

# ***City Council***

## ***Study Session Agenda***

**February 24, 2015**  
**Library Conference Room**  
**951 Spruce Street**  
**7:00 PM**

- |                       |             |  |
|-----------------------|-------------|--|
| 7:00 p.m.             | <b>I.</b>   | Call to Order  |
| 7:00 p.m. – 7:45 p.m. | <b>II.</b>  | Discussion – Sustainability Advisory Board Annual Update |
| 7:45 p.m. – 8:30 p.m. | <b>III.</b> | Discussion – Building Fee and Permit Review Process      |
| 8:30 p.m. – 8:35 p.m. | <b>IV.</b>  | City Manager’s Report<br>a. Advanced Agenda              |
| 8:35 p.m. – 8:40 p.m. | <b>V.</b>   | Identification of Future Agenda Items                    |
| 8:40 p.m.             | <b>VI.</b>  | Adjourn  |

**SUBJECT: ANNUAL REPORT – LOUISVILLE SUSTAINABILITY ADVISORY BOARD**

**DATE: FEBRUARY 24, 2015**

**PRESENTED BY: JUSTINE VIGIL-TAPIA**

**LIST HIGHLIGHTS AND SUCCESSES OF THE PAST YEAR:**

- Sustainability Roadmap
- Member participation in Friday night Street Faire
- Energy Study completion and follow-up

**WHAT WORKED WELL FOR YOUR BOARD THIS PAST YEAR?**

- Being accommodated by other boards to solicit feedback on LSAB issues
- Community garden moving forward
- Supporting Pay as You Throw fee structure for residential trash contract

**WHAT DID NOT WORK WELL FOR YOUR BOARD THIS PAST YEAR?**

- Little progress on Zero Waste
- Loss of board member and Council liaison for portions of the year
- Restrictions on small group collaboration (Open Meetings requirements)
- Frustration; things move slowly, does it really matter?

**LIST PLANS/GOALS FOR NEXT YEAR:**

- Complete road map, present to public, develop list of actionable items
- Community garden – goal is to have a plot ready for next growing season by year end
- Zero Waste – develop action plan to improve diversion of residential and commercial solid waste
- Update and improve City of Louisville sustainability web pages
- Sustainability charrette and road map – gather community input and baseline data, continuing effort
- Develop program to recognize sustainable businesses

**IN WHAT AREAS DO YOU NEED CITY COUNCIL INPUT/FEEDBACK?**

- Should recycling be made mandatory for categories not currently covered by the City residential solid waste program (i.e. multi-family, HOAs, commercial)?
- City property selection for community garden
- How much does the City of Louisville want to own various sustainability programs?

**SUBJECT: ANNUAL REPORT – SUSTAINABILITY ADVISORY BOARD**

**DATE: FEBRUARY 24, 2015**

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**KNOWING THAT FUNDING IS LIMITED AND NOT ALL PROGRAMS WILL BE A PRIORITY IN ANY GIVEN BUDGET YEAR, WHAT PROJECTS / PROGRAMS/ POSITIONS ETC. DOES THIS BOARD RECOMMEND THE CITY COUNCIL FUND IN NEXT YEAR'S BUDGET?**

- Community Garden startup costs
- Solar Gardens
- Matching grants for sustainable initiatives

**ARE THERE LEGISLATIVE ISSUES (NEW LAWS, AMENDMENTS, CODES, ETC.) THIS BOARD WOULD ENCOURAGE THE CITY COUNCIL TO CONSIDER?**

- Noise ordinance.
- Trash hauler licensing and reporting requirements for the City of Louisville

**DO YOU HAVE QUESTIONS FOR THE CITY COUNCIL?**

- For what categories of sustainability does Council want LSAB to propose goals similar to the surrounding communities?
- What are the Council's sustainability priorities?
- Feedback on sustainability roadmap after public comment

**RECOMMENDATION:**

Discussion/Direction

**ATTACHMENT(S):**

1. Draft of Sustainability Roadmap
2. Community Garden Proposal

# CITY OF LOUISVILLE: ROADMAP FOR SUSTAINABILITY

*Moving Louisville toward a more sustainable future.*

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DRAFT

# SUMMARY

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The following report outlines three primary focus areas for the City of Louisville's sustainability initiatives. These include: Energy efficiency, Resource conservation and Localization. Each target area identifies areas for City operations, Commercial and Residential Targets. Each target includes multiple strategies to address specific aspects or concerns along with specific approaches to achieve success. This will ultimately benefit the value of Louisville resulting in expected increases in investment in local businesses and revenues for the City.

This roadmap will remain a flexible document for Louisville to continue as a forward-thinking community and as a great place to live. Commitment to these goals will generate a sense of community and purpose among residents.

## **MISSION**

**Promoting sustainability through energy efficiency, resource conservation, and localization to better the environment, social well-being, and economic vitality of the City of Louisville.**

# PURPOSE

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As our environment continues to feel the effects of human behavior, community leaders must direct policies towards a sustainable future. Short-term thinking will only limit our community's ability to remain successful in the region. The City needs a clear framework of actionable items and credible guidance to achieve these goals. The purpose of this report is to provide an adaptable roadmap to advise the current and future City leadership as they continue to build Louisville's sustainable future.

## **BUSINESS CASE FOR SUSTAINABILITY**

Businesses and governments are increasingly exploring sustainability initiatives because of three primary drivers: Values, Compliance, or Opportunity.

Values: This refers to the philosophy of acting because it's "the right thing to do." By reducing our impact on the environment, we will demonstrate the City's commitment to our community members.

Compliance: These are the "things we must do" and it is driven by policies and regulations that roll down with the increased knowledge of our impacts on our own ecosystems.

Opportunity: Finally, as resources have dwindled and the climate has warmed, humans are suffering as a result. The benefits of utilizing smart growth initiatives have implications for both the economic and health of our community.

# LOUISVILLE'S BIG THREE

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## ENERGY EFFICIENCY

**Definition:** Using less energy to provide the same service<sup>1</sup>.

**Goal:** Reduce the City and residents of Louisville per capita energy consumption and make the City's energy supply and systems cleaner and more efficient, thereby reducing the City's carbon footprint, improving building infrastructure, reducing energy costs, and stimulating jobs and commerce.

## RESOURCE CONSERVATION

**Definition:** The practice of selecting and using products, processes, or technologies that minimize the overall use or consumption of resources.

**Goal:** Reduce resources consumed through substitution, recycling, and advanced technologies.

## LOCALIZATION

**Definition:** The practice of investing in local resources to produce a measurable portion of the goods, services, food and energy it consumes.

**Goal:** Provide education and information sources that promote and support local resources so that 50-years from now, Louisville will still be a great place to live.

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<sup>1</sup> From Lawrence Berkeley National Laboratory, What's Energy Efficiency? At <http://eetd.lbl.gov/ee/ee-1.html>

# ENERGY EFFICIENCY

GOVERNMENT CONSUMPTION		
Decrease fossil energy consumption through efficient and renewable energy sources.		
TIMING	STRATEGY	APPROACH
2015	1) Set and publish energy savings and renewable goals.	<ul style="list-style-type: none"> <li>Consider proration of Xcel Energy goals based on Louisville's population over the same time periods and add a multiplier to perform above prorated Xcel targets.</li> <li>Set goals for City buildings and for government operations.</li> <li>Set economic criteria for measures to ensure responsible allocation of resources.</li> </ul>
	2) Track and report on government energy use.	<ul style="list-style-type: none"> <li>Leverage the staff's existing efforts in tracking facility energy use by expanding viewership through a web portal or similar technology.</li> <li>Update results quarterly until real-time tracking available.</li> <li>Perform utility analysis of facilities.</li> <li>Perform energy audits of facilities.<sup>2</sup></li> </ul>
2015-2017	3) Implement cost effective energy measures.	<ul style="list-style-type: none"> <li>Cost effectiveness should be based on costs over the entire life of the product and should meet economic criteria set by the City.<sup>3</sup></li> </ul>
2016-2018	4) Develop strategy to promote cost efficient energy conservation and renewable energy adoption and incorporate into work plans and budgets.	<ul style="list-style-type: none"> <li>Work toward, recognize, and reward energy efficiency efforts.<sup>4</sup></li> <li>Proactively enunciate City's needs and wants.</li> <li>Avoid implementing programs and measures on an ad hoc basis or without reliable comparative analysis.</li> </ul>
	5) Track and report failure/success of implemented governmental energy conservation efforts and programs.	<ul style="list-style-type: none"> <li>Report on direct energy conservation efforts.<sup>5</sup></li> <li>Report on efficiency improvements resulting in energy use and cost reductions.<sup>6</sup></li> </ul>

<sup>2</sup> These audits could be done internally with oversight, or the City could hire someone to perform assessments.

<sup>3</sup> Life cycle costing analysis will include costs and benefits, including adders for economic, social well-being, and environmental considerations. Analysis should consider the entire community, not just the City and owner.

<sup>4</sup> Louisville and/or its citizens have done quite a bit of energy efficiency, part of the strategy is to simply take credit and provide recognition.

<sup>5</sup> Examples include solar gardens and building retrofits.

<sup>6</sup> Examples include adopting building codes, setting up an energy recognition program.

# ENERGY EFFICIENCY

ECOSYSTEM		
Increase energy efficiency in residential and commercial properties by promoting conservation efforts through showcasing and rewarding leadership		
TIMING	STRATEGY	APPROACH
2015	1) Set energy savings and renewable goals.	<ul style="list-style-type: none"> <li>Consider prorating Xcel Energy goals by Louisville's population and add a multiplier to perform above prorated Xcel targets.</li> <li>Set goals for the City as a whole.</li> </ul>
	2) Actively track and report on City-wide energy use.	<ul style="list-style-type: none"> <li>Include information from Xcel Energy.</li> <li>Include details about City buildings and demographics.</li> </ul>
	3) Encourage and publicize residential household energy conservation efforts.	<ul style="list-style-type: none"> <li>Provide case studies on City website.</li> <li>Facilitate comparison of use to like neighbors to encourage other households to reduce energy use.<sup>7</sup></li> <li>Track and publish participation in programs and reductions in energy consumption.</li> <li>Find and report on interesting projects within the City.</li> </ul>
	4) Promote commercial energy efficiency and corporate citizenship.	<ul style="list-style-type: none"> <li>Publicize energy savings.</li> <li>Generate friendly competition between commercial entities.</li> <li>Provide business awards and recognition for energy conservation efforts.</li> <li>Provide certification program.</li> <li>Find and report on projects (LEED buildings, energy efficiency upgrades, etc.)</li> </ul>
2016	5) Develop and maintain energy efficiency website	<ul style="list-style-type: none"> <li>Report on government energy use.</li> <li>Provide information and tips on energy conservation.</li> <li>Provide information on available rebates and programs.</li> <li>Drive Louisville citizens to site via social media.</li> <li>Facilitate the publicizing of, administration of, and enrollment in available energy efficiency programs.</li> </ul>

<sup>7</sup> This may take the form of providing average usage values for typical homes either total or by square footage of home as a benchmark. It could also take the form of comparing actual usage to neighbors.

# RESOURCE CONSERVATION

WATER		
Conserve water and take steps to ensure an adequate supply is available in the face of droughts and regional climate changes		
TIMING	STRATEGY	APPROACH
ONGOING	1) Develop City water conservation plan that will encompass Comprehensive Plan Updates and climate impacts with up-to-date raw water needs.	<ul style="list-style-type: none"> <li>• Project future water needs</li> <li>• Identify available sources</li> </ul>
	2) Provide a cohesive direction for water conservation through dissemination of information to citizens and commercial entities.	<ul style="list-style-type: none"> <li>• Post tips and suggestions on the city website.</li> <li>• Work in coordination with Boulder County to disseminate information through classes and workshops.</li> </ul>
	3) Encourage reduced residential and commercial water use.	<ul style="list-style-type: none"> <li>• Provide education and rebate programs for water saving hardware and systems.</li> </ul>
2016	4) Evaluate the need for changes to municipal owned gardens and landscapes in view of climate changes	<ul style="list-style-type: none"> <li>• Identify vegetation and trees likely to struggle with changing temperatures and possible variations in moisture.</li> <li>• Identify species more adaptable to climate changes.</li> </ul>
	5) Progressively implement low impact development (LID) <sup>8</sup> practices as a comprehensive land planning and engineering-design approach.	<ul style="list-style-type: none"> <li>• Adopt approaches that work with nature to manage storm water as close to its source as possible.</li> <li>• Employ principles such as preserving and recreating natural landscape features and minimizing imperviousness to create functional, appealing site drainage that treats storm water as a resource - rather than a waste product.</li> </ul>

<sup>8</sup> LID is an approach to land development (or re-development) that works with nature to manage storm water as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as close to its source as possible. LID employs principles such as preserving and recreating natural landscape features, minimizing effective imperviousness to create functional and appealing site drainage that treat storm water as a resource rather than a waste product.

# RESOURCE CONSERVATION

FUEL		
Reduce fuel consumption through emphasis on design and systems that efficiently consume fuel.		
TIMING	STRATEGY	APPROACH
ONGOING	1) Implement programs to reduce heating demands.	<ul style="list-style-type: none"> <li>• Offer educational programs and rebates for commercial and residential properties.</li> <li>• Encourage home energy audits and resultant improvements in energy use through the use of programs such as Energy Smart and PACE.</li> </ul>
	2) Encourage new and existing businesses to seek energy efficient construction and design features so that lighting and heating/cooling usage is minimized.	<ul style="list-style-type: none"> <li>• Update the City's commercial and residential building codes to take advantage of energy-conservation measures proposed by the ICC<sup>9</sup>.</li> <li>• Encourage design that maximizes the use of natural light.</li> <li>• Encourage the use of energy efficient lighting, appliances, and other devices in new development, redevelopment, and in municipal operations.</li> <li>• Encourage the use of landscaping that reduces energy consumption through the use of buffers and admittance of solar access in winter and shade in summer.</li> </ul>
2017	3) Develop a balanced transportation system that serves the entire City, is designed for users of all ages and ability levels, and invites and stimulates non-vehicle transportation.	<ul style="list-style-type: none"> <li>• Develop a Transportation Master Plan that identifies alternative means of transportation so that citizens of all ages and abilities can safely and comfortably walk or bike rather than utilize vehicle transportation.</li> <li>• Reduce personal travel fuel usage by providing safe, pleasant non-vehicle means (bike and pedestrian paths, quieted streets) of accessing schools, commercial areas, recreational facilities, and municipal services such as the library.</li> <li>• Provide a safe, non-vehicle, means of linking to Park-N-Rides, bus stops, circulator buses, and other mass transit systems.</li> <li>• Promote and expand programs that offer RTD Eco Passes and ride sharing options to municipal and commercial employees.</li> </ul>

<sup>9</sup> ICC = International Codes Council

# RESOURCE CONSERVATION

WASTE		
Reduce production and increase landfill diversion of waste products		
TIMING	STRATEGY	APPROACH
2015	1) Promote and implement waste reduction and recycling programs.	<ul style="list-style-type: none"> <li>The City should work with governmental, private and not-for-profit agencies to develop regional approaches to solid waste reduction and management.</li> <li>The City should continue its efforts to reduce waste generation from its municipal operations and explore methods for additional reduction. The City should consider the purchase of supplies with recycled content when feasible.</li> <li>Promote diversion from the landfill of construction and demolition refuse.</li> </ul>
	2) Require consideration of the environmental and economic costs, risks, benefits, and impact from a life-cycle perspective when making, planning, contracting, purchasing, and making municipal operating decisions.	<ul style="list-style-type: none"> <li>Implement a system that incorporates evaluation of these factors prior to initiation of projects and purchases so that end of life reuse/recycling/disposal options are known.</li> </ul>
2016	3) Reduce litter and eliminate resource use.	<ul style="list-style-type: none"> <li>Phase in alternatives to single-use shopping bags</li> <li>Provide credit for buyers' bags.</li> <li>Promote Louisville by making available unique multi-use bags.</li> <li>Utilize bag designs submitted by citizens.</li> </ul>

# RESOURCE CONSERVATION

WASTE		
Reduce production and increase landfill diversion of waste products		
TIMING	STRATEGY	APPROACH
2016	4) Develop educational programs to encourage avoidance of commercial and residential waste generation.	<ul style="list-style-type: none"> <li>Disseminate waste reduction information on the city's website; options for recycling, hazardous waste drop-off, scrap metal drop-off, hard to recycle materials, etc.</li> <li>Promote public education related to the value, methods, and techniques of recycling, resource recovery, and waste reduction.</li> <li>Provide literature on the benefits of purchasing products made from recycled materials and for purchasing alternatives to non-recyclable products.</li> </ul>
2017	5) Continue recycling programs.	<ul style="list-style-type: none"> <li>Expand tree-branch and leaf drop-off sites.</li> <li>Encourage scrap-metal recycling at City shops.</li> <li>Expand current residential trash, recycling, and compost collection programs to commercial entities.</li> <li>Encourage restaurant and grocery composting of excess and waste compostable materials.</li> </ul>
	6) Adopt local code requirements to promote recycling.	<ul style="list-style-type: none"> <li>Require zero-waste collection at public events.</li> <li>Support citizen's use of the Boulder County Hazardous Materials Management Facility through a no co-pay program.</li> <li>Require triple-bin waste collection at city facilities (recyclables, compostable, trash).</li> </ul>

# LOCALIZATION

FOOD/AGRICULTURE		
Establish Community Garden program.		
TIMING	STRATEGY	APPROACH
2015	1) Evaluate a pilot project and create or update plans which facilitate the development of community gardens.	<ul style="list-style-type: none"> <li>Land and water tap contributed by city.</li> <li>Pilot project status and results to be published on City website and LSAB social media outlets.</li> <li>Promote garden</li> </ul>
2016	2) Provide a model for community members and groups to develop garden areas.	<ul style="list-style-type: none"> <li>Post information on City website and LSAB social media outlets.</li> <li>Conduct workshops for community members.</li> </ul>
ONGOING	3) Provide resource information about local food economy (backyard gardens, local farming, community share agriculture, etc.	<ul style="list-style-type: none"> <li>Track (via community self-reporting) number of backyard gardens</li> <li>Track (via community self-reporting) CSA participation.</li> </ul>
	4) Develop a suite of tools to support a thriving agricultural community on County open space and private lands	<ul style="list-style-type: none"> <li>Identify and encourage a pool of qualified agricultural producers and maintain a strong agricultural community</li> <li>Coordinate farmer training through Colorado State University Extension</li> <li>Allow residents to sell garden crops at farmer's market</li> </ul>

TRANSPORTATION		
Establish and support use of energy efficient vehicles in Louisville.		
TIMING	STRATEGY	APPROACH
ONGOING	1) Encourage new and existing businesses to include recharging stations (as appropriate) in their building or remodeling plans.	<ul style="list-style-type: none"> <li>Evaluate usage data from city owned charging stations.</li> <li>Over time, replace city vehicles with energy efficient vehicles (hybrid, electric, etc.)</li> </ul>

# LOCALIZATION

COMMUNITY		
Develop and maintain a business environment that attracts and supports local production.		
TIMING	STRATEGY	APPROACH
ONGOING	1) Work with Business Retention and Development Committee to nurture relationships among local growers, distributors and potential buyers for the purpose of supporting business relationships and initiatives.	<ul style="list-style-type: none"> <li>Align efforts with annual BRAD strategic plan</li> <li>Track business results via BRAD reporting</li> </ul>
	2) Provide resource information about the benefits of shopping locally.	<ul style="list-style-type: none"> <li>Include local business contribution in City reports.</li> <li>Track trends and impact on city resources.</li> <li>Publish localization success stories.</li> </ul>

DRAFT

**This work is the product of the Louisville Sustainability Advisory Board (LSAB):**

Jamie Bartlett  
James Bradford  
Mary Ann Heaney  
David Hsu  
Claudia Lenz  
Mark Persichetti  
Justine Vigil-Tapia

<http://louisvillecolorado.biz/government/boards-commissions/sustainability-advisory-board>

## LSAB Proposed Neighborhood Community Garden

### Project Summary

Proposed a neighborhood community garden for citizens - the first of several small, neighborhood gardens throughout Louisville. Two proposed sites: 1) NW and NE corners of the intersection of Garfield and Griffith streets; 2) former “church property” adjacent to Cottonwood park.

### Benefits

- Provides a garden for citizens - those without garden land (multi family homes, small yards, yards unsuitable for gardening).
- Provides a desired community benefit with no day-to-day responsibility of the City.
- Conforms to intent of the PROST Master Plan to provide garden for citizens<sup>1</sup>
- Adheres to goals of the final Comprehensive Plan to provide a sense of community<sup>2</sup>
- Reduces the cost of food transportation by locally sourcing food
- Beautifies unused, vacant land

### Organization

- LSAB assists with submittal of City permits/documents and initial fund raising
- Garden operated by citizens’ 501(C)(3)
- Management Committee: Administrator, Membership, Treasurer, Secretary, Maintenance
- Plot fees generate operating funds - payments for water usage
- Annual written contract holds gardeners accountable: fees, water, maintenance, rules
- Funding through grants, donations
- Use agreement with City and 501(C)(3)

### Design

- In ground plots - a few raised beds for physically challenged access
- Minimal pathway/surface treatments - ADA accessible
- Small (3’X5’) tool shed - eliminates driving to site to transport tools
- Fencing
- Louisville Boy Scouts designing tool shed and raised garden beds for physically challenged

### Comparison of Sites

	Garfield and Griffith	Church Property
Status	SRU submitted, Wetlands Permit in development	No activity to date
Location Considerations	Near Lydia Morgan, low income housing	Gateway site
Surrounding Land Use	Backs to 5 residences, adjacent to ball park	Adjacent to park
Currently Zoned	Residential	Residential
Requires SRU	Yes	Yes
Requires Wetlands Permit	Yes	No
Floodplain Issues	Yes	No
Water Tap Required	Yes	No
Land Clearing Requirements	Grasses, few shrubs	Minimal
Parking Issues	None, gardeners walking, bike	None, gardeners walk, bike
Funding Required	~\$25,000	\$4,000

<sup>1</sup> *Louisville Parks and Recreation Master Plan Summary - Final Results*, February 2012, Objective 2.2 (“Ensure that changing trends and needs are addressed...e.g. community gardens”); 2.9 d (establish a process for evaluating surplus properties...“some of the smaller properties throughout the city could be good places for local community gardens.”)

<sup>2</sup> *City of Louisville Final Comprehensive Plan*, May 7, 2013, The Vision Statement and Core Community Values, Core Community Values

**SUBJECT: PERMIT REVIEW AND CERTIFICATE OF OCCUPANCY  
PROCESS**

**DATE: FEBRUARY 24, 2015**

**PRESENTED BY: TROY RUSS, DIRECTOR OF PLANNING AND BUILDING  
SAFETY & KEN SWANSON, CHIEF BUILDING OFFICIAL**

**SUMMARY:**

City Council requested a study session for staff to outline Louisville's construction review process and facilitate a discussion regarding ways to accelerate the approval process, if appropriate. Staff is also provided building fee information from a 2013 evaluation, the last time building fees were adjusted (fees went down for single-trade/minor permits).

**DISCUSSION:**

The Planning and Building Safety Department oversees all building construction in Louisville. The City's building construction permit application, review, and approval process is managed in three stages: permit review and issuance, inspections, and Certificate of Occupancy (CO). Below is a description of each phase of the process

**PERMITS**

**1. Application, Review, and Issuance. (3-weeks for new residential / 4 weeks for commercial)** - The building permit application, review, and issuance process is divided into three stages: application, plan review, and issuance. Each stage of the process involves balancing permit demand with staff capacity and efficiency.

**a. Application (1 to 2 days).** This first stage of permitting involves working with the applicant to ensure it is complete and then documenting and distributing permits for internal review. Each permit must have a complete application, completed forms and plans, and technical support documents (if required) to be entered into the system. A residential permit application is attached Council review.

The application stage of the process takes 1 to 2 days depending on the daily volume of applications received.

**b. Plan Review (10 to 15 days).** Once permits are registered, they are distributed for plan review concurrently to the Planning Division, the Public Works Engineering Division, and the Louisville Fire District. The Planning Division reviews permits applications for consistency with the City's zoning ordinance. The Planning Division's review of the permit is processed in 3 to 5 business days (depending on workload). The Public Works Engineering

Division reviews applications for consistency with City infrastructure standards and tap fee requirements. The Louisville Fire District reviews each application for consistency with the Fire Code. Both the Fire District's and Public Works' reviews average between 3 to 8 business days.

Agency reviews are then forwarded to the Building Safety Division for packaging and final review against the City's adopted Building Codes.

The Building Safety Division uses contract support for large plan reviews (North Main Apartments for example), or when the internal plan review work load requires support. Building code reviews (internal and contracted) average between 5 and 10 business days.

- c. **Permit Issuance (1 to 4 days).** If the submitted plans meet all adopted standards and building code requirements, the permit is assembled for issuance. The final stage of the permit review and issuance process involves fee calculation, contractor license confirmation, and issuance. This final stage of the process averages 1 to 4 days, depending on workload and the applicant/contractor's ability to provide license information and payment.

Only two permits in 2014 exceeded the Department's advertised 3 to 4 week timeframes. While this reflects a high success rate for over 1,100 applications, staff continues to look for ways to improve and streamline the process and minimize problems. The ERP/Permitting module will facilitate this in multiple ways.

Starting in January of this year, the Planning and Building Safety Department expanded over-the-counter permit review and issuance for more than single-trade / minor permits on a limited basis.

Below is a comparison table showing review times and staffing for Building Safety Divisions in the Front Range. Louisville's performance and staff efficiency is comparable to our neighboring jurisdictions.

**SUBJECT: PERMIT REVIEW AND CERTIFICATE OF OCCUPANCY PROCESS**

**DATE: FEBRUARY 24, 2014**

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Jurisdiction	Review Time (weeks)			Staffing			Annual Permits	Over the Counter Plan Review		Front Counter Hours
	Commercial		New Residential	CBO/Plan Review	Permit Tech	Inspectors		yes/no	Hours (week)	
	New	Tennate Finish								
Arvada	3 to 4	4 to 6	4 to 6	3	3	6	699*	yes	45	45
Boulder County	2 to 4	2 to 4	4 to 6	7	3	4	2,366	Yes	34.5	34.5
Broomfield	4	2 to 3	5	4	2	4	3,931	Yes	45	45
City of Boulder	8	5 to 6	5 to 6	11	2	6	6,000	Yes	38	38
Erie	1 to 3	1 to 3	1 to 3	1	2	1	1,660	No		45
Golden	3	1 to 3	4	2	1	1	1,100	No		42.5
Lafayette	3	1	3	2	0	2 (contract)	1,700	No		45
Littleton	4	3	3	1.5	2	4	2,855	No		45
Longmont	4	4	4	3	1	3	3,942	No		45
Louisville	4	4	3	2	1.375	2	1,200	Yes	4	45
Northglenn	2 to 3	2 to 3	1	2 (Contract)	1.5 (Contract)	2 (Contract)		No		40
Superior	4	4	2	1	1	1	1,004	No		20
Thornton	4	2	2	4	4	6	5,149	Yes (H.O.)	8	45
Westminster	8 to 12	8 to 12	8 to 12	4	2.5		5,999	Yes	8	44
Wheat Ridge	4 to 6	4 to 6	2 to 4	2	2	2	1,815	Yes	9	50

\*-does not include minor or remodeling permits

**2. Building Inspections.** Building inspections protect future owners and public safety by ensuring the builder actually constructs in accordance with the adopted building code what is approved on the plans. Building construction and inspections constitute the most significant portion of any construction schedule. While much attention has focused on the 3 to 4 week plan review period, the typical 12 to 18 month construction period and the inspection process have the most promise to accelerate any project schedule.

When the City issues any building permit, the City provides a checklist specifying required inspections. To verify compliance with all life safety requirements as well as the new energy efficiency requirements in the 2012 International Building Code (IBC), the Building Division has increased the number of inspections by 46% over the last two years. The specific areas added are highlighted on the attached inspection cards. Some of the added inspections consist of the following:

- Exterior sheathing
- Mid and Final roof inspections, now requires roof access
- Water and Air barrier (house-wrap)
- Blower door test
- Siding and windows
- Foundation Certificate
- Height Verification Letter
- Improvement Survey Plat (ISP) / Improvement Location Certificate (ILC)

The increased number of inspections along with the increasing scale of development (larger commercial projects and more complex residential structures) have increased the number of “rolls” that have happened. A “roll” is when an inspection scheduled for one day is “rolled” to the next day before being completed. To assist staff, Council approved contract inspection support to minimize inspection rolls; this is helping staff to manage the workload, minimize rolls and no double rolls have occurred.

- 2. Certificates of Occupancy (CO).** The CO is the primary tool the City has to ensure a project has satisfied all development agreement requirements, zoning code requirements and building code requirements. The following items are required prior to the City issuing a CO.

Development Agreement compliance (if required)

- Recordation of documents;
- Payment of required fees
- Public Improvement construction acceptance as verified by Public Works:
  - Public improvements and utilities are built to City Standards;
  - As-built drawings for the public improvement are provided; and
  - Elevation / Drainage Certificates (storm water) are provided.

Zoning Code / PUD compliance as verified by the Planning Division

- Design Standard verification from the Planning Division
  - Parking
  - Landscaping and Plant Materials
  - Lighting
  - Mechanical Equipment Screening
  - Architectural Details

Note the Planning Division may accept a landscape guarantee in lieu of final landscape verification in order to grant a CO.

2012 Building Code compliance as verified by the Building Safety Division

- Passing Final Fire Department Inspection;
- Passing Final Health Inspection by the Boulder County (as needed); and
- Passing the Building Code Inspections.

**BUILDING FEES**

-In December 2013 staff evaluated the development related permit fee revenue compared with the City’s costs associated with managing City-wide development and construction activity. Land development fees include fees associated with all land use applications, including: applications for annexations, rezoning, planned unit developments, special review uses, and variances. Construction permit fees include fees for all construction activity in the City. Based on the 2013 review and a peer city fee comparison (see below), staff recommended the majority of construction permit fees

remain unchanged in 2013, 2014 and this year. The exception was decreasing for the following Single-trade / minor permits:

- Storage Sheds;
- Roofing;
- Water Heaters;
- AC;
- Furnace;
- Evaporation Coolers;
- Windows / Doors;
- Siding;
- Lawn Sprinklers;
- Spa/Hot Tubs;
- Gas-Log;
- Fence; and,
- Misc. Plumbing / Electrical / Mechanical.

Staff proposed reducing the fees for these minor residential permits to a single \$82 charge, regardless of valuation, to more accurately reflect the inspection costs associated with each minor permit.

**SUBJECT: PERMIT REVIEW AND CERTIFICATE OF OCCUPANCY PROCESS**

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Valuation of Work									
	Westminster	Broomfield	Erie	City Bldr	Longmont	LOUISVILLE	Superior	Lafayette	County of Bldr
\$1 to \$500	\$19.50	\$23.50	\$23.50	\$25	\$27.00	\$28	\$28.50	\$30	\$36.40
\$501.01 to \$2,000*	\$19.50/\$2.65	\$23.50/\$3.05	\$23.50/\$3.05	\$25/\$3.25	\$27/\$3.50	\$28/\$4.00	\$28.50/\$3.50	\$30/\$3.35	\$36.40/\$3.92
\$2,000.01 to \$25,000**	\$59.25/\$11.90	\$69.25/\$14.00	\$69.25/\$14.00	\$74/\$14.95	\$79.50/\$16.10	\$82/\$16.00	\$81/\$16.00	\$80.25/\$15.40	\$83.40/\$14.35
\$25,000.01 to \$50,000**	\$332.95/\$8.55	\$391.75/\$10.10	\$391.75/\$10.10	\$418/\$10.75	\$449.80/\$11.61	\$400/\$12.00	\$449/\$13.00	\$434.45/\$11.11	\$413.27/\$10.85
\$50,000.01 to \$100,000**	\$546.70/\$5.95	\$643.75/\$7.00	\$643.75/\$7.00	\$686/\$7.45	\$740.05/\$8.05	\$700/\$8.00	\$774/\$11.00	\$712.20/\$7.70	\$684.44/\$9.58
\$100,000.01 to \$500,000**	\$844.20/\$4.60	\$993.75/\$5.60	\$993.75/\$5.60	\$1,059/\$5.95	\$1,142.55/\$6.44	\$1,000/\$6.00	\$1,324/\$9.00	\$1,097.2/\$6.16	\$1,163.63/\$12.47
\$500,000.01 to \$1,000,000**	\$2,684.20/\$3.95	\$3,233.75/\$4.75	\$3,233.75/\$4.75	\$3,447/\$5.05	\$3,718.55/\$5.46	\$4,000/\$5.00	\$4,924/\$7.00	\$3,561.1/\$5.22	\$5,014.24/\$7.47
\$1,000,000.01 & up	\$4,659.20/\$2.65		\$5,608.75/\$3.15	\$5,979/\$3.85	\$6,448.55/\$4.20	\$6,000/\$4.00	\$8,424/\$5.00	\$6,176.10/\$4.01	\$8,750.36/\$4.82
Reinspect Fee	\$50		\$47	\$94	\$47	\$47	\$100	\$52	\$72
Plan Review Fee % of Bldg fee	65%	65%	65%	65%	50%/60%	65%		65%	65%
Use Tax on 50% Val	3.85%	4.15%	3.5%	3.41%		3.50%		*3.5%	0.80%
*Use Tax on 60% Val									
Misc Permit Fees									
Single Trade Minimum Fee						\$82		\$26	
Solar	\$300.00			\$69 - \$139		\$300.00			
Banners	\$25.00								
Signs	per fee schedule			\$92 - \$344		per fee schedule			
Storage Shed	\$80.00					per fee schedule			
Re-Roof	\$100.00		\$47.00	per fee schedule		per fee schedule			
Water heater replacement	\$40.00					per fee schedule			
AC	\$80.00				\$40.00	per fee schedule			
Furnace	\$60.00				\$40.00	per fee schedule			
Evap cooler	\$60.00					per fee schedule			
Windows/doors						per fee schedule			
Lawn Sprinkler	\$60.00				\$30.00	per fee schedule			
Spas/Hot Tub	\$80+ elec permit				\$40.00	per fee schedule			
Gas Log	\$60.00				\$40.00	per fee schedule			
Fence	\$50.00		\$47.00	\$4.05/\$100 Val		per fee schedule			
Demo SFD/Accessory			\$100.00		\$100.00	\$50.00			
Demo - all other structures			\$100.00			per fee schedule			

**Revenue / Cost Analysis**

In 2012, the City’s land development and construction permit fees generated **\$732,590** in revenue. The 2012 costs associated with managing the land development and construction activity in Louisville was **\$1,197,481**, generating a net deficit of **-\$464,891**, as shown on the next page.

Currently, the City employs twelve full time equivalent (FTE) employees to manage land development and construction activity in Louisville. Nine FTEs are located in the Planning and Building Safety Department. Three FTEs are located in the Engineering Division of the Public Works Department.

Staff estimates all of the budgeted expenditures for the Planning and Building Safety Department, except those associated with historic preservation, are related to land development and construction activity in the City. The Engineering Division of the Public Works Department had six FTEs in 2012. According to the City Engineer, approximately 50% of the Engineering Division’s work load is directly related to reviewing and inspecting private construction activity in the City. Additionally, staff

estimates 8% of the Finance and Accounting, Human Resources, Information Technology (IT), and City Manager’s Office administration support the employees directly managing the land development and construction activity in the City.

*% of General Fund Expenditures Managing and Supporting Land Development and Construction Activity in Louisville.*

<b>General Fund Expenditures</b>	<b>% Revenue expense</b>
<b>Building Safety</b>	100%
<b>Planning Administration &amp; Community Planning</b>	100%
<b>Engineering</b>	50%
<b>Finance &amp; Accounting</b>	8%
<b>Human Resources</b>	8%
<b>Information Technology</b>	8%
<b>City Manager - Administration</b>	8%

The following table illustrates both the costs and revenues associated with land development and construction activity in Louisville between 2010 and 2013. Capital costs shown in 2013 included the City Hall renovation along with file storage improvements at central records in the Police Department’s basement amortized in current dollars over twenty years.

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*Land Development and Construction Activity Cost to Revenues Analysis*

		2010	2011	2012	2013	
Department	Operations	Building Safety	\$ 382,811	\$ 387,725	\$ 471,840	\$ 455,516
		Planning	\$ 374,272	\$ 334,623	\$ 519,500	\$ 451,927
		Engineering	\$ 104,584	\$ 114,720	\$ 117,597	\$ 128,978
		Finance	\$ 22,375	\$ 16,288	\$ 18,413	\$ 19,249
		Human Resources	\$ 19,754	\$ 22,318	\$ 23,130	\$ 24,560
		Information Technology	\$ 16,302	\$ 15,185	\$ 21,971	\$ 22,366
		City Manager	\$ 21,128	\$ 23,170	\$ 25,030	\$ 26,270
		<b>Sub-total</b>	<b>\$ 941,226</b>	<b>\$ 914,029</b>	<b>\$ 1,197,481</b>	<b>\$ 1,128,866</b>
Capital	Building Safety File Storage				\$ 750	
	Planning and Building Safety Space Consolidation				\$ 5,000	
	<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,750</b>	
<b>TOTAL EXPENDITURE</b>		<b>\$ 941,226</b>	<b>\$ 914,029</b>	<b>\$ 1,197,481</b>	<b>\$ 1,134,616</b>	
<b>Difference</b>		<b>\$ (415,984)</b>	<b>\$ (162,315)</b>	<b>\$ (464,891)</b>	<b>\$ (71,653)</b>	
<b>TOTAL REVENUE</b>		<b>\$ 525,242</b>	<b>\$ 751,714</b>	<b>\$ 732,590</b>	<b>\$ 1,062,963</b>	
Permits & Fees	Construction permits	\$ 325,886	\$ 486,553	\$ 484,760	\$ 759,335	
	Plumbing Permits	\$ 11,307	\$ 10,044	\$ 14,700	\$ 8,412	
	Heat / Air Permits	\$ 22,605	\$ 25,517	\$ 29,390	\$ 30,586	
	Electrical Permits	\$ 35,460	\$ 24,061	\$ 46,100	\$ 32,128	
	Minor Permits	\$ 62,739	\$ 106,801	\$ 81,560	\$ 163,399	
	Elevator Permits	\$ 21,390	\$ 22,080	\$ 22,080	\$ 23,840	
	Annexation Fees		\$ 2,245			
	Development Fees	\$ 45,855	\$ 74,413	\$ 54,000	\$ 45,263	

Staff's analysis of land development and construction permit management costs compared to revenues indicates that permit fee revenue varies significantly and for the 2010 to 2013 period permit fee revenue covered between 55% and 94% of the City's expenditures.

	2010	2011	2012	2013
<b>Revelopment Review Expenditures</b>	\$ 941,226	\$ 914,029	\$ 1,197,481	\$ 1,134,616
<b>Permit Revenue</b>	\$ 525,242	\$ 751,714	\$ 732,590	\$ 1,062,963
<b>Ratio</b>	<b>56%</b>	<b>82%</b>	<b>61%</b>	<b>94%</b>

**ADDITIONAL INFORMATION**

The Building Safety Division has made significant changes over the past two years to improve customer service increase staff efficiency:

- 1. Staff credentials.** Over the last two-years, staff's International Code Council (ICC) certifications increased from 5 ICC certifications and contracted plan review to 15 ICC certifications with 2 fulltime in-house plans examiners.

Increased ICC certifications allow inspectors to perform more inspections at each stop. An example: In the past, the City's combination inspector typically inspected everything but electrical. Today, the combination inspector is now ICC certified for residential electrical inspections, eliminating the need for a second inspector, making the Department more efficient and customer friendly. Increase ICC credential also contributes to lower city-wide Insurance Service Office (ISO) rates.

- 2. New Building Permitting Software (ERP).** The new building software, when implemented, will increase the efficiency of our inspectors and the administrative staff by an estimated 25% to 30%. The new software will allow the inspectors to file their inspection reports digitally in the field as inspections are completed. This will also ensure the City's record keeping is up to date, improving the entire Department's access to files needed daily.
- 3. Plan Review and Inspection Contracted support.** The 2015 Operational budget increased dollars available to staff for additional contracted inspection and plan review work until the new building software in the ERP is fully operational.
- 4. Short-term Administrative Support for the Department (thru 2015)**  
The current department staffing plan was developed assuming the City would have new building software operational 2013. The new building software will not be fully operational until the end of 2015. The 2015 Operational budget provides immediate counter assistance (15 hours a week) to provide additional customer service, permit processing, and clerical support until the time the new building software is fully operational.
- 5. Over-the-Counter Permitting.** To make it easier for people to get the permits needed for small projects, each Tuesday morning the Building Safety staff now reserves time so they can accept, review, resolve any problems and immediately issue over-the-counter permits for projects beyond single-trade / minor permits, such as Decks, Fences, Minor Interior Demolition, Patio Covers/Pergolas, Sheds, Signs (some signs may require further plan review), and small remodels including basement finishes.

**FISCAL IMPACT**

Not applicable

**RECOMMENDATIONS**

Discussion

**SUBJECT: PERMIT REVIEW AND CERTIFICATE OF OCCUPANCY PROCESS**

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**ATTACHMENTS:**

1. Building Permit Application
2. Current Inspection Card
3. Prior Inspection Card

# RESIDENTIAL PERMIT

**PERMIT NUMBER:**

<b>PROJECT ADDRESS</b> (including Suite/Unit #): _____ _____	<b>Type of Residence-</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Apartment <input type="checkbox"/> Condo
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<b>BUILDING INFORMATION:</b> Owner Name: _____ Address: _____ City: _____ Zip: _____ Phone: (____) ____ - _____ Email: _____	<b>CONTRACTOR INFORMATION:</b> Louisville License # _____ Business Name: _____ Address: _____ City: _____ Zip: _____ Phone: (____) ____ - _____ Email: _____
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<b>TYPE OF WORK:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Scrape off <input type="checkbox"/> Remodel <input type="checkbox"/> Demo					New Construction	Remodel Area	Existing Building	Total
	<b>New</b>	<b>Existing</b>	<b>Total</b>	1 <sup>st</sup> Floor	Sqft	Sqft	Sqft	Sqft
# of Bedrooms				2 <sup>nd</sup> Floor	Sqft	Sqft	Sqft	Sqft
# of Bathrooms				3 <sup>rd</sup> Floor	Sqft	Sqft	Sqft	Sqft
Permit to include: <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <b>NOTE:</b> For a multiple trade permit the Sub-contractor form is required and all sub-contractors must be licensed prior to issuance of a permit. <b>Valuation for the work being completed:</b> \$ _____				Basement (Finished)	Sqft	Sqft	Sqft	Sqft
				Basement (Unfinished)	Sqft	Sqft	Sqft	Sqft
				Garage	Sqft	Sqft	Sqft	Sqft
				Deck/Porch	Sqft	Sqft	Sqft	Sqft

**Detailed Job Description:**

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<b>Do you have everything you need to submit?</b>		
<b>New Building/Scrape Off</b> <input type="checkbox"/> 4 Full Sets of Stamped Plans <input type="checkbox"/> Fire Sprinkler Application & Plan <input type="checkbox"/> Water & Sewer Tap Application <input type="checkbox"/> Fixture Count Form <input type="checkbox"/> Soils Report <input type="checkbox"/> Site Improvement Worksheet <input type="checkbox"/> Subcontractor Form	<b>Addition</b> <input type="checkbox"/> 4 Full Sets of Stamped Plans <input type="checkbox"/> Water & Sewer Tap Application (Only for an upgraded) <input type="checkbox"/> Fixture Count Form <input type="checkbox"/> Soils Report <input type="checkbox"/> Subcontractor Form	<b>Remodel</b> <input type="checkbox"/> 3 Full Sets of Plans (Stamped plans may be required) <input type="checkbox"/> Subcontractor Form

This application becomes null and void if permit is not issued within 180 days of application date. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction. Permit and tap fees are subject to change at the beginning of each calendar year.

Note: A separate permit is required for signs, fences, irrigation systems & swimming pools unless noted on this application. Fees are assessed at time of permit issuance and are subject to city ordinance in effect at that time.

By its signature hereon, the undersigned represents it is the Owner or Authorized Agent of Owner.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT OF OWNER:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_  
 Email Address: \_\_\_\_\_

**Staff Only**

Year of Original Construction \_\_\_\_\_ Does it need HPC review?  Yes  No  
 Is it in a Floodplain?  Yes  No  
 Zone District \_\_\_\_\_  
 Legal Description \_\_\_\_\_  
 Lot: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ Total Lot Area (SQ. FT) \_\_\_\_\_  
 Date Entered into System \_\_\_\_\_ Over the Counter Plan Review  Yes  No  
 Date Sent for Referral \_\_\_\_\_  
 Fire Department \_\_\_\_\_ Public Works \_\_\_\_\_

APPROVALS	SIGNATURES	DATE	COMMENTS
Building			
Zoning/HPC			
Public Works			
Fire Department			

<p><b>Finalized</b> – Date:- _____  <input type="checkbox"/> Conf <input type="checkbox"/> LVM <input type="checkbox"/> LM <input type="checkbox"/> Email          Other Items Needed Prior to Issuance:          _____          _____          _____          _____</p>	<p><b>Approved Valuation</b>          \$ _____  <b>Permit Fee Due</b>          \$ _____</p>
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# City of Louisville

# BUILDING PERMIT INSPECTION RECORD

INSPECTION REQUEST LINE 303-335-4583 YOU MUST CALL BEFORE 5:00 PM FOR NEXT BUSINESS DAY INSPECTIONS

INSPECTION SCHEDULE LINE: 303-335-4587 FRONT DESK: 303-335-4592

BUILDING PERMIT NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

OWNER \_\_\_\_\_ PERMIT APPLICANT \_\_\_\_\_

MIN SETBACK: FRONT \_\_\_ SIDE \_\_\_ REAR \_\_\_ LEGAL: LOT \_\_\_ BLOCK \_\_\_ SUBDIVISION \_\_\_\_\_

• GENERAL CONTRACTOR \_\_\_\_\_ • MECH CONTRACTOR \_\_\_\_\_

• ELEC CONTRACTOR \_\_\_\_\_ • PLMG CONTRACTOR \_\_\_\_\_

**CONST. TYPE:** \_\_\_\_\_ **OCCUPANCY:** \_\_\_\_\_ **DESCRIPTION:** \_\_\_\_\_

INSPECTIONS	APPROVALS		COMMENTS - See Back for Any Additional Comments
	DATE	INSP	
<b>X BUILDING</b>			
Footings/Piers/Rebar			
<b>WORK MAY NOT PROCEED UNTIL FOUNDATION SURVEY LETTER IS RECEIVED &amp; APPROVED BY BLDG DEPT. PRIOR TO POUR</b>			
Foundation			
Damp Proofing			
Perimeter Drain			
Structural Floor			
Shear Walls/Sheathing			
Building Wrap			
Sprinkler Rough In			
Frame (after rough Elec, Mech & Plmg)			
Siding/Lath/Window			
Masonry/Veneer/Eifs			
Insulation			
Drywall			
Mid-Roof			
Roof			
Bldg Other			
<b>ELECTRICAL</b>			
Elec Underground			
Elec Ufer Ground			
Elec Rough-in			
Elec Meter Release			
Solar PV Final			
Elec Other			
<b>FINAL ELECTRICAL</b>			
<b>MECHANICAL</b>			
Mech Rough Gas			
Mech Rough-in			
Mech Gas Meter Release			
Mech Other			
<b>FINAL MECHANICAL</b>			
<b>PLUMBING</b>			
Building Sewer			
Water Service			
Plmg Underground			
Plmg Rough-in			
Plmg Other Shower Pan			
<b>FINAL PLUMBING</b>			
<b>HEALTH DEPARTMENT FINAL (303-441-1188)</b>			
<b>FIRE DEPARTMENT FINAL (303-666-8809)</b>			
<b>PLANNING/HPC FINAL (303-335-4592)</b>			
<b>BUILDING FINAL</b>			



# City of Louisville

# BUILDING PERMIT INSPECTION RECORD

CALL INSPECTION REQUEST LINE 303-335-4583 YOU MUST CALL BEFORE 3:00 PM FOR NEXT BUSINESS DAY  
 INSPECTION SCHEDULE LINE: 303-335-4587 FRONT DESK: 303-335-4584

BUILDING PERMIT NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

OWNER \_\_\_\_\_ PERMIT APPLICANT \_\_\_\_\_

MINIMUM SET BACKS : FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

GENERAL \_\_\_\_\_ MECHANICAL \_\_\_\_\_  
 ELECTRICAL \_\_\_\_\_ PLUMBING \_\_\_\_\_

*CAUTION - BEFORE DIGGING CALL 1-800-922-1987 FOR UTILITY LOCATIONS*

**CONST. TYPE:      OCCUPANCY:      DESCRIPTION:**

INSPECTIONS	APPROVALS		COMMENTS (PHASED INSPECTIONS ON BACK OF CARD)
BUILDING	DATE	INSPECTOR	SEE FIELD REPORT

<input type="checkbox"/> Footings			
<input type="checkbox"/> Survey Location Letter			

WORK MAY NOT PROCEED UNTIL SURVEY LOCATION LETTER IS RECEIVED AND APPROVED BY BLDG DEPT.

<input type="checkbox"/> Foundation			
<input type="checkbox"/> Weather Proofing			
<input type="checkbox"/> Peripheral Drain			
<input type="checkbox"/> Frame (after rough electrical, mechanical and plumbing)			
<input type="checkbox"/> Insulation			
<input type="checkbox"/> Drywall			
<input type="checkbox"/>			
<input type="checkbox"/> FINAL			

**ELECTRICAL**

<input type="checkbox"/> Rough (before insulation or dry wall applied)			
<input type="checkbox"/> Construction Meter			
<input type="checkbox"/> Service/Heat Meter			
<input type="checkbox"/> Underground			
<input type="checkbox"/> FINAL			

**MECHANICAL**

<input type="checkbox"/> Vent (before insulation or dry wall applied)			
<input type="checkbox"/> Comm. Hood (before insulation or dry wall applied)			
<input type="checkbox"/> Duct Work (before insulation or dry wall applied)			
<input type="checkbox"/> Inside Gas (before insulation or dry wall applied)			
<input type="checkbox"/> Outside Gas/Gas Meter			
<input type="checkbox"/> FINAL			

**PLUMBING**

<input type="checkbox"/> Outside Water			
<input type="checkbox"/> Building Sewer			
<input type="checkbox"/> Underground			
<input type="checkbox"/> DWV (before insulation or dry wall applied)			
<input type="checkbox"/> Inside Water (before insulation or dry wall applied)			
<input type="checkbox"/> WATER METER INSTALLED			
<input type="checkbox"/> FINAL			
<input type="checkbox"/> PLANNING DEPARTMENT FINAL			
<input type="checkbox"/> PUBLIC WORKS DEPARTMENT FINAL			
<input type="checkbox"/> FIRE DEPARTMENT FINAL			
<input type="checkbox"/> HEALTH DEPARTMENT FINAL			

