



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

FIRST TIME BUILDING PERMIT APPLICATION CHECKLIST

This form is intended to help provide a more efficient building permit review process. Complete the checklist below to determine if you should contact the Community & Economic Development Department to discuss requirements for your proposed project before submitting your building permit application. Please reach out to us at Cortez City Hall, 123 Roger Smith Avenue, Cortez, 81321 or (970) 565 – 3402.

If you answer “NO” to any of the questions below, please contact City of Cortez Community & Economic Development Department to discussion requirements and/or additional processes that may be required prior to submitting your application:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are you familiar with the City of Cortez building permit fees? Building permit fees can be found in the City of Cortez Fee Schedule or at: https://www.cortezco.gov/186/Building-Permits-Applications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Have you called 811 to identify utility lines?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. If the application is for an addition or new construction, do you know the locations of the property lines and utilities (including water and sewer services line locations and sizes)? <i>Please include these items on your site plan.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. If the application is for commercial, mixed-us, or multi-family new construction or addition, has a site plan review process been completed and received approval?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Are the provided plans in accordance with the City of Cortez adopted building codes?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. If you are going to demo a full structure or interior/exterior walls greater than 32 sq. ft, do you have a demolition permit from the State of Colorado?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. If you are excavating, performing work, or storing materials/dumpsters/storages unit in the City right-of-way, have you talked to the Public Works Departments and City Engineers regarding required permits?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. If the project is altering a building on the local Historic Registry, have you received a free Certificate of Alteration?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. If the property is part of a new subdivision, have you seen the approved plans (including grading, drainage, etc.) and does your submittal comply with them?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. If a variance and/or alternative compliance is required, have you received that approval?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. If the submittal is for a new single-family residence, a new duplex, or a new accessory dwelling unit (ADU), have you provided an approved landscape plan?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. If a construction stormwater permit is required, have the permit been applied for prior to submittal and/or a Stormwater Management plan been developed and submitted for review?