

PLANNING & DEVELOPMENT SERVICES

FEE MANUAL



FISCAL YEAR ▶ 2024

TABLE OF CONTENTS

▲ PLANNING & DEVELOPMENT SERVICES

Address and Hours of Operation3
 Acceptable Forms of Payment.....3
 Contact Information.....3

▲ BUILDING PERMIT FEES

Overview4
 Permit Requirement5
 Work That Requires a Building Permit5
 Unpermitted Work5
 Homeowner as Contractor5
 Primary Fee Schedule6
 Plan Review Fees.....6
 Foundation Only Permits7
 Impact and Development Fees.....7-12
 Transportation Fees7
 Recreation Buildings Investment Fees8
 Parks Improvement Fees8
 Storm Drainage Fees.....8
 Electric Fees9-10
 Electric Community Investment Fees (ECIF).....9-10
 Residential Electric Meter Fees9-10
 Water Fees10-12
 Water Meter Fees10
 Water Tapping Material Fees.....10
 Water / Waste Water Development Fees11
 Irrigation11
 Other Water Fees12
 Temporary Use Permit.....12
 St. Vrain Valley School District Fees for New Residential Construction12
 Fire Permits13
 Stormwater Drainage & Floodplain Development Permits.....14
 Right-of-Way Permit Fees15
 Other Permits — Residential / Commercial15
 Miscellaneous Inspections and Other Fees.....16
 Temporary Certificate of Occupancy Fees.....16
 Variance Requests.....16

▲ LICENSING FEES

Contractor License Fee17
 Marijuana Licensing Fees.....18

▲ DEVELOPMENT REVIEW FEES

Overview19
 Application Fees for Development Applications20-23
 Fee Reduction or Waiver23
 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

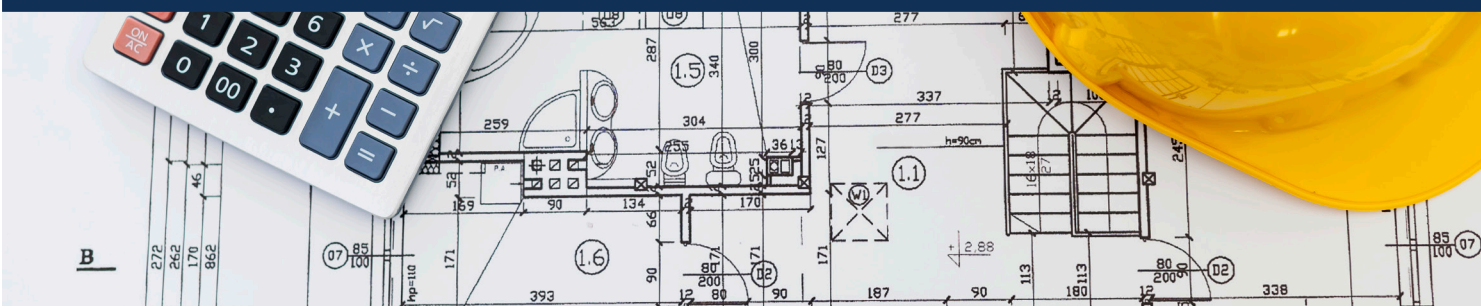
Fire

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

Website
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 4.715%.

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).

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.

BUILDING PERMIT FEES

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 am to 5 pm 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 buildings | \$250 |
| 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

| SQ. FT. OF EACH HOUSING UNIT | FEE |
|-------------------------------------|------------|
| 800 or less sq. ft. | \$1,233.16 |
| 801 to 1,600 sq. ft. | \$1,789.09 |
| 1,601 to 2,400 sq. ft. | \$2,113.04 |
| 2,401 to 3,200 sq. ft. | \$2,342.36 |
| 3,201 to 4,000 sq. ft. | \$2,519.66 |
| 4,000 or more sq. ft. | \$2,666.31 |

TRANSPORTATION FEES – NON-RESIDENTIAL

| TYPE OF NON-RESIDENTIAL BUILDING | FEE |
|---|----------------|
| Commercial | \$3.42/sq. ft. |
| Office and Other Services | \$1.48/sq. ft. |
| Industrial | \$0.47/sq. ft. |
| Institutional | \$1.35/sq. ft. |

PRE-EXISTING DEVELOPMENT AGREEMENT TRANSPORTATION FEES (SECTION 14.38.030)

This fee only applies to specific developments based on their PIA. Please reference [Section 14.38.090 of the municipal code](#) for more information.

| TYPE OF BUILDING | FEE |
|-------------------------------------|----------------|
| Residential (per unit) | \$368.42 |
| Multifamily (per unit) | \$223.29 |
| Commercial/Industrial (per sq. ft.) | \$0.39/sq. ft. |



▲ BUILDING PERMIT FEES

Impact and Development Fees Cont. ...

RECREATION BUILDINGS IMPACT FEES *(based on ICC evaluation)*

| SIZE OF DWELLING UNIT (rounded to nearest sq. ft.) | FEE |
|--|------------|
| 800 or less sq. ft. | \$785.18 |
| 801 to 1,600 sq. ft. | \$1,267.24 |
| 1,601 to 2,400 sq. ft. | \$1,540.02 |
| 2,401 to 3,200 sq. ft. | \$1,694.39 |
| 3,201 to 4,000 sq. ft. | \$1,884.98 |
| 4,001 or more sq. ft. | \$2,007.65 |

PARK IMPROVEMENT FEES

| PERMIT TYPE | DESCRIPTION | FEE |
|-----------------------|---|------------|
| Parks Improvement Fee | Per single-family detached residential unit | \$7,109.78 |
| | Per other residential | \$3,487.57 |

STORM DRAINAGE FEES

| PERMIT TYPE | DESCRIPTION | FEE |
|--------------------|--|------------------|
| Storm Drainage Fee | Residential single-family (per permit) | \$1,403.03 |
| | Multi-family / Non-residential (impervious lot size per sq. ft.) | \$0.4472/sq. ft. |



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 |
|-------------|--------------------|-------|-----------------|------------|
| Irrigation | 120/240 | 1 | Less than 100 | \$48 |
| Residential | 120/240 or 120/208 | 1 | 100-125 | \$584 |
| | | 1 | 150, 200, 225 | \$1,168 |
| | | 1 | 400 (Class 320) | \$2,335 |
| | | 1 | 600 | \$3,503 |
| Commercial | 120/240 or 120/208 | 1 | 100 | \$1,101 |
| | | | 200 | \$2,352 |
| | | | 400 (Class 320) | \$4,993 |
| | 120/208 or 120/240 | 3 | 100 | \$2,675 |
| | | | 200 | \$5,674 |
| | | | 400 (Class 320) | \$11,979 |
| | | | 600 | \$18,510 |
| | | | 800 | \$25,186 |
| | | | 1,000 | \$31,969 |
| | | | 1,200 | \$38,836 |
| | | | 1,600 | \$52,771 |
| | | | 2,000 | \$66,914 |
| | | | 2,500 | \$84,823 |
| | | | 3,000 | \$102,937 |
| | | | 3,500 | \$121,222 |
| | | | 4,000 | \$139,652 |
| | | | 5,000 | \$176,876 |
| | 277/480 or 204/480 | 3 | 200 | \$13,969 |
| | | | 400 (Class 320) | \$29,349 |
| | | | 600 | \$45,238 |
| 800 | | | \$61,453 | |
| 1,000 | | | \$77,908 | |
| 1,200 | | | \$94,554 | |
| 1,600 | | | \$128,294 | |
| 2,000 | | | \$162,506 | |
| 2,500 | | | \$205,788 | |
| 3,000 | | | \$249,534 | |
| 3,500 | \$293,664 | | | |
| 4,000 | \$338,122 | | | |

BUILDING PERMIT FEES

Electric Fees Cont. ...

RESIDENTIAL ELECTRIC METER FEES

| RATE CLASS | VOLTAGE | PHASE | PANEL AMPS | CIF CHARGE |
|-------------------|----------------|--------------|-------------------|---|
| Residential | 120/240 | 1 | 100-200 | \$166.75 <i>(handling fee included)</i> |
| | 120/208 | 1 | 100-200 | \$284.05 <i>(handling fee included)</i> |
| PV Meter | All | 1 | | \$418 |
| | All | 3 | | \$554 |

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 1 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

| METER SIZE | METER FEE | WAREHOUSE HANDING FEE |
|-------------------|------------------|------------------------------|
| 5/8" | \$321.40 | \$48.21 |
| 3/4" | \$380.10 | \$57.02 |
| 1" | \$444.50 | \$66.68 |
| 1 ½" | \$866.50 | \$129.98 |
| 2" | \$1,017.30 | \$152.60 |
| 3" | \$2,854.49 | \$428.17 |

WATER TAPPING MATERIAL FEES

| METER SIZE | FEE |
|-------------------|------------|
| 5/8" | \$68.45 |
| 3/4" | \$68.45 |
| 1" | \$70.14 |
| 1 ½" | \$190.46 |
| 2" | \$328.77 |

▲ 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" | Inside City: \$4,470 + \$0.56/sq. ft. of gross lot size Outside City: \$7,270 | \$1,620 | | \$5,690 | |
| | 3/4" | Inside City: \$6,710 + \$0.56/sq. ft. of gross lot size Outside City: \$9,505 | \$2,440 | | \$8,540 | |
| | 1" | Inside City: \$11,180 + \$0.56/sq. ft. of gross lot size Outside City: \$13,975 | \$4,060 | | \$14,230 | |
| Small commercial/ mixed use & Vance Brand Municipal Airport users | 5/8" | \$10,104 | \$2,220 | \$12,324 | \$8,190 | \$20,514 |
| | 3/4" | \$21,070 | \$3,340 | \$24,410 | \$12,285 | \$36,695 |
| | 1" | \$25,260 | \$5,560 | \$30,820 | \$20,475 | \$51,295 |
| | 1 ½" | \$50,520 | \$11,110 | \$61,630 | \$40,950 | \$102,580 |
| | 2" | \$80,830 | \$17,790 | \$98,620 | \$65,520 | \$164,140 |
| | 3" | \$161,670 | \$35,560 | \$197,230 | \$131,040 | \$328,270 |
| | 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 | \$3,380 | \$720 | \$4,310 | \$8,410 |
| | Next 8 units | \$2,215 | \$470 | \$2,820 | \$5,505 |
| | Next 22 units | \$1,421 | \$300 | \$1,800 | \$3,521 |
| | Next 29 units | \$1,293 | \$270 | \$1,650 | \$3,213 |
| | 64 or more units | \$679 | \$130 | \$900 | \$1,709 |

IRRIGATION

| WATER METER SIZE | WATER SYSTEM DEVELOPMENT FEE | WINDY GAP SURCHARGE | WASTEWATER SYSTEM DEVELOPMENT FEE | TOTAL |
|------------------|------------------------------|---------------------|-----------------------------------|-----------|
| 5/8" | \$18,170 | \$3,650 | N/A | \$21,820 |
| 3/4" | \$27,260 | \$5,480 | N/A | \$32,740 |
| 1" | \$45,430 | \$9,130 | N/A | \$54,560 |
| 1 ½" | \$90,850 | \$18,260 | N/A | \$109,110 |
| 2" | \$145,360 | \$29,210 | N/A | \$174,570 |
| 3" | \$290,720 | \$58,430 | N/A | \$349,150 |
| 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 days 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 Water Utilities, 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

| FEE TYPE | FEE |
|--|---|
| 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 | \$200 |
| Additional Plan Review | \$150/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

Stormwater runoff from developed land contains sediment, bacteria and other pollutants that can harm streams and aquatic life. To minimize potential impact on our surface waters, the City of Longmont requires all developments disturbing over one-acre of land (or that are otherwise a part of a common plan of development) to design and construct on-site permanent stormwater control measures. These treatment facilities — also known as Permanent Best Management Practices (BMPs) — must be constructed in accordance with the City's adopted design criteria. Once construction is complete, they must be continually operated and maintained by property owners for the lifetime of the facility.

| FEE TYPE | FEE | NOTE |
|--------------------|---------|--|
| Application | \$100 | This fee shall also apply to the renewal or re-issuance of any permit that has expired, or been revoked or suspended, to any transfers or reassignments of a permit, and to new application forms submitted pursuant to section 14.26.130. |
| Site Plan Review | \$500 | This fee shall also apply to the review of any site plan modifications that are associated with new or revised development plans that are required by chapter 15 of this Code. |
| Inspection | \$1,500 | This fee shall also apply to the re-issuance of any permit that has expired, or been revoked or suspended. |
| Reduced Inspection | \$500 | For the renewal of a permit that no longer has construction activity occurring on the site and is pending final stabilization. |

PERMANENT STORMWATER CONTROL PERMITS

Verification of proper design and construction, as well as the establishment of long-term operation and maintenance responsibilities, is managed through the City's Permanent Stormwater Control Permit system.

| FEE TYPE | FEE | NOTE |
|------------------|-------|---|
| Application | \$100 | This fee shall also apply to the renewal or re-issuance of any permit that has expired, or been revoked or suspended and to any transfers or reassignments of a permit. |
| Site Plan Review | \$500 | This fee shall also apply to the review of any site plan modifications that are associated with new or revised development plans that are required by this Code. |
| Inspection | \$400 | This fee shall also apply to the re-issuance of any permit that has expired, or been revoked or suspended. |

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).

Storm Drainage and Floodplain Permits Cont. ...

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

| FEE TYPE | FEE |
|---|---------|
| Floodplain Development Permit | \$100 |
| 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 |

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.

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

▲ BUILDING PERMIT FEES

Other Permits – Residential / Commercial

| FEE TYPE | FEE |
|--|------------|
| 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.

Miscellaneous Inspections and Other Fees

| PERMIT TYPE | DESCRIPTION | FEE |
|---|--|--|
| 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

| OCCUPANCY TYPE | FEE |
|--|-----------|
| 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.

| VARIANCE TYPE | FEE |
|--|-------|
| 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 |

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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.

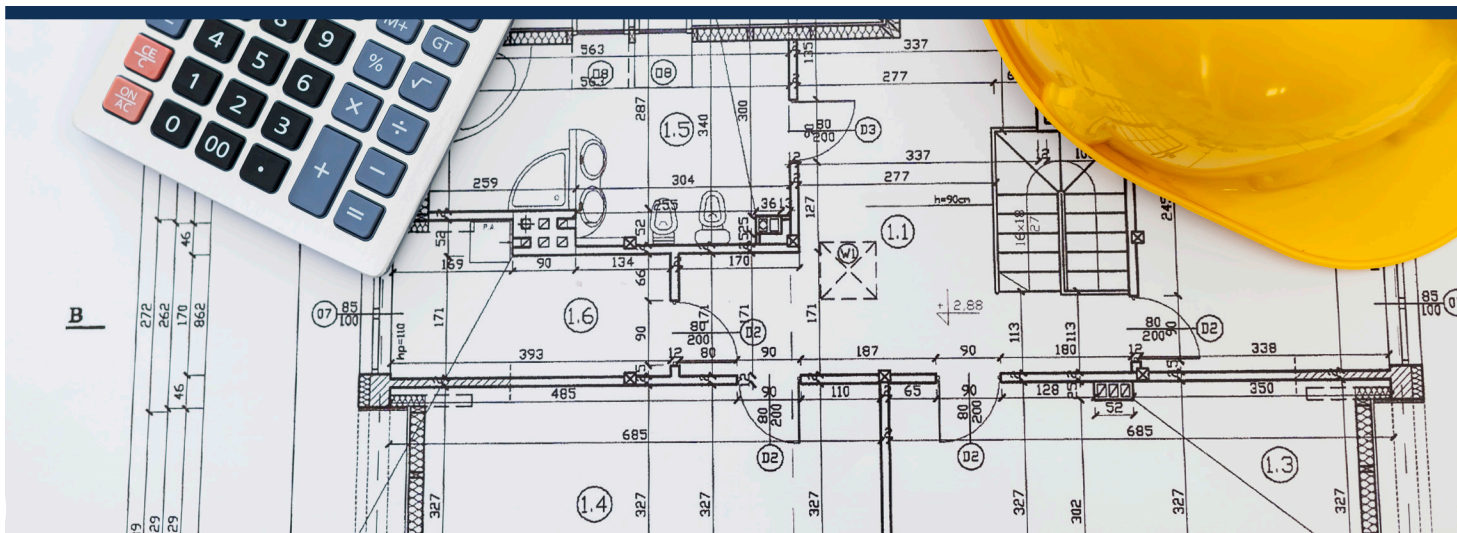
The review of development applications is coordinated with the Development Review Committee (DRC), as well as referral agencies, neighborhood groups and other interested parties. The purpose of the DRC is to provide a coordinated and integrated staff and agency review of development applications.

Development application submittals are due by 3 pm 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 |
|--|---|---------------------|
| 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 ¹ | | \$750 + \$10/acre |
| Concept plan (including amendments) ¹ | | \$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 ¹ | 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 ¹ | | \$500 |
| Rezoning (zoning map amendment) and concept plan ¹ | | \$750 + \$10/acre |
| Code text amendment referral | | \$100 |
| Code text amendment | | \$750 |
| Conveyance plat ¹ | | \$500 |
| Minor subdivision plat ¹ | when no new lots are proposed | \$250 |
| | when new lots are proposed | \$500 |
| Preliminary subdivision plat (including amendments) ¹ | 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) ¹ | 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) ¹ | 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 ¹ | 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) ¹ | 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) ^{1 2} | 3-year vesting | \$1,000 |
| | greater than 3-year vesting | \$5,000 |
| Limited use (including amendments) ¹ | | \$250 + site plan fee |
| Conditional use (including amendments) ¹ | 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) ¹ | 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 ¹ | administrative amendment | \$250 |
| | all other amendments | \$500 |
| Temporary use ¹ | 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.



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