



City of Cortez
 Community & Economic Development Department
 Division of Planning & Building
 123 Roger Smith Avenue
 Cortez, Colorado 81321

File Number: _____
 Application/Permit Number: _____
 Date Application Received: _____
 Received by: _____

BUILDING PERMIT APPLICATION

NOTE: APPLICANT MAY BE REQUIRED TO MAKE PUBLIC IMPROVEMENTS AS A RESULT OF THIS APPLICATION

Public Improvements include the installation/repair/replacement of sidewalk, curb, gutter, street scape, etc.

24 HOUR INSPECTION LINE: (970) 564 – 4071

The Cortez Building Department provides inspections for valid permit holders 9 AM – 4:30 PM on Monday – Thursday.

I. PROPERTY INFORMATION

Address: _____ Total lot size sq ft: _____

Project Description:

**add attachments as needed*

II. CONTACT INFORMATION

PRIMARY CONTACT: Owner Applicant/Agent Other: _____

APPLICANT/AGENT

Contact Name: _____

Mailing Address: _____

Phone: _____

Email: _____

PROPERTY OWNER (if different than applicant)

Owner's Name: _____

Mailing Address: _____

Phone: _____

Email: _____

III. PROJECT TYPE (CHECK ALL THAT APPLY)

Some project types may require Planning Department review prior to issuing a Building Permit.

- | | | | |
|--|---|--|----------------------------------|
| <input type="checkbox"/> New Commerical | <input type="checkbox"/> New Residential | <input type="checkbox"/> Manufactured Home | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Commercial Remodel | <input type="checkbox"/> Residential Remodel | <input type="checkbox"/> Accessory Dwelling | <input type="checkbox"/> Deck |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Residential Addition | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Re-Roof |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Change of Occupancy | <input type="checkbox"/> Other: _____ | |

QUESTIONS? Call (970) 565 – 3402, email clindquist@cortezco.gov

HAND DELIVERY or MAIL: Please submit application and plans in person to:
 Planning & Building, Cortez City Hall, 123 Roger Smith Avenue, Cortez, CO 81321

ONLINE: <https://www.cortezco.gov/186/Building-Permits-Applications>

IV. PROJECT INFORMATION

DEMOLITION Is the structure listed as **historic**?
 YES NO
 Total sq ft to be demolished: _____

FENCE
 Height ft: _____

DECK
 Height ft: _____

NEW CONSTRUCTION
 Total sq ft: _____
 Is the structure intended as affordable housing?
 YES NO

RE-ROOF
 Total sq ft: _____

REMODEL/ADDITION Is the structure listed as **historic**?
 Existing sq ft: _____ YES NO
 Total sq ft to be added: _____
 Existing sq ft to be remodeled: _____

ACCESSORY STRUCTURE/DWELLING (ADU)
 Total sq ft to be added: _____
 Primary structure sq ft: _____
 Will the accessory be living space? YES NO
 Is the structure intended as affordable housing? YES NO

DECLARED CONSTRUCTION VALUE: *Required for all applications* \$ _____ . _____

DISCLAIMER: this permit does not cover non-city utilities including but not limited to sewer, electricity, gas, television, telephone, and internet.

V. ATTACHMENTS

All applications must be submitted digitally and include **2 sets of copies** of construction documents.

Required for all applications (some applications may have additional requirements):

- Site Plan* (*not required for re-roofs, repairs, or siding*)
- Floor plans

**Site plans are not always required to be drawn by a surveyor or an engineer, however, plans must be drawn to scale.*

May be required for new builds including additions, new accessory structures/dwellings, etc:

- Elevation
- Cross Sections (*may not be required for all applications*)
- Foundation Plan
- Framing Plan
- Utility Plan (*include domestic water meter size*)
- Landscape Plan (*not required for single-family residential applications*)
- Grading and Drainage Plan (*encouraged but not required for residential*)
- Off-street Parking Plan (*may not be required for all applications*)

VI. ACKNOWLEDGMENT AND AUTHORIZATION

I hereby certify that I am the owner or the owner's duly authorized agent and have read and understand this application, and all City regulations that pertain to my project. I acknowledge that all information included in this application is accurate and true. I also acknowledge that by signing this agreement, City officials may enter my property for inspection and other official business related to this application. Where possible notice will be given to the applicant ahead of time. I also understand that if plumbing or electrical work is to be performed that I am required by Colorado State Law to employ the services of a licensed plumber and/or electrician if the property or residence is intended for resale, rental, or is a commercial structure. I understand that I am responsible for following all Federal laws, guidelines, and regulations, as well as those set forth by the State of Colorado and the City of Cortez.

Applicant Signature: _____ Date: _____

Property Owner Signature (if different): _____ Date: _____

VII. DEPARTMENT USE ONLY

Fee Required: \$ _____ Paid on: _____ Receipt #: _____

Planning Review

Building Review

Final Review