



Public Works Department

130 S. McKinley Avenue
Fort Lupton, CO 80621
www.fortlupton.org

Phone: 303.857.6694
Fax: 303.857.0351

Public Works Permit Application

Permit # \_\_\_\_\_

All contractors must be licensed by the City of Fort Lupton (Contractor's License #\_\_\_\_\_). Failure to be licensed in the City will result in additional fees. Additional fees also incurred if job is started prior to a valid permit. Permit is void if work has not commenced within 90 days from date of issuance.

Permit Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Contractor Performing Work: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ 24-Hour phone: \_\_\_\_\_

On-site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Work is being performed on behalf of (circle one) Contractor Developer Utility Property Owner listed below:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Description of work; including 1) type and purpose of work, and 2) existing infrastructure (such as street pavement, curb and gutter, sidewalks, utilities) that may be affected by the work:

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

PROPOSED DAYS & HOURS OF WORK: From: \_\_\_\_\_ a.m. To: \_\_\_\_\_ p.m.
No Sundays Mon \_\_\_ Tues \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ (by advance permission).

Restoration of site surface to like or better condition to be performed within 21 days by applicant **or** list restoration subcontractor(s):

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office phone: \_\_\_\_\_

Office phone: \_\_\_\_\_

24-hour phone: \_\_\_\_\_

24-hour phone: \_\_\_\_\_

**Additional Permits**

**Fee (not including tax)**

- Driveway/Access \$10.00 flat fee.
- Curb, gutter & sidewalk \$15.00 plus \$.25 per square foot or if sidewalk is poured separately, and additional permit fee of \$15.00 is charged.
- Street Paving \$15.00 plus \$1.00 per linear foot for one-half of a street or if entire street is paved, the fee shall be \$10.00 plus \$2.00 per linear foot.
- All other construction \$15.00 plus \$.25 per foot if lineal measurements are applicable, as determined by the City.
- Test Holes/Pot Holes \$5.00 permit fee.
- Sanitary Sewer Line \$15.00 plus \$.25 per linear foot
- Water Line \$15.00 plus \$.25 per linear foot

List all other permits and licenses required in order to perform the work, and whether the same have been obtained or have been applied for but not received. Attach a copy of all such permits and licenses received. You must submit a copy of all pending permits and licenses within 48 hours after you receive them.

Type of permit: \_\_\_\_\_ Received: \_\_\_\_\_ Pending: \_\_\_\_\_

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**THE FOLLOWING DOCUMENTS ARE REQUIRED AT THE TIME OF APPLICATION SUBMITTAL:**

\_\_\_\_\_ Copy of engineering construction drawings or site plans showing location and extent of and specifications for proposed work

\_\_\_\_\_ Proposed plan of work, including plan for protection of the subject property and adjacent properties, including landscaping

\_\_\_\_\_ Certificate of Insurance

**Additional documents may be required before project start date:**

\_\_\_\_\_ Surety bond in the amount of no less than \$2000 as per Municipal Code Sec.11-26.

\_\_\_\_\_ Proposed plan for erosion protection

\_\_\_\_\_ Soils report

\_\_\_\_\_ Drainage report

\_\_\_\_\_ Proposed traffic control plan  
**(Street closures are not permitted unless expressly granted in this permit)**

\_\_\_\_\_ Citizen Notification

\_\_\_\_\_ HOA Approval

Special Conditions (or see attached):

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**Linear feet** \_\_\_\_\_

**Cost of materials \$** \_\_\_\_\_

**Cost of labor \$** \_\_\_\_\_

- ➔ Work shall not be modified from the approved plans without written approval from the City. Substantial modifications may require issuance of a new permit.
- ➔ Call the City and UNCC (800/922-1987) for locates 72 hours prior to excavation.
- ➔ Call Public Works at 303/857-6694 (EXT. 109) 24 hours before commencing work.
- ➔ For full street closures, it is the permittee's responsibility to notify the following,
  - Fort Lupton Public Works seven (7) days in advance – 720/466-6112
  - Weld County Dispatch – 720/652-4222
  - Fort Lupton Police Department – 303/857-4011
  - Fort Lupton Fire Department – 303/857-4603
  - Fort Lupton Bus Barn – 303/857-7370
- ➔ Hours of operation will generally be 7 AM to 6 PM Monday through Friday with the exception of all legal holidays observed by the City. After-hours and weekend work is prohibited unless prior written approval is obtained from the City.
- ➔ Applicant shall be responsible for any damages caused by applicant's work within a 100' radius of the work site and is responsible to provide repairs.
- ➔ To schedule an inspection, call 720-466-6112. Inspections start 9:00 am Monday-Friday and closed holidays.
- ➔ Permits expire 90 days from the date of issue unless work has commenced and inspections have been done.
- ➔ Permit cards MUST be posted on site where visible from the street.

**Acceptance** (must be signed by applicant):

The undersigned represents and verifies, on behalf of the applicant and any other person or entity on whose behalf application is being made, that the applicant:

- 1) Understands and agrees that no permit will be issued until the applicant has filed a surety bond or letter of credit in the form and amount required by the City;
- 2) Assumes all responsibility and liability for the construction and performance of the work and agrees to hold harmless and indemnify the City of Fort Lupton and its officers, employees, agents, and contractors;
- 3) Acknowledges that any work installed without City inspection will be removed or uncovered as directed by City Engineer.
- 4) Warrants and guarantees complete performance of all work under the permit in a manner acceptable to the City, and warrants and guarantees all work done for a period of one (1) year after probationary acceptance, and agrees to maintain upon demand and to make all necessary repairs during the one (1) year period, all as required by the ordinances under which this permit is issued;
- 5) If this is a joint application, all parties understand and agree that this applicant will be jointly and severally liable with all other applicants for all responsibilities pursuant to this permit;

6) The applicant, his or her agents and employees shall comply with all the rules, restrictions and requirements of the City zoning regulations and codes governing location, construction and erection of the above proposed work for which the permit is granted. The City or its agents are authorized to order immediate cessation of construction at any time a violation of the codes or regulations appear to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit. Construction MUST conform to plans as submitted and approved by the City. Any changes of the plans or layout must be approved prior to the changes being made. The applicant is required to call for inspections at various stages of the construction. In the event construction is not commenced within 90 days of the issuance of this permit, then the permit is automatically void. Permits are not transferable; and

By signing below, the undersigned applicant/contractor certifies that they have the authority to sign for and bind the applicant and any person or entity on whose behalf the application is made, that they have read, understand, and will comply with all of the provisions of this permit, and all federal, state, county, and City of Fort Lupton codes, ordinances, traffic control, laws, rules, and regulations regarding the activities permitted pursuant to this permit. Failure to comply will result in revocation of the permit and subject persons in violation hereof to all enforcement powers and remedies available by City ordinance or State law.

Signature of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_ Date of application: \_\_\_\_\_

The City of Fort Lupton hereby grants permission to the applicant to perform the work herein described, subject to general and special conditions of this permit and subject to all applicable laws, ordinances, rules and regulations.

\_\_\_\_\_  
Public Works Department  
Date of issuance: \_\_\_\_\_

<p><b>For official use only:</b></p> <p><b>Permit Fee \$75.00 (plus \$5.00 Test Hole/Pot Hole Permit fee if applicable)</b></p> <p><b>Use Tax (4% of materials) \$ _____</b></p> <p><b>Linear feet cost (\$1.00 per linear foot) _____</b></p> <p><b>Additional Permit Fees _____</b></p> <p><b>Total fees _____</b></p> <p><b>Reviewed by Planning Department: _____</b></p> <p style="text-align: right;"><b>Date: _____</b></p> <p style="text-align: right;"><b>Revised 05/17</b></p>
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