

## Process of Obtaining a Building Permit for an Existing Structure

Because the buildings structural and architectural elements were not inspected during the initial construction, the following steps are required to obtain a building permit and subsequent Certificate of Occupancy (CO) for the structure already built or for a structure being moved into Garfield County.

- 1) Depending on the type and use of the building, a specific permit packet (application and checklist) must be obtained from the building department. Please call the building department to determine which packet applies. Permit application packets are also available online by visiting : <https://www.garfield-county.com/community-development/building-permit-applications.aspx>
- 2) A Colorado licensed design professional (architect or engineer) must perform a site visit and inspection to verify the structure meets the requirements for structural and non-structural provisions of the adopted codes. As part of the building permit application process, the design professional must certify with a sealed letter that the building meets adopted codes. This letter must accompany the building permit application. Depending on the complexity of the structure, building plans may also need to be drawn and submitted with the application.
- 3) Upon approval of the application, a permit will be issued and the final permit fees will be collected. Typically there are one or two inspections performed by the county to finalize the process and issue a CO if applicable.
- 4) Additional permits for septic, electrical or driveways may be required and must be submitted and finalized prior to issuance of a CO if applicable.

Please contact the Community Development department with any questions or concerns.