

PLANNING & DEVELOPMENT SERVICES

# FEE MANUAL



FISCAL YEARS ▶ 2020

# TABLE OF CONTENTS

## ▲ PLANNING & DEVELOPMENT SERVICES

Address and Hours of Operation ..... 3  
 Acceptable Forms of Payment..... 3  
 Contact Information..... 3

## ▲ BUILDING PERMIT FEES

Overview ..... 4  
 Permit Requirement..... 5  
     Work That Requires a Building Permit..... 5  
     Unpermitted Work..... 5  
     Homeowner as Contractor ..... 5  
 Primary Fee Schedule ..... 6  
 Plan Review Fees ..... 6  
 Foundation Only Permits ..... 7  
 Impact and Development Fees ..... 7-12  
     Transportation Fees..... 7  
     Recreation Buildings Investment Fees ..... 8  
     Parks Improvement Fees ..... 8  
     Storm Drainage Fees ..... 8  
 Electric Fees ..... 9-10  
     Electric Community Investment Fees (ECIF)..... 9-10  
     Residential Electric Meter Fees..... 9-10  
 Water Fees ..... 10-12  
     Water Meter Fees..... 10  
     Water Tapping Material Fees ..... 10  
     Water / Waste Water Development Fees ..... 11  
     Irrigation..... 11  
     Other Water Fees ..... 12  
     Temporary Use Permit..... 12  
 St. Vrain Valley School District Fees for New Residential Construction ..... 12  
 Fire Permits ..... 13  
 Stormwater Drainage & Floodplain Development Permits ..... 14  
 Right-of-Way Permit Fees ..... 15  
 Other Permits — Residential / Commercial..... 15  
 Miscellaneous Inspections and Other Fees ..... 16  
 Temporary Certificate of Occupancy Fees ..... 16  
 Variance Requests ..... 16

## ▲ LICENSING FEES

Contractor License Fee..... 17  
 Marijuana Licensing Fees..... 18

## ▲ DEVELOPMENT REVIEW FEES

Overview ..... 19  
 Application Fees for Development Applications ..... 20-23  
 Fee Reduction or Waiver ..... 23  
 Other Fees ..... 23



# OVERVIEW

Planning and Development Services (P&DS) is a collaborative effort of our Planning Department, Building Inspection, Code Enforcement and specific strategists from our Public Works Department, providing research and special studies for long-range planning, operational planning and development review during the development application process.

## PLANNING DEPARTMENT

- Land Development Code (Municipal Code)
- Zoning and Land Use Information — LACP
- Pre-Application Scheduling and Information
- Active Development Log and Map
- Mapping (GIS)
- Transportation Planning

## PUBLIC WORKS/ENGINEERING

- Construction Acceptance
- Design Standards / Construction Specifications
- Floodplain Information
- Storm Drainage Criteria Manual
- Right-of-Way Permits

## BUILDING INSPECTION

- Building Codes
- Permits and Permit Fees
- Inspections
- Contractor Licensing
- Home Occupation (Code Enforcement)
- Sales and Use Tax Information
- Solar Energy
- Code Enforcement
- Code Violations

## Address and Hours of Operation

### DEVELOPMENT SERVICE CENTER

385 Kimbark St., Longmont, CO 80501

Monday ..... 8 a.m. - 5 p.m.  
Tuesday\* ..... 8 a.m. - 5 p.m.  
Wednesday ..... 8 a.m. - 5 p.m.  
Thursday ..... 8 a.m. - 5 p.m.  
Friday ..... 8 a.m. - 5 p.m.  
Saturday-Sunday ..... Closed

*\*Every second and fourth Tuesday the Building Inspection staff attend training and/or coordination meetings as an ongoing effort to improve our service to the community. Building Inspection is closed from 9-10 a.m. on these Tuesdays.*

*The Development Service Center is closed for Federal Holidays, Veteran's Day, and the day after Thanksgiving. We reopen for business on the following business day at 8 a.m.*

### RIGHT-OF-WAY PERMIT DESK

Monday - Friday ..... 8:30 - 9:30 a.m. and 1:30 - 2:30 p.m.

Our **PLANNER ON-DUTY** is available by phone and email during business hours.

### ACCEPTABLE FORMS OF PAYMENT

- Cash
- Check
- Credit Card: Visa, MasterCard, Discover, American Express

### CONTACT INFORMATION

#### Building Inspection

Phone..... (303) 651-8332  
Fax..... (303) 651-8930  
Email ..... building.inspection@longmontcolorado.gov

#### Code Enforcement

Phone..... (303) 651-8695  
Fax..... (303) 651-8930  
Email ..... code.enforcement@longmontcolorado.gov

#### Planning

Phone..... (303) 651-8330  
Fax..... (303) 651-8696  
Email ..... longmont.planning@longmontcolorado.gov

#### Fire

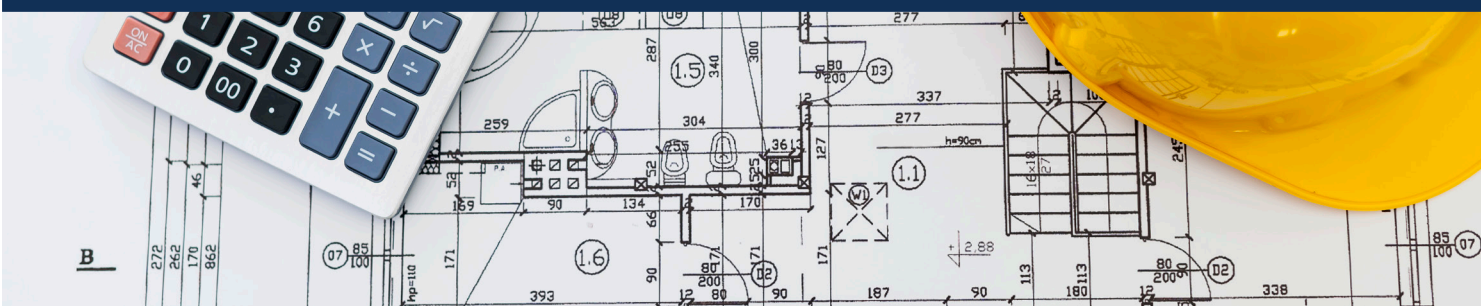
Phone..... (303) 651-8434  
Fax..... (303) 651-8696  
Email ..... marc.sampson@longmontcolorado.gov

**Website ....** [www.longmontcolorado.gov](http://www.longmontcolorado.gov)



# BUILDING PERMIT FEES

## Overview



Permit fees are based on the project valuation. Building Inspection calculates this based on the project's gross floor area (square feet) or scope of work multiplied by the applicable ICC "Building Valuation Data" or RS Means "Building Construction Cost Data."

The ICC "Building Valuation Data" and RS Means "Building Construction Cost Data" are reviewed and adopted by the Longmont City Council annually. The "Building Valuation Data" is developed by the International Code Council (ICC), updated and published semiannually in their quarterly "Building Safety Journal." "Building Construction Cost Data" is updated and published annually by RS Means. Both ICC and RS Means provide "average" construction costs to assist jurisdictions in estimating the value of a project.

The building permit fee is calculated by applying the determined project valuation or construction cost to the Primary Fee Table of the Fee Schedule.

Sales tax is calculated by multiplying 50% of the determined project valuation, by the current city and county tax rate of 4.515%.

The rates in effect at the time of permit issuance apply unless otherwise noted. Building permits are issued as a general permit. Electrical, mechanical and plumbing sub-contractor permits and fees are required when associated with a general permit unless stated otherwise.

Other fees may be applicable based on the type and scope of the project. Please consult with a Building Inspection Division Permit Technician for assistance in determining the correct total building permit fees due.

The building permit fee can be paid by cash, check or credit card (Visa, MasterCard, Discover or American Express). **Up to \$2,000 maximum per credit card transaction.** Transactions cannot be split to meet this requirement.

Construction materials are defined as materials that become an inseparable and integral part of a completed structure or project.

The Plan Review Fee is determined by the Building Permit Fee amount and construction type.

## **Permit Requirement**

### **WORK THAT REQUIRES A BUILDING PERMIT**

The issuance of permits and subsequent inspections of that work ensures that all construction in the City is safe and in compliance with the City of Longmont Zoning and Building Codes. The primary purpose of these codes is to ensure a safe and healthy environment for the citizens of Longmont.

A building permit is required for:

- All commercial construction
- New construction
- Any addition or alteration in, or to, an existing building or structure
- Any changes to the electrical, gas, mechanical, and plumbing services
- Any repairs involving structural members
  - EXAMPLES:
    - **New Buildings:** Dwellings, garages, carports, all commercial construction.
    - **Additions:** Patios, sunrooms, decks, pergolas, swimming pools, accessory buildings greater than 120 square feet in area (accessory buildings 120 square feet or less in area must still meet setback requirements).
    - **Alterations:** Re-roofing, dry walling, insulating, windows, converting a garage or sunroom to living space, basement finishing, re-siding, retaining walls over 48 inches, fences, etc.
    - **Appliances:** Fireplace or gas log installation, air conditioners and swamp coolers, hot tubs, water heaters
    - **Electrical:** Re-locating electrical receptacles, upgrading service, replacing panel, adding sub-panel, convert overhead to underground, re-locating meter, etc.
    - A permit is needed for relocation of the electrical receptacles, gas line and sink. Cabinet installation would not require a permit. All of this work could be covered by one permit and may require only one

The issuance of permits and subsequent inspections of that work ensures that all construction in the City is safe and in compliance with the City of Longmont Zoning and Building Codes. The primary purpose of these codes is to ensure a safe and healthy environment for the citizens of Longmont.

▶ Important information is needed on permit applications such as conversions of service, meter relocates, disconnects and reconnects. **PLEASE CALL OR EMAIL BUILDING INSPECTION**

### **UNPERMITTED WORK**

If you do work or have any work done without obtaining the proper permit, you may incur liability in the event of a fire or accident related to that work. In some circumstances, your insurance may be invalidated.

If you sell your home, potential buyers can check the permit history of your property and demand that unpermitted work be rectified. This is a complex and potentially expensive process.

### **HOMEOWNER AS CONTRACTOR**

As a homeowner you can act as your own contractor and do the work without a contractor's license on your property. However, if you subcontract a project (e.g. electrical wiring), then the subcontractor must be licensed to work in Longmont. You may, as a homeowner, be issued a permit for subcontracted work; however, you are responsible for inspections and sign-offs on the permit card.

Permits are reviewed and issued at the Building Inspection Division Office located at 385 Kimbark St. The office is open from 8 a.m. to 5 p.m. Monday - Friday, except holidays. You will be called when the plans are approved and the building permit is ready to be issued.

Regardless of the complexity of the application, the building permit fee, which is based on the estimated value of the work being done, is payable when the permit is issued.

# ▲ BUILDING PERMIT FEES

## Primary Fee Schedule

TOTAL VALUATION	FEE
\$1 to \$500	\$27
\$501 to \$2,000	\$27 for the first \$500, plus \$3.50 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$25,000	\$79.50 for the first \$2,000, plus \$16.10 for each additional \$1,000 or fraction thereof, up to and including \$25,000
\$25,001 to \$50,000	\$449.80 for the first \$25,000, plus \$11.61 for each additional \$1,000 or fraction thereof, up to and including \$50,000
\$50,001 to \$100,000	\$740.05 for the first \$50,000, plus \$8.05 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,001 to \$500,000	\$1,142.55 for the first \$100,000, plus \$6.44 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$3,718.55 for the first \$500,000, plus \$5.46 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 and up	\$6,448.55 for the first \$1,000,000, plus \$4.20 for each additional \$1,000 or fraction thereof.

## Plan Review Fees

The plan review fees specified in this section are separate fees from the permit fees. Plan review fees are for staff review of the design of the proposed construction to ensure all City codes are met.

PLAN TYPE	FEE
Plan review fee-residential	50% of building permit fee
Electrical, plumbing, mechanical or elevator permit (not part of combination permit)	50% of total permit fee
Commercial plan review	65% of building permit fee
Additional plan review required by changes, additions, or revisions to plans (minimum charge: one hour)	\$47
Additional plan review (incomplete/changed submittal documents)	\$47/hour

Plan review fees for "stock" or "repeat" plans (stock or repeat plans are plans of buildings that have been reviewed and are subsequently built in multiple locations) shall be assessed as follows:

PLAN TYPE	FEE
One- and two-family buildings	\$125
Multi-family buildings	\$150
Commercial Elevator Plan Review per Unit	\$825/unit
Residential Elevator Plan Review per Unit	\$550/unit
Residential Chair Lift Plan Review per Unit	\$330/unit

## Foundation Only Permits

DWELLING TYPE	FEE
One- and two-family buildings	\$200
Multi-family buildings	\$300
Commercial buildings	\$500



## **▲ BUILDING PERMIT FEES**

### **Impact and Development Fees**

#### **WHAT ARE IMPACT FEES?**

Impact fees are charges imposed upon new development as a condition of development approval to pay for a proportionate share of the cost of improvements to the City's infrastructure necessary to serve new growth and development.

#### **WHO IS REQUIRED TO PAY IMPACT FEES?**

All new development and additional finished square feet added to existing structure in the City where a building permit is applied for.

#### **IS THE IMPACT FEE A ONE-TIME PAYMENT OR IS IT RECURRING?**

Impact fees are one-time payments used to construct system improvements needed to accommodate new development.

#### **HOW WILL THE MONEY FROM IMPACT FEES BE USED?**

Impact fees are collected to provide public services to a new development, fund capital improvements required to serve growth, and to benefit new development by maintaining current levels of service.

#### **TRANSPORTATION FEES – RESIDENTIAL**

<b>SQ. FT. OF EACH HOUSING UNIT</b>	<b>FEE</b>
800 or less sq. ft.	\$1,039.25
801 to 1,600 sq. ft.	\$1,507.75
1,601 to 2,400 sq. ft.	\$1,780.76
2,401 to 3,200 sq. ft.	\$1,974.01
3,201 to 4,000 sq. ft.	\$2,123.43
4,000 or more sq. ft.	\$2,247.02

#### **TRANSPORTATION FEES – NON-RESIDENTIAL**

<b>TYPE OF NON-RESIDENTIAL BUILDING</b>	<b>FEE</b>
Commercial	\$2.89/sq. ft.
Office and Other Services	\$1.25/sq. ft.
Industrial	\$0.39/sq. ft.
Institutional	\$1.15/sq. ft.

See more *Impact and Development Fees* on the next page ▶



## **▲ BUILDING PERMIT FEES**

### **Impact and Development Fees Cont. ...**

#### **RECREATION BUILDINGS IMPACT FEES**

<b>SIZE OF DWELLING UNIT (rounded to nearest sq. ft.)</b>	<b>FEE</b>
800 or less sq. ft.	\$582.58
801 to 1,600 sq. ft.	\$940.26
1,601 to 2,400 sq. ft.	\$1,142.66
2,401 to 3,200 sq. ft.	\$1,257.20
3,201 to 4,000 sq. ft.	\$1,398.61
4,001 or more sq. ft.	\$1,489.63

#### **PARK IMPROVEMENT FEES**

<b>PERMIT TYPE</b>	<b>DESCRIPTION</b>	<b>FEE</b>
Parks Improvement Fee	Per single family detached residential unit	\$5,991.74
	Per other residential	\$2,939.14

#### **STORM DRAINAGE FEES**

<b>PERMIT TYPE</b>	<b>DESCRIPTION</b>	<b>FEE</b>
Storm Drainage Fee	Per single family permit	\$941.68
	Per impervious sq. ft. on multi-family and non-residential permits	\$0.1537





## **BUILDING PERMIT FEES**

### Electric Fees

This information specifically shows the various electric fees associated with Miscellaneous Services, Residential and Non-Residential Electric Community Investment Fees, Residential Electric Meter, and PV Meter.

#### ELECTRIC COMMUNITY INVESTMENT FEES (ECIF)

For more information and/or questions about Electric Fees, visit Longmont Power & Communications or call them at (303) 651-8386.

RATE CLASS	VOLTAGE	PHASE	PANEL AMPS	CIF CHARGE
Miscellaneous services	120/240	1	Less than 100	\$29
Residential	120/240 or 120/208	1	100-125	\$355
		1	150, 200, 225	\$711
		1	300, 400	\$1,422
		1	500, 600	\$2,133
Non-Residential	120/240 or 120/208	1	100	\$711
			200	\$1,422
			400	\$2,843
	120/208 or 120/240	3	100	\$1,599
			200	\$3,197
			400	\$6,395
			600	\$9,592
			800	\$12,789
			1,000	\$15,987
			1,200	\$19,184
			1,600	\$25,579
			2,000	\$31,973
			2,500	\$39,967
			3,000	\$47,960
			3,500	\$55,953
			4,000	\$63,947
			5,000	\$79,933
	277/480 or 204/480	3	200	\$7,378
			400	\$14,757
			600	\$22,135
			800	\$29,514
			1,000	\$36,892
			1,200	\$44,271
			1,600	\$59,028
			2,000	\$73,785
			2,500	\$92,231
			3,000	\$110,677
3,500	\$129,123			
4,000	\$147,569			

## **▲ BUILDING PERMIT FEES**

### **Electric Fees Cont. ...**

#### **RESIDENTIAL ELECTRIC METER FEES**

<b>RATE CLASS</b>	<b>VOLTAGE</b>	<b>PHASE</b>	<b>PANEL AMPS</b>	<b>CIF CHARGE</b>
Residential	120/240	1	100-200	\$63.25
	120/208	1	100-200	\$133.98
PV Meter				\$372

### **Water Fees**

The information provided here shows the specific fees associated with Water Meters, Water Taps, and Water/Waste Water Development for small and large dwellings and other miscellaneous fees for water/sewer inspections. **These fees are updated on or around January 1st of each year, but many change at any point throughout the year as directed.** For additional information about water meter fees and sizing, call (303) 651-8468.

#### **WATER METER FEES**

<b>METER SIZE</b>	<b>METER FEE</b>	<b>WAREHOUSE HANDING FEE</b>
5/8"	\$228.45	\$34.27
3/4"	\$280.85	\$42.13
1"	\$353.05	\$52.96
1 1/2"	\$682.20	\$102.33
2"	\$815.10	\$122.27

#### **WATER TAPPING MATERIAL FEES**

<b>METER SIZE</b>	<b>FEE</b>
5/8"	\$43.80
3/4"	\$43.80
1"	\$56.77
1½"	\$155.00
2"	\$245.93

## **BUILDING PERMIT FEES**

### Water Fees Cont. ...

#### WATER/WASTEWATER DEVELOPMENT FEES

DWELLING TYPE	WATER METER SIZE	WATER SYSTEM DEVELOPMENT FEE	WINDY GAP SURCHARGE	TOTAL	WASTEWATER SYSTEM DEVELOPMENT FEE	TOTAL
Residential	5/8" x 3/4"	\$3,490 + \$0.56/sq. ft. of gross lot size	\$1,320		\$4,050	
	3/4"	\$5,240 + \$0.56/sq. ft. of gross lot size	\$1,980		\$6,080	
	1"	\$8,730 + \$0.56/sq. ft. of gross lot size	\$3,300		\$10,130	
Small commercial/ mixed use	5/8" x 3/4"	\$9,870	\$1,810	\$11,680	\$5,840	\$17,520
	3/4"	\$14,810	\$2,720	\$17,530	\$8,760	\$26,290
	1"	\$24,680	\$4,530	\$29,210	\$14,600	\$43,810
	1½"	\$49,350	\$9,060	\$58,410	\$29,200	\$87,610
	2"	\$78,960	\$14,490	\$93,450	\$46,720	\$140,170
	3"	\$157,920	\$28,980	\$186,900	\$93,440	\$280,340
	4" or more	Negotiated	Negotiated		Negotiated	
Large Commercial		Negotiated	Negotiated		Negotiated	

DWELLING TYPE	NUMBER OF UNITS	WATER SYSTEM DEVELOPMENT FEE	WINDY GAP SURCHARGE	WASTEWATER	TOTAL
Multi-Family	First 4 units	\$2,640	\$590	\$3,070	\$6,300
	Next 8 units	\$1,730	\$380	\$2,010	\$4,120
	Next 22 units	\$1,110	\$240	\$1,280	\$2,630
	Next 29 units	\$1,010	\$220	\$1,170	\$2,400
	64 or more units	\$530	\$100	\$640	\$1,270

#### IRRIGATION

WATER METER SIZE	WATER SYSTEM DEVELOPMENT FEE	WINDY GAP SURCHARGE	WASTEWATER SYSTEM DEVELOPMENT FEE	TOTAL
5/8" x 3/4"	\$17,800	\$2,970	N/A	\$20,770
3/4"	\$26,700	\$4,470	N/A	\$31,170
1"	\$44,500	\$7,440	N/A	\$51,940
1 1/2"	\$89,000	\$14,880	N/A	\$103,880
2"	\$142,400	\$23,800	N/A	\$166,200
3"	\$284,800	\$47,610	N/A	\$332,410
4" or more	Negotiated	Negotiated		

## ▲ BUILDING PERMIT FEES

### Water Fees Cont. ...

#### OTHER WATER FEES

PERMIT TYPE	FEE
Water Pit Inspection Fee	\$95
Sewer Inspection Fee	\$75
Sewer Tapping Materials Fee	\$40
Water Use New Construction Fee	\$40

#### TEMPORARY USE PERMIT FEES

The permit provides for temporary use of potable water from the City's water distribution system by means of a temporary water tap, a temporary service line, a fire hydrant, or other devices. It is issued through Water Utilities NOT Building inspection, and provides for payment of water used, installation of a meter, installation of an appropriate backflow prevention device, deposit and daily rental charge. For temporary hydrant water, only City designated ("blue top") fire hydrants may be used unless otherwise approved on the permit. The City will require a minimum of two working day's advance notice prior to the issuance of any temporary water use permit.

PERMIT TYPE	FEE
Deposit	\$600
Administrative Fee	\$35

\*Confirmed applications may pick up a temporary water use (fire hydrant) meter at: Longmont Public Works, 375 Airport Road, Non-holiday Monday – Friday, 8 am to 12 pm **by appointment only. Cash or check payments only; checks payable to City of Longmont.**

### St. Vrain Valley School District Fees for New Residential Construction

The City of Longmont and St. Vrain Valley School District have entered into an Intergovernmental Agreement (IGA) concerning fair contributions for public school sites. This agreement was adopted by City Council in 1995 and was updated in June 2016 under Ordinance O-2016-40. The City of Longmont Building Inspection Division will require documentation from the school district showing the fees have been paid before a building permit for any new residential unit is issued.

Please visit St. Vrain Valley School District website for more information about fee requirements.



## **▲ BUILDING PERMIT FEES**

### **Fire Permits**

#### **CONSTRUCTION PERMITS**

Fire Department review for construction permits is required by International Fire Code (IFC) Sections 105.7.1 (Automatic Fire Extinguishing Systems), 105.7.4 (Fire Alarm and Detection Systems and Related Equipment), 105.7.5 (Fire Pumps and Related Equipment) and 105.7.12 (Standpipe Systems).

#### **OPERATIONAL PERMITS**

Fire Department review for operational permits is required by International Fire Code (IFC) for the following items:

- Manufacturing/storage of aerosol products,
- Amusement buildings,
- Aviation facilities,
- Carnivals and fairs,
- Storage/handling/use of cellulose nitrate film,
- Operation of combustible dust-producing operations such as grain elevators, flour starch mill, feed mill, or other operations producing combustible dusts,
- Storage/handling of combustible fibers
- Storage/use/handling of compressed gases
- Covered mall buildings
- Production, storage, or handling of cryogenic fluids
- Cutting and welding
- Dry cleaning plants
- Exhibits and trade shows
- Explosives
- Pyrotechnic special effects material
- Pyroxylin plastics
- Refrigeration equipment
- Automotive repair garages and gas stations
- Rooftop heliports
- Spraying or dipping of flammable or combustible fluids
- Storage of scrap tires and tire byproducts
- Temporary membrane structures, tents or canopies
- Tire rebuilding plants
- Waste handling
- Wood products storage and lumber yards/woodworking plants
- Fire hydrants and valves
- Flammable and combustible liquids
- Floor finishing
- Fruit and crop ripening
- Fumigation and thermal insecticidal fogging
- Hazardous materials
- HPM facilities
- High-piled storage
- Hot work operations
- Places of assembly
- Open flames, candles or burning
- Organic coatings
- Miscellaneous combustible storage
- LP-gas
- Magnesium
- Industrial ovens
- Liquid or gas fueled vehicles in assembly buildings

<b>FEE TYPE</b>	<b>FEE</b>
Construction Permit Fee	\$200/Riser, Control Panel, Power Supply, Pump or Tank, + \$1/System Device (sprinkler head, nozzle, initiating device, notification device, door holder)
Construction Permit Resubmittals, Reinspections, and other inspections not included in the construction permit	\$150/hour
Construction Permit — Tenant Finish and Certain Uses in IFC Sections 105.7.3-.13	\$25
Additional Plan Review	\$25/hour
Operational Permit Fee — Level I Operations (Application processing and Inspection is LESS than 30 minutes)	\$25
Operational Permit Fee — Level II Operations (Application processing and Inspection is MORE than 30 minutes)	\$75

## **▲ BUILDING PERMIT FEES**

### **Storm Drainage and Floodplain Permits**

#### **STORMWATER CONSTRUCTION ACTIVITY PERMITS**

A Stormwater Construction Activity Permit (SCAP) from the City of Longmont is required for all activities that disturb one or more acres of land, are a part of a 'Common Plan of Development', or which could have a detrimental effect on the environment and public health. If you require a SCAP, or if you would like more information, please contact the Stormwater Quality Program.

All construction sites must use stormwater control measures to prevent pollutants from entering the City of Longmont's Municipal Separate Storm Sewer System (MS4). All sites must comply with any applicable federal, state and local regulations. It is the developer's responsibility to identify and obtain all permits prior to the start of any construction activity. Erosion control associated with a building permit is the responsibility of the building permittee.

#### **FLOODPLAIN DEVELOPMENT PERMITS**

The City requires a Floodplain Development Permit before any construction or development can begin within any special flood hazard area (SFHA), and is required for all proposed construction or other development in the City including the placement of manufactured homes proposed within flood-prone areas. The permit helps to ensure that proposed development projects meet the requirements of the NFIP and the City of Longmont floodplain regulations.

A development plan is required with permit submission and must show the 100-year floodplain boundary consistent with current effective Flood Insurance Rate Map (FIRM) or latest revision Letter of Map Revision (LOMR).

#### **DISCHARGE PERMITS**

Discharge permits are required for the following types of businesses:

- Any business designated as a significant industrial user (SIU) whether they discharge or not
- Any business claiming a hazardous waste generator status of LQG or SQG and discharging process wastes via a holding tank to the POTW
- Any business with an RV dump site discharging to the POTW
- Any waste hauler discharging to the POTW

<b>FEE TYPE</b>	<b>FEE</b>
Floodplain Development Permit	\$100
Stormwater Construction Activity Permit — New	\$1,350 (includes application fee, plan review and inspections)
Stormwater Construction Activity Permit — Renewal	\$1,050
Stormwater Construction Activity Permit — Modification	\$350
Discharge Permit Application Fee (due every 3 years)	\$500
Zero Discharge Permit Application Fee (due every 3 years)	\$50
Discharge Permit Annual Fee — < 500 gallons/day	\$300
Discharge Permit Annual Fee — 500 - 25,000 gallons/day	\$700
Discharge Permit Annual Fee — > 25,000 gallons/day	\$1,000

## **▲ BUILDING PERMIT FEES**

### **Right-of-Way Permit Fees**

Right-of-Way is property controlled by the City for the use of the public as a way for traffic to travel. Traffic can mean vehicles or pedestrians. The right-of-way is the street, sidewalk, curb and gutter or alley, and is not just the paved portion but the entire width from private property line to private property line.

A "Work in the Right-of-Way" permit is required whenever work will be done in the City of Longmont right-of-way including: constructing, enlarging, altering, repairing, moving, improving, removing, excavating, converting, or demolishing any public improvements or common facilities. This permit lets the City know what work is being done and provides a way for the City to monitor and inspect that work.

There is NO application for this permit. Staff will complete the application process in office with the required documents: Approved Traffic Control Plan (if applicable), Current liability insurance (with the City of Longmont listed as "additional insured"), a reasonably accurate drawing/plan showing the location and nature of the work to be done.

<b>FEE TYPE</b>	<b>FEE</b>
Right-of-Way Permit Fee	\$10
Initial Plan Review — 60-minute maximum	\$25
Initial Plan Review — Additional Plan Review	\$25/hour
Construction Inspection — Three (3) inspections per permit	\$30
Construction Inspection — Additional Inspections	\$25/hour

### **Other Permits – Residential / Commercial**

<b>FEE TYPE</b>	<b>FEE</b>
Air Conditioners* and Evaporative Coolers	\$40
Demolition — Minor Interior	\$50
Demolition — Major Building	\$100
Furnace Replacement* and Boilers	\$40
Gas logs / Gas inserts / Gas fireplaces	\$40
Hot tubs and above-ground pools	\$40
Moving	\$150
Lawn sprinklers	\$30
Residential elevator on dumbwater	\$550
Commercial lifts or elevators	\$825
Siding / Soffit / Fascia	\$40
Special event signs	\$10
Thermal insulation	\$40
Water heaters	\$40
Wood burning stoves / fireplaces** / inserts / pellet stoves	\$40

\*If permit application includes furnace and A/C, the fee is \$50

\*\*A surcharge of \$250 is added for wood burning fireplaces

Fees for plumbing permits, mechanical permits, electrical permits, and other miscellaneous permits and commercial work not listed above shall be based on actual contract amount of the work from the primary fee table.



## **▲ BUILDING PERMIT FEES**

### **Miscellaneous Inspections and Other Fees**

<b>PERMIT TYPE</b>	<b>DESCRIPTION</b>	<b>FEE</b>
Temporary construction power		\$40
Residential service charge		\$40
Electrical permit for signs	Added to the sign permit	\$10
Polycart Escrow fee	per residential unit	\$119/unit
	solid waste container	\$42.50
	recycling containers	\$76.50
Annual certificate of inspection/elevators	installation fees include charges for first year's annual inspection	\$230
Inspections outside of normal business hours	minimum charge — two (2) hours	\$80/hour
Re-inspection fees		\$80/hour
Inspections for which no fee is specifically indicated	minimum charge — one (1) hour	\$80/hour
Use of outside consultants for plan checking and inspections, or both		Actual costs (including administrative and overhead costs)

Fees for other miscellaneous permits and commercial work not listed above shall be based on actual contract value of the work from the primary fee table.

### **Temporary Certificate of Occupancy Fees**

<b>OCCUPANCY TYPE</b>	<b>FEE</b>
For all buildings or portions thereof — original and extension TCO	\$100/TCO

\*\$50 will be refunded if a certificate of occupancy is issued prior to the expiration of the temporary certificate of occupancy or any extensions thereof.

### **Variance Requests**

Whenever work for which a permit is required is started before a permit is issued, an investigative fee, equal to the cost of the permit fee, shall be paid whether or not a permit is issued.

<b>VARIANCE TYPE</b>	<b>FEE</b>
Board of Adjustment — 1-Family Dwelling	\$100
Board of Adjustment — Over 1-Family Dwelling and Commercial	\$250
Board of Adjustment — Sign Variance	\$250
Board of Adjustment — Extension or reconstruction of non-conforming use or structure	\$250
Master Board of Appeals Hearing	\$100



# LICENSING FEES



## Contractor License Fees

LICENSE CLASS	FEE
Class A	\$175 + \$25*
Class B	\$125 + \$25*
Class C	\$100 + \$25*
Class D, Plumbing and Mechanical	\$75 + \$25*
Electrical	\$25*

\*\$25 is a one-time charge for a Sales and Use Tax license for new contractors, in which case you will be applying for both Contractor and Sales and Use Tax licenses.

All contractor licenses and registrations expire annually. Your renewal application must include both the appropriate fee and proof of insurance.

## Marijuana Licensing Fees

PERMIT TYPE	DESCRIPTION	FEE
New License Application Fee	Covers City review of application also submitted to the State	\$2,500
Annual Operating Fee	Due upon final licensure and as a prerequisite for annual license renewal	\$15,000
Late Renewal Application Fee	Due as described in section 6.70.190	\$7,500
Extension of Laps Deadline Application Fee	Due upon application made under section 6.70.135	\$3,000
Transfer of Ownership or Change in Business Structure Application Fee	Due upon application made under section 6.70.160	\$3,000
Change of Location Application Fee	Due upon application made under section 6.70.170	\$3,000
Modification of Premises or Change of Plan Application Fee	Due upon application made under section 6.70.180	\$3,000
Manager Registration Fee	Due upon application made under section 6.70.230(J)	\$300

# DEVELOPMENT REVIEW FEES

## Overview

Development Services is responsible for coordinating the review of development applications submitted to the City. Development applications include annexations, comprehensive plan amendments, zoning map amendments, subdivisions, and residential, commercial and industrial site plans.

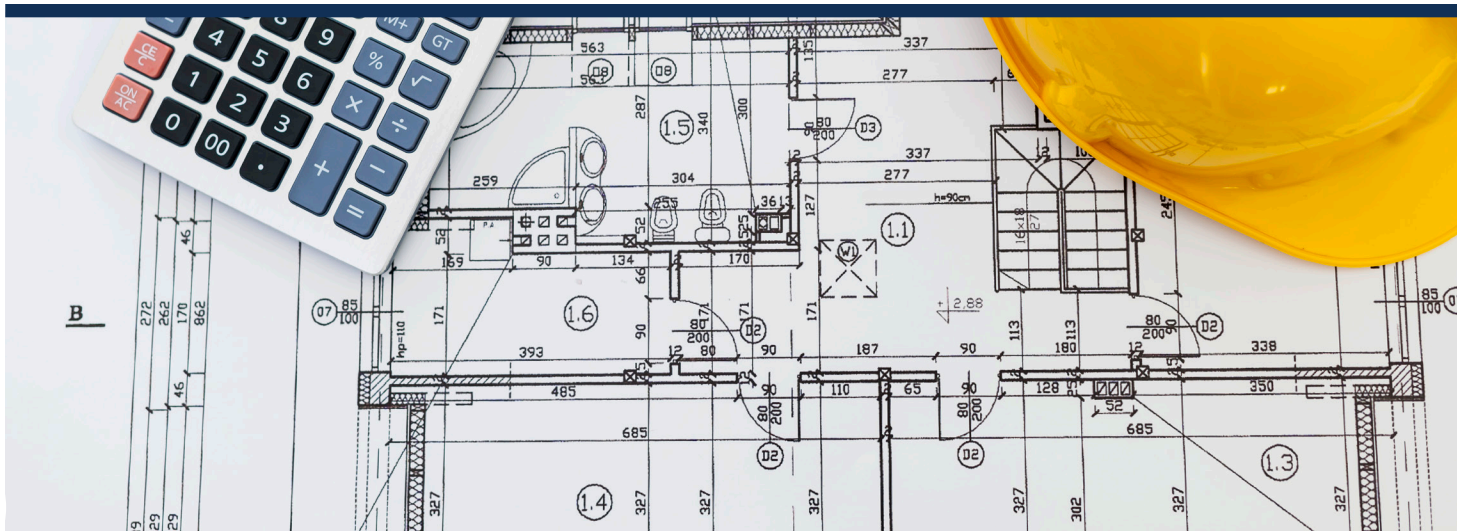
The review of development applications is coordinated with the Development Review Committee (DRC), as well as referral agencies, neighborhood groups and other interested parties. The purpose of the DRC is to provide a coordinated and integrated staff and agency review of development applications.

Development application submittals are due by 3 p.m. each Thursday.

In the event a Thursday is a holiday, the submittal date is the next business day.

Major development applications include:

- LACP Amendment,
- Development Code Amendment,
- Annexation/Annexation Referral,
- Zoning Map Amendment (Rezoning),
- Preliminary Subdivision Plat,
- Preliminary PUD Development Plan,
- Preliminary Mobile Home Subdivision Plat/Site Plan,
- Conditional Use,
- Vacation of Right-of-Way or Easement,
- Height Exception, Variance (PZ),
- Transfer of Development Rights and Site Specific Development Plan - Vested Property Right.



## ▲ DEVELOPMENT REVIEW FEES

### APPLICATION FEES FOR DEVELOPMENT REVIEW

APPLICATION TYPE	DESCRIPTION	REVIEW FEE
Comprehensive plan planning area amendment referral	up to 1 acre	\$100
	up to 10 acres	\$250
	more than 10 acres	\$500
Comprehensive plan land use amendment, including planning area amendments <sup>1</sup>		\$750 + \$10/acre
Concept plan (including amendments <sup>1</sup> )		\$500 + \$10/acre
Annexation referral	up to 1 acre	\$100
	up to 10 acres	\$250
	more than 10 acres	\$500
Annexation, zoning and concept plan <sup>1</sup>	up to 1 acre	\$1,000
	up to 10 acres	\$2,000
	up to 40 acres	\$3,500
	more than 40 acres	\$3,500 + \$10/acre
Annexation agreement amendment <sup>1</sup>		\$500
Rezoning (zoning map amendment) and concept plan <sup>1</sup>		\$750 + \$10/acre
Code text amendment referral		\$100
Code text amendment		\$750
Conveyance plat <sup>1</sup>		\$500
Minor subdivision plat <sup>1</sup>	when no new lots are proposed	\$250
	when new lots are proposed	\$500
Preliminary subdivision plat (including amendments) <sup>1</sup>	up to 10 lots or 10 acres, whichever is greater	\$750
	up to 100 lots or 100 acres, whichever is greater	\$1,500
	more than 100 lots or 100 acres, whichever is greater	\$2,500
Final subdivision plat (including replats) <sup>1</sup>	up to 10 lots or 10 acres, whichever is greater	\$500
	up to 100 lots or 100 acres, whichever is greater	\$1,000
	more than 100 lots or 100 acres, whichever is greater	\$1,500

1: Fees include an initial and two subsequent staff review of the application. Each additional staff review of an application is 25 percent of the original application fee.

2: Fees for a site-specific development plan are in addition to the fee for the final subdivision plat, PUD site plan, or site plan (including conditional and limited uses)...



## ▲ DEVELOPMENT REVIEW FEES

### APPLICATION FEES FOR DEVELOPMENT REVIEW CONT. ...

APPLICATION TYPE	DESCRIPTION	REVIEW FEE
PUD overall development plan (including amendments) <sup>1</sup>	up to 5 lots or dwelling units, or 5,000 sq. ft. , whichever is greater	\$1,000
	up to 25 lots or dwelling units, or 25,000 sq. ft., whichever is greater	\$1,500
	up to 100 lots or dwelling units, or 100,000 sq. ft., whichever is greater	\$2,500
	more than 100 lots or dwelling units, or 100,000 sq. ft, whichever is greater	\$3,500
Final PUD development plan <sup>1</sup>	up to 5 lots or dwelling units, or 5,000 sq. ft., whichever is greater	\$750
	up to 25 lots or dwelling units, or 25,000 sq. ft., whichever is greater	\$1,000
	up to 100 lots or dwelling units, or 100,000 sq. ft., whichever is greater	\$1,500
	more than 100 lots or dwelling units, or 100,000 sq. ft., whichever is greater	\$2,000
Site plan (including amendments) <sup>1</sup>	up to 5 dwelling units or 5,000 sq. ft., whichever is greater	\$500
	up to 25 dwelling units or 25,000 sq. ft., of nonresidential building area	\$750
	up to 100 dwelling units or 100,000 sq. ft., whichever is greater	\$1,000
	more than 100 dwelling units or 100,000 sq. ft., whichever is greater	\$1,500
Site-specific development plan (vesting) <sup>1,2</sup>	3-year vesting	\$1,000
	greater than 3-year vesting	\$5,000
Limited use (including amendments) <sup>1</sup>		\$250 + site plan fee
Conditional use (including amendments) <sup>1</sup>	Change in use in an existing building with no outdoor activity or storage, where no site improvements are required	\$500
	All other conditional uses	\$500 + site plan fee
Vacation of right-of-way or easement	for one easement or right-of-way in vacation request	\$250
	for each additional easement or right-of-way vacation in same request	\$100

1: Fees include an initial and two subsequent staff review of the application. Each additional staff review of an application is 25 percent of the original application fee.

2: Fees for a site-specific development plan are in addition to the fee for the final subdivision plat, PUD site plan, or site plan (including conditional and limited uses)...

## ▲ DEVELOPMENT REVIEW FEES

### APPLICATION FEES FOR DEVELOPMENT REVIEW CONT. ...

APPLICATION TYPE	DESCRIPTION	REVIEW FEE
Exception/Variance to design standards and construction specifications	first exception/variance requested	\$250
	each additional exception/variance requested at the same time as the first exception	\$100 each
Variance	each variance for one-family dwellings	\$100
	each variance, except for one-family dwellings as noted above	\$250
Administrative/Minor modification (not an amendment to a subdivision plat, PUD development plan or site plan)	each modification requested for on-family dwelling	\$100 each
	each modification requested, except for one-family dwellings as noted above. Fee same for subdivision plat, PUD site plan, or site plan	\$250
Property line adjustment		\$100
Public improvement plan (including amendments) <sup>1</sup>	up to 10 lots or 10 acres, whichever is greater	\$750
	up to 100 lots or 100 acres, whichever is greater	\$1,500
	more than 100 lots or 100 acres, whichever is greater	\$2,500
	plan amendments, or plans not associated with a subdivision, site plan or development plan	\$50/plan sheet (\$250 minimum)
Public improvement agreement amendment <sup>1</sup>	administrative amendment	\$250
	all other amendments	\$500
Temporary use <sup>1</sup>	administrative review for temporary use for 30 days or less	\$50
	model home or sales trailer	\$250 + \$50/home or trailer
	all other temporary uses	\$250
Extension request	administrative review	\$50
	all other reviews	\$100

1: Fees include an initial and two subsequent staff review of the application. Each additional staff review of an application is 25 percent of the original application fee.

2: Fees for a site-specific development plan are in addition to the fee for the final subdivision plat, PUD site plan, or site plan (including conditional and limited uses)...

## ▲ DEVELOPMENT REVIEW FEES

### APPLICATION FEES FOR DEVELOPMENT REVIEW CONT. ...

APPLICATION TYPE	DESCRIPTION	REVIEW FEE
Nonconforming certificate		\$100
Zoning compliance letter		\$50
Written code interpretation		\$100
Beneficial use determination		\$2,500
Special district plan		\$2,500 + \$25/acre
Street name change		\$100

### FEE REDUCTION OR WAIVER

Application fees for projects that include least:

- 25 percent affordable housing are three-fourths the fee listed above.
- 50 percent affordable housing are one-half the fee listed above.

The planning director may reduce or waive application fees for public or non-profit agencies.

### OTHER FEES

Additional fees to be paid by the applicant in conjunction with application processing include:

1. Any review fee charged to the City by an outside agency;
2. Public notice and recording fees for ordinances, mylars, agreements, other documents required to finalize approval;
3. Public notice and recording fees for extensions or corrections to ordinances, mylars or agreements.

(Code 1993, § Ch. 15, app. A; Ord. No. O-2001-78, § 1; Ord. No. O-2006-74, § 2)

P&DS administers the City's land development ordinances and updates the ordinances as needed in response to direction from the Longmont City Council and the Planning and Zoning Commission (P&Z), or as a result of a new or revised county, state, and federal regulation(s) and changing development trends. As well, P&DS provides support and professional advice to the Planning and Zoning Commission, Longmont City Council and other city boards and commissions. A vital role is relaying this information and updates regarding land development issues to residents, community organizations, special interest groups, developers, Realtors and other interested parties.



## CONTACT INFORMATION

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385 Kimbark St., Longmont, CO 80501

### Building Inspection

Phone: (303) 651-8332

Fax: (303) 651-8930

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### Code Enforcement

Phone: (303) 651-8695

Fax: (303) 651-8930

Email: [code.enforcement@longmontcolorado.gov](mailto:code.enforcement@longmontcolorado.gov)

### Planning

Phone: (303) 651-8330

Fax: (303) 651-8696

Email: [longmont.planning@longmontcolorado.gov](mailto:longmont.planning@longmontcolorado.gov)

### Fire

Phone: (303) 651-8434

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[www.longmontcolorado.gov](http://www.longmontcolorado.gov)