

#### Impact Fees:

- Raw water development fee
  - \$1,000.00 per single-family dwelling unit
  - \$1,000.00 for each unit of two family dwellings
- Sewer system impact fee
  - \$2,440.00 per single family dwelling
  - \$2,252.00 for each unit of two family dwellings
- Water system impact fee
  - \$3,632.00 per single family dwelling unit

- \$2,328.00 for each unit of two family dwellings

#### Plant Investment Fees

- Electric plant investment fee:
  - \$730.00 150 amps or less
  - \$930.00 greater than 150 amps

#### Engineering Inspection Fees:

- Inspection fee – Streets
  - Single Family - \$75.00
  - Duplex Unit - \$50.00
- Inspection fee – Storm Water
  - Single Family - \$75.00
  - Duplex Unit - \$50.00

#### Storm Water Investment Fee

- Storm Water System Investment Fee:
  - Based on density (dwelling units per sf)
    - Low Density (7260>sf) = 0.0569 x lot sf
    - Medium (3960-7259 sf) = 0.0629 x lot sf
    - High Density (<3960sf) = 0.0689 x lot sf
    - Estate (1ac+) = 0.0123 x lot sf

#### School Fees:

- Thompson School District Fees-In-Lieu of Land Dedication:
  - \$1,382.00 per dwelling unit for 1-4 units
  - \$946.00 per dwelling unit for 5 or more

# Building Permit Estimate

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

Legal Description: \_\_\_\_\_ Lot Area: \_\_\_\_\_ sf

**Valuations:**

Square Footage:	<u>Finished</u>	<u>Unfinished</u>	<u>Cost/S.F.</u>	<u>Total Cost</u>
1 <sup>st</sup> Floor	_____	-----	\$61.92	_____
2 <sup>nd</sup> Floor	_____	-----	\$61.92	_____
3 <sup>rd</sup> Floor	_____	-----	\$61.92	_____
Garage	_____	-----	\$22.36	_____
Basement	_____	-----	\$18.49	_____
Basement	-----	_____	\$13.43	_____
Tri-level Garden	_____	_____	\$61.92	_____

Total Valuation:	\$ _____
Electrical Valuation:	\$ _____
Mechanical Valuation:	\$ _____
Plumbing Valuation:	\$ _____

<b>Issuance Fees:</b>	
Structural Permit Fee	\$ _____
Plan Review Fee	\$ _____
Electrical Subcontractor permit fee	\$ _____
Mechanical Subcontractor permit fee	\$ _____
Plumbing Subcontractor permit fee	\$ _____
City Use Tax and County Open Space Tax	\$ _____
Water Meter Fee	\$ _____
Construction Water Fee	\$ _____
Underground Electrical Installation Fee	\$ _____
<b>Total Issuance Fees</b>	<b>\$ _____</b>

<b>Capital Expansion Fees:</b>	
Streets	\$ _____
Fire	\$ _____
Law Enforcement	\$ _____
Library	\$ _____
Museum	\$ _____
General Government	\$ _____
Parks	\$ _____
Recreation	\$ _____
Trails	\$ _____
Open Space	\$ _____
<b>Total Capital Expansion Fees</b>	<b>\$ _____</b>

<b>Impact Fees</b>	
Electric Plant Investment Fee	\$ _____
Inspection Fee – Storm Water	\$ _____
Inspection Fee – Streets	\$ _____
Raw Water Impact Fee	\$ _____
Sewer System Impact Fee	\$ _____
Water System Impact Fee	\$ _____
Storm Water System Investment Fee	\$ _____
Thompson School District Fees	\$ _____
<b>Total Impact Fees</b>	<b>\$ _____</b>

<b>Total Fees Required Prior to Final Inspections</b>	<b>\$ _____</b>
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# City of Loveland

## Application for Building Permits

Building Division \* 500 E 3rd St \* Loveland, CO 80537  
 General Information (970) 962-2505 or (970) 962-2610\* Inspection Line (970) 962-2100  
 TDD (970) 962-2620 \* FAX (970) 962-2904

2006

Address: \_\_\_\_\_ Lot Size: \_\_\_\_\_ sf

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Street) (City) (State) (Zip Code)

Contractor Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

<input type="checkbox"/> Residential		<input type="checkbox"/> Non-Residential		<input type="checkbox"/> New Building		<input type="checkbox"/> Alteration		<input type="checkbox"/> Addition	
Proposed Use:	Existing Use:	Building Height:	Construction ft. Type:	Occupancy Group:	Occupant Load:				
Number of Units:	Number of Stories:	Number of Bedrooms:	Number of Bathrooms: Full- 3/4- 1/2-						
Fireplace? Y N #	Gas logs? Y N	Type of Heat: Gas Electric		Electric Service Size: Amps	Water Meter Size: inch		Number of Meters Electric: Water:		
Garage (Detached / Attached) s.f.	Basement (sf) Fin Unfin	1st Floor (sf) Fin Unfin		2nd Floor (sf) Fin Unfin		3rd Floor (sf) Fin Unfin			
Carport sf	Porch sf (Roof? Y N)	Deck sf (Roof? Y N)		Storage sf Proposed Use:					
Elevations? ___ Received	ARC Letter? ___ Received	A/C Yes No		<b>Valuations</b>					
Foundation Plans? ___ Received	Water Letter? ___ Received			Total Valuation \$					
Master Plan Number:		Full Permit Ftg. and Fndn.		Traffic Impact Study Traffic Worksheet		Electrical Subcontractor Valuation \$			
Describe Work/List Options:						Mechanical Subcontractor Valuation \$			
						Plumbing Subcontractor Valuation \$			

I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws and building codes. Additionally, **I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS AND OTHER FEES ASSOCIATED WITH THIS APPLICATION. FAILURE TO PICK UP AND PAY FOR THIS PERMIT WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED AND THE PLAN CHECK FEE BEING ASSESSED AND ALL FEES UNDER THIS APPLICATION BECOME NULL AND VOID.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Received By \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\* Office Use Only \*\*\***

Staff Comments:	<b>Application Information</b>			
	LID No.:		F and F	
	Zoning:	Fees:		
	Insp. Area:	Date:		
	SR No.:			
Building Official:	Variance No.:	Application Number:		

# City of Loveland

## Building Permit Fee Schedule

Effective Jan 1, 2006

Valuation	Permit Fee
\$ 1 - 500	23.50
\$ 501 - 600	26.55
\$ 601 - 700	29.60
\$ 701 - 800	32.65
\$ 801 - 900	35.70
\$ 901 - 1,000	38.75
\$ 1,001 - 1,100	41.80
\$ 1,101 - 1,200	44.85
\$ 1,201 - 1,300	47.90
\$ 1,301 - 1,400	50.95
\$ 1,401 - 1,500	54.00
\$ 1,501 - 1,600	57.05
\$ 1,601 - 1,700	60.10
\$ 1,701 - 1,800	63.15
\$ 1,801 - 1,900	66.20
\$ 1,901 - 2,000	69.25
\$ 2,001 - 3,000	83.25
\$ 3,001 - 4,000	97.25
\$ 4,001 - 5,000	111.25
\$ 5,001 - 6,000	125.25
\$ 6,001 - 7,000	139.25
\$ 7,001 - 8,000	153.25
\$ 8,001 - 9,000	167.25
\$ 9,001 - 10,000	181.25
\$ 10,001 - 11,000	195.25
\$ 11,001 - 12,000	209.25
\$ 12,001 - 13,000	223.25
\$ 13,001 - 14,000	237.25
\$ 14,001 - 15,000	251.25
\$ 15,001 - 16,000	265.25
\$ 16,001 - 17,000	279.25
\$ 17,001 - 18,000	293.25
\$ 18,001 - 19,000	307.25
\$ 19,001 - 20,000	321.25
\$ 20,001 - 21,000	335.25
\$ 21,001 - 22,000	349.25
\$ 22,001 - 23,000	363.25
\$ 23,001 - 24,000	377.25

Valuation	Permit Fee
\$ 24,001 - 25,000	391.25
\$ 25,001 - 26,000	401.85
\$ 26,001 - 27,000	411.95
\$ 27,001 - 28,000	422.05
\$ 28,001 - 29,000	432.15
\$ 29,001 - 30,000	442.25
\$ 30,001 - 31,000	452.35
\$ 31,001 - 32,000	462.45
\$ 32,001 - 33,000	472.55
\$ 33,001 - 34,000	482.65
\$ 34,001 - 35,000	492.75
\$ 35,001 - 36,000	502.85
\$ 36,001 - 37,000	512.95
\$ 37,001 - 38,000	523.05
\$ 38,001 - 39,000	533.15
\$ 39,001 - 40,000	543.25
\$ 40,001 - 41,000	553.35
\$ 41,001 - 42,000	563.45
\$ 42,001 - 43,000	573.55
\$ 43,001 - 44,000	583.65
\$ 44,001 - 45,000	593.75
\$ 45,001 - 46,000	603.85
\$ 46,001 - 47,000	613.95
\$ 47,001 - 48,000	624.05
\$ 48,001 - 49,000	634.15
\$ 49,001 - 50,000	644.25
\$ 50,001 - 51,000	650.75
\$ 51,001 - 52,000	657.75
\$ 52,001 - 53,000	664.75
\$ 53,001 - 54,000	671.75
\$ 54,001 - 55,000	678.75
\$ 55,001 - 56,000	685.75
\$ 56,001 - 57,000	692.75
\$ 57,001 - 58,000	699.75
\$ 58,001 - 59,000	706.75
\$ 59,001 - 60,000	713.75
\$ 60,001 - 61,000	720.75
\$ 61,001 - 62,000	727.75

Valuation	Permit Fee
\$ 62,001 - 63,000	734.75
\$ 63,001 - 64,000	741.75
\$ 64,001 - 65,000	748.75
\$ 65,001 - 66,000	755.75
\$ 66,001 - 67,000	762.75
\$ 67,001 - 68,000	769.75
\$ 68,001 - 69,000	776.75
\$ 69,001 - 70,000	783.75
\$ 70,001 - 71,000	790.75
\$ 71,001 - 72,000	797.75
\$ 72,001 - 73,000	804.75
\$ 73,001 - 74,000	811.75
\$ 74,001 - 75,000	818.75
\$ 75,001 - 76,000	825.75
\$ 76,001 - 77,000	832.75
\$ 77,001 - 78,000	839.75
\$ 78,001 - 79,000	846.75
\$ 79,001 - 80,000	853.75
\$ 80,001 - 81,000	860.75
\$ 81,001 - 82,000	867.75
\$ 82,001 - 83,000	874.75
\$ 83,001 - 84,000	881.75
\$ 84,001 - 85,000	888.75
\$ 85,001 - 86,000	895.75
\$ 86,001 - 87,000	902.75
\$ 87,001 - 88,000	909.75
\$ 88,001 - 89,000	916.75
\$ 89,001 - 90,000	923.75
\$ 90,001 - 91,000	930.75
\$ 91,001 - 92,000	937.75
\$ 92,001 - 93,000	944.75
\$ 93,001 - 94,000	951.75
\$ 94,001 - 95,000	958.75
\$ 95,001 - 96,000	965.75
\$ 96,001 - 97,000	972.75
\$ 97,001 - 98,000	979.75
\$ 98,001 - 99,000	986.75
\$ 99,001 - 100,000	993.75

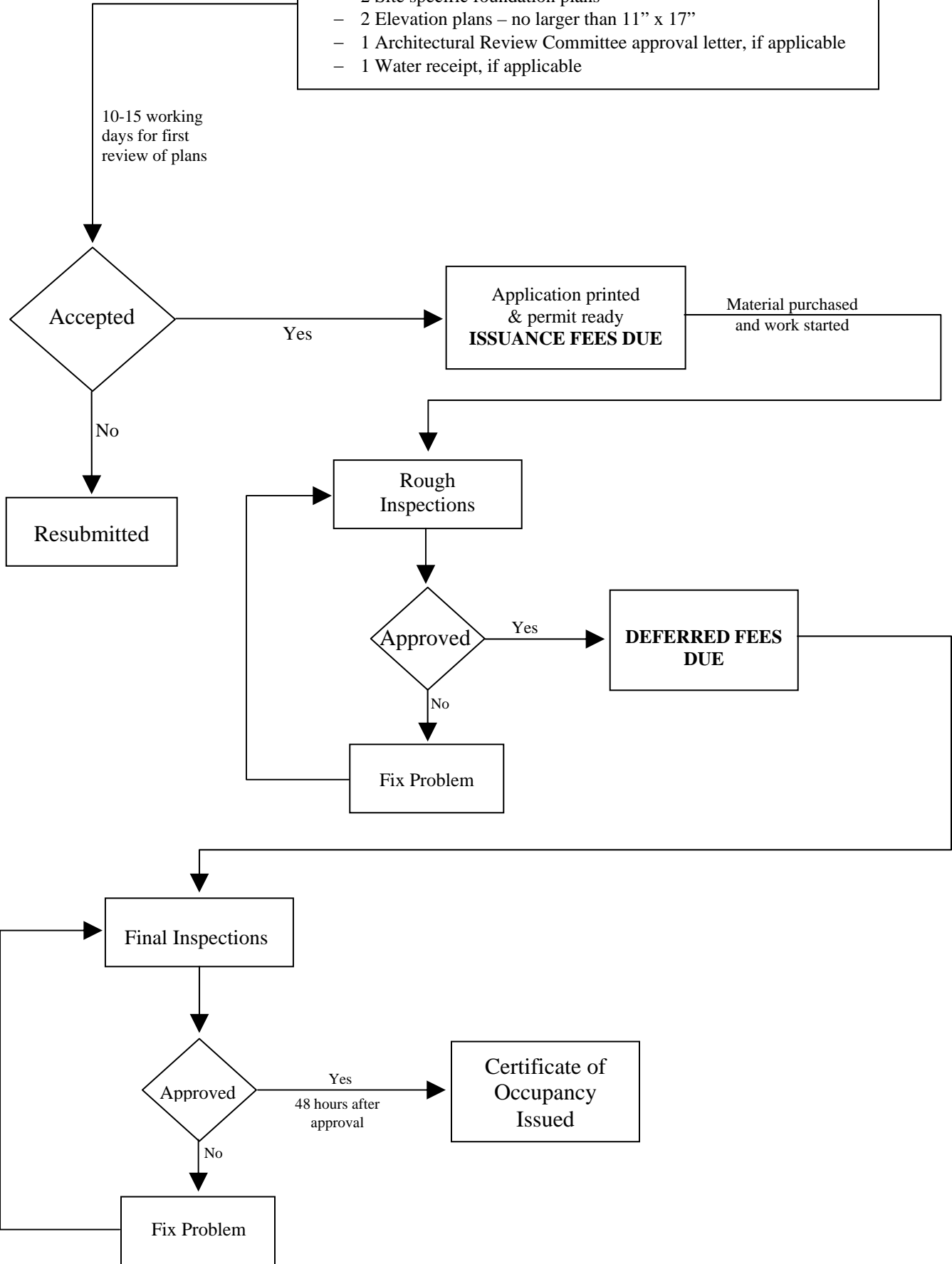
\$100,001 - \$500,000 = \$993.75 for the first 100,000 plus 5.60 for ea add'l \$1,000 or fraction thereof.  
 \$500,001 - \$1,000,000 = \$3,233.75 for the first \$500,000 plus \$4.75 for each \$1,000 or fraction thereof.  
 \$1,000,000 + = \$5,608.75 for first \$1,000,000 plus 3.65 ea add'l \$1,000 or fraction thereof.

Plan Review Fee 65% of Permit Fee

**City Use Tax & Larimer County Tax = 3.80% of 1/2 of the total Valuation**



- Application Submittal**
- Completed and signed building permit application
  - 2 Site plans – no larger than 8 1/2” x 14”
  - 2 Architectural plans
  - 2 Site specific foundation plans
  - 2 Elevation plans – no larger than 11” x 17”
  - 1 Architectural Review Committee approval letter, if applicable
  - 1 Water receipt, if applicable



## Master Plans:

This procedure allows a contractor to obtain approval of a set of construction plans for a house before actual construction on a specific site. If you are going to build the same house more than once, you should "master" the construction plans. If a "master" of construction plans is made, you will pay the normal plan review fee the first time the City reviews the plans. Thereafter, you will only pay \$47.00 per hour for the plan review fee for each subsequent use of the plans. This master plan approval will eliminate the requirement of submitting two additional sets of construction plans with each site-specific building permit application. With each subsequent application only the Master Plan application number will need to be referenced and any options selected. All other required submittal documents will still be required with each building permit application.

To "master" a set of construction plans, a separate master plan application form must be completed (see Appendix F). The master application form needs to be completely filled out and accompanied by two sets of construction plans. The application needs to be completed for the base model plan. All other options should be listed for the following: Any options that result in a modification of the structural square footage, or building footprint must be shown on the submitted plans.

- Any additional square footage added to any floor of the home
- Options for porches and decks square footage, uncovered or covered
- Any changes to garage
- Addition of air conditioning
- Basement finished areas
- Increase in numbers of bedrooms or bathrooms
- Any option for plan elevation change.

After submittal, the master plan application will be logged onto the computer and distributed to the review agencies. The review time period required of a master plan is ten to fifteen (10-15) working days from the date the complete application is submitted. After all comments and approvals are received, the City will then issue the submitted, stamped and approved construction plans back to the contractor. The contractor shall keep the approved master plans and must have **a set of plans at the job site** available to the building inspectors for all inspections.

# Master Plan Application

Stock Plan Number: \_\_\_\_\_ Model Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ License No.: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Subdivision: \_\_\_\_\_

**Standard Plans:**

# Units	# Stories	# Bedrooms	# Full Baths	# ¾ Baths	# ½ Bath	# Fireplaces	A/C
Garage (sf)	1 <sup>st</sup> Floor (sf)	2 <sup>nd</sup> Floor (sf)	3 <sup>rd</sup> Floor (sf)	Basement Finished (sf)	Basement Unfinished (sf)	Type of Heat	Standard Porch/Deck

**Options:**

No.	Description of Option	Square Feet Added
1.		
2.		
3.		
4.		
5.		
6.		
7.		

The attached house plan with all available options described (which is to be used as a master plan on subsequent permit applications) is to be reviewed for compliance with all City codes. I understand that the permit application must specify this master plan number with the specific options being used for the actual construction of said residence and any deviation from this plan not otherwise authorized will void the permit. I also understand that each permit application using this master plan must be accompanied by two engineered foundation plans, two site plans, and two elevation plans that are in compliance with the residential guidelines checklist. I certify that this application is correct. I agree to perform the work described according to the plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws, and building codes. I understand the approved master plan drawings must be at each job site for all inspections.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**\*\*\* Office Use Only \*\*\***

Standard codes for plan review: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Master Plan Permit Number: \_\_\_\_\_

Plans Reviewed By: \_\_\_\_\_ Valuation of Standard House: \_\_\_\_\_

Plans Approved By: \_\_\_\_\_ Plan Review Fee: \_\_\_\_\_



**Development Services  
Building Division**

500 East Third Street • Loveland, CO 80537  
(970) 962-2505 • (970) 962-2610 • Fax (970) 962-2904 • TDD (970) 962-2620  
www.cityofloveland.org

**DATE:** \_\_\_\_\_

CITY OF LOVELAND  
Building Division  
500 E. 3<sup>rd</sup> Street  
Loveland, CO 80537

**RE: Foundation Setback and Elevation Certification for LOT \_\_\_\_\_, BLOCK \_\_\_\_\_,**

**SUBDIVISION,** \_\_\_\_\_

**ADDRESS \_\_\_\_\_ PERMIT # \_\_\_\_\_.**

To Whom It May Concern:

On \_\_\_\_\_, a field crew from this office measured the foundation setbacks and elevations for the above-referenced lot, and found them to be in substantial compliance with the Drainage, Final Grading and Development Plan approved by the City of Loveland.

Sincerely,

**BY:** \_\_\_\_\_ **seal**



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**RESIDENTIAL SITE CERTIFICATION**

NOT REQUIRED FOR ADDITIONS AND REMODELS

DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_  
PERMIT # \_\_\_\_\_

- The relative elevations at the above referenced address were measured at the lot sides and corners, top of foundation and other locations as needed. The sides, elevations and drainage patterns as measured are in substantial conformance with the approved drainage and final grading plan for the referenced subdivision. The grading has been constructed as to facilitate the intent of the approved Drainage Plan for the subdivision.

\_\_\_\_\_

- The lot grading does not conform to the approved grading plan. The attached revised grading plan reflects the existing grading at this site is functionally adequate for this lot and the overall subdivision drainage plan.

\_\_\_\_\_

ENGINEERING / SURVEYING FIRM NAME \_\_\_\_\_ PHONE \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SEAL

PRINT NAME OF ENGINEER / SURVEYOR \_\_\_\_\_

SIGNATURE OF ENGINEER / SURVEYOR \_\_\_\_\_

+