

**TOWN OF WILLIAMSBURG**

1 John Street  
Florence, Co 81226  
Office 719-784-4511 Fax: 719-784-4064  
Randy Babb – Building Inspector  
719-280-3714

Building Permit #
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**Residential Building Permit—Application and Submittal Requirements**

Job Address: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule Number: \_\_\_\_\_

Owner:  
\_\_\_\_\_

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

Contractor:  
\_\_\_\_\_

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

Describe Work: \_\_\_\_\_  
\_\_\_\_\_

Lot square footage \_\_\_\_\_ Structure square footage \_\_\_\_\_

Total Cost of Project: submit a copy of project bid/quote and project plans if applicable  
\_\_\_\_\_

Building Permit Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Check No. \_\_\_\_\_

Telephone Contact #  
\_\_\_\_\_  
\_\_\_\_\_

For New Builds & Additions only  
One copy of the following:

- Address—must be issued by the Planning and Zoning Dept.
- Evidence of ownership—must be copy of *recorded* deed and admin sheet from the Fremont County Assessor’s Office
- Evidence of water—tap contract and payment
- Evidence of sanitation—septic permit

Two copies of the following:

- Plot plan—may be prepared by the applicant (please see sample plot plan)
- Foundation design—must be prepared by an engineer or architect licensed by the State of Colorado
- Floor plan—identify dimensions and intended uses of all habitable floor space
- Construction details—identify all structural components including header sizes
- Manufacturer’s engineered truss design—if installing manufactured trusses

**Failure to submit all of the above information will result in delay of permit issuance.**