



www.larimer.org

Planning & Building Services

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CONSTRUCTION WITHOUT A PERMIT

'As-Built' Construction

Requirements when construction is done without a building permit or without inspection approvals during the construction process.

Larimer County is responsible for providing County residents with a safe environment in which to live, work, and raise families. The Building Department helps do this by administering building codes to protect lives and property from the hazards of unsafe construction. Homeowners also have a responsibility to provide a safe environment for themselves, their families, and other citizens.

What is 'As-Built' Construction?

Structures, additions to structures, or basements conducted or finished without a building permit or without required inspections during the construction process.

How do I rectify 'As-Built' Construction?

Construction without inspections:

If construction has taken place without inspections then those inspections may need to be done by licensed professionals as well as Building Department Staff. When all inspections are conducted and approved under a valid building permit an ['As-Built' Certificate of Observable Compliance](#) is issued. If the owner wishes to obtain a regular Certificate of Occupancy all concealed construction must be exposed and fully inspected.

Construction without a building permit:

Prior to applying for or renewing a building permit, a life-safety inspection may need to be scheduled by the Code Compliance staff. This inspection will determine if any imminent, life-safety corrections are required and what, if any, components of the finished construction need to be verified as code-compliant by independent, licensed plumbing and heating professionals or if structural and foundation components need to be evaluated by a Colorado licensed engineer.

Also required will be proof that all required inspection approvals for electrical work have been obtained under a valid permit issued by the State Electrical Board. In some cases, a certification letter from a Colorado licensed master electrician may be acceptable. Consult with the Code Compliance Officer you are working with.



Life-Safety Inspections

When staff is conducting a life-safety inspection an ['As-Built' checklist](#) will be used as a guideline. The checklist is not meant to be all-inclusive of Building Code requirements but rather used as a guideline for inspectors to determine permit and inspection requirements for the structure. Upon request, Code Compliance staff will supply a copy of the completed checklist to the owner when a meeting is held with the owner to obtain or renew a new permit.

Code Compliance staff will meet with the property owner after the life-safety inspection to explain the permit renewal or application process. The application must include an [Agreement Concerning Existing 'As-Built' Construction](#) for the structure, addition or basement finish.

The cost of the life-safety inspection is \$42.00 per hour, including driving time. The amount of the life-safety inspections is credited against permit fees.

Building Permit Applications

A building permit is issued and a final building inspection is performed after all approvals from applicable departments are obtained and final permit fees are paid**. *Note:* All corrections noted by inspection staff and licensed professionals, if any, must be completed prior to final inspection approval.

When final inspection approvals are obtained under the permit, including approvals from all other required agencies (i.e. Health, Engineering, Planning Departments, etc.) an ['As-Built' Certificate of Observable Compliance](#) will be issued.

Depending on the findings of the inspector during the life-safety inspection, permit or renewal applications may need to contain one or all of the following documents:

- Two copies of a floor layout plan, drawn to scale (1/4" = 1'), showing dimensions of each room, the use of each room, location of all heating and sanitation appliances, location of floor drains, location of smoke alarms, etc.
- Certification letter from a Colorado licensed structural engineer (for structural and foundation work), a certification letter from a licensed plumbing and/or heating contractor (for plumbing and heating work), and proof that all required inspection approvals for electrical work have been obtained under a valid permit issued by the State Electrical Board or an evaluation by a Colorado licensed master electrician depending on the circumstances of the case.

These professionals must check the work completed and certify that all completed construction meets the building, mechanical, and/or plumbing codes adopted by Larimer County and the Electrical Code adopted by the State of Colorado. If the work does not meet code requirements, detailed drawings and/or a list of corrections describing what needs to be done to bring the construction up to code are required.

- For wood stoves, the manufacturer's specifications must be installed in the structure. If specifications are not available, the wood stoves must meet minimum requirements for clearances to combustible materials, and be EPA approved.

**An investigation fee, in addition to the permit fee, may be collected whenever any work for which a permit is required has been commenced without first obtaining a permit. The investigation fee is equal to the amount of the building fee. The fee may be waived if the work was completed by a previous owner.



Certification Letter – Instructions for Preparation

Depending on the extent of the existing construction, a Colorado licensed master plumber and heat/vent contractor, Colorado licensed master electrician (if applicable), and/or a Colorado licensed structural engineer must visit the site, review the existing work, and complete a certification letter to be submitted for a plan review along with a permit or renewal application.

When the plan review is completed, a permit will be renewed or issued. Any repairs required by the licensed professionals can then be completed. Inspection staff will inspect changes required by these professionals, if any, and perform all other required inspections.

To view the following sample certification forms and letters please see the attached or visit

www.larimer.org/codecompliance/nopermit.

[Plumbing Certification](#)

[Heating Certification](#)

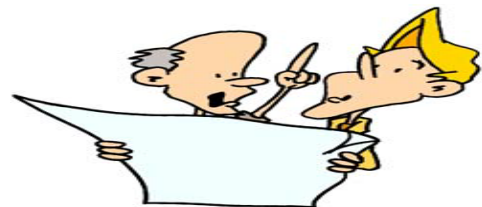
[Electrical Certification](#)

[Engineer Certification](#)

['As-Built' Life-Safety Inspection Checklist](#)

[Agreement Concerning Existing 'As-Built' Construction](#)

['As-Built' Certification of Observable Compliance](#)



For more information please contact the
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