

IMPORTANT NOTICE TO BUILDING PERMIT HOLDERS

Please be advised that under Fort Collins City Code, the building permit holder is responsible for the following:

- Notifying the Building & Zoning Department when the project is ready for inspection. Do this by calling the inspection voice mail system at 970-221-6769. Be prepared to give the permit number, address, and type of inspection needed.
- Providing access and means for inspections, including:
 - (a) ensuring that the components to be inspected are readily visible and are not concealed or permanently covered; and
 - (b) ensuring that access to the work to be inspected is readily available through the provision of temporary stairs, a ladder, or any other necessary means that will allow the inspector the access needed to perform the inspection. Since our inspectors are not equipped with ladders, etc., failure to comply with this will result in no inspection. If this occurs, permit holder would need to call in and reschedule the inspection. A re-inspection fee in the amount of \$50 may be charged.
- Maintaining the permit on active status to avoid expiration. Do this by commencing the work that was authorized by the permit and scheduling an inspection within 180 days from the date of permit issuance. If no inspections have been scheduled within 180 days from the date of permit issuance, or if the period between inspections exceeds 180 days, the permit will automatically become null and void, and will be cleared from our system without further notice to the permit holder, unless the building permit holder notifies the Building & Zoning office, in writing, of their need for an extension (see below).

A building permit holder may be granted a one-time 180 day extension provided that they are able to show that circumstances beyond the control of the permit holder prevented the commencement of the work that was authorized by the permit. This extension request must be made within the first 180 days from the date the permit was issued. If the 180 day expiration period passes and no extension is requested or granted, the building permit holder must obtain a new permit in order to recommence the work. If the new permit is applied for prior to 1 year from the date the original permit was issued or, if work was done, from the date of the last inspection, the cost of the new permit will be ½ of the current building permit fee.

Once activity has ceased on a building permit in excess of 1 year, the building permit holder must apply for a new permit and pay the full building permit fee in order to resume construction.

Final inspections and approvals are required prior to occupancy, or use of equipment or space authorized by this permit. UBC 109.1. Violations shall be deemed guilty of a misdemeanor and upon conviction, subject to fines of \$1,000 and/or 180 days imprisonment. Sections 5-29 and I-15; Code of the City of Fort Collins.