

## City of Loveland Early Building Permit (Director Override) Process

An Early Building Permit may be issued to projects that require the installation of public improvements to be completed prior to the approval of the building permit. This is conducted through the Director Override process.

Certain City departments (typically Transportation) may require the installation of public improvements to be completed prior to their approval of the building permit. This will be notated in their review comments that are sent to the applicant on the review due date.

The public improvements either need to be installed prior to the approval of the building permit, or the applicant can request an Early Building Permit. There are documents that need to be filled out by the applicant to commence the Director Override process to issue an Early Building Permit. The applicant is to request these documents from the Building Division. These documents include an Agreement for Incomplete Public Improvements, an Early Building Permit Request Form and a Letter of Credit. If you have questions regarding these forms, please contact Public Works at 970-962-2501 for further information.

The applicant is to fill out these forms and send them to the Building Division at [eplan-building@cityofloveland.org](mailto:eplan-building@cityofloveland.org). Once received, these forms are routed to the Director Override group, which consists of representatives from all Development related divisions and departments in the City of Loveland. This group has 5 business days to result the Staff approval form and state whether certain improvements are complete, incomplete or waived. The Staff approval form is then routed to the Director of Development Services to determine if the early building permit can be issued.

Section 18.14.203 & 18.16.603 of the Unified Development Code, effective January 1, 2019, outlines the requirements to issue early building permits:

- A. Early Building Permits. The improvements agreement may authorize the issuance of building permits prior to installation, construction, or reconstruction of certain public improvements, drainage improvements, or landscaping (collectively, the “Improvements”) provided the applicant demonstrates and the Director finds that:
  1. Unanticipated difficulties beyond the applicant’s control make it commercially impracticable to install the required improvements prior to the issuance of building permits, but it is reasonably probable that the Improvements will be installed within six months after the issuance of the building permits;
  2. Issuance of such building permits will not create a threat to public health, safety, or welfare;

3. Prior to the issuance of any such building permits:
  - a. The Public Works Department has approved the Subdivision Lot Grading Certificate form;
  - b. Adequate all-weather access to the construction site is provided for fire and emergency vehicles and approved by the Loveland Fire and Rescue Authority;
  - c. All underground electric lines and related equipment are installed, unless such installation is waived by the Loveland Water and Power Department;
  - d. Temporary erosion control measures are installed on the site in compliance with City standards and approved by the Public Works Department;
  - e. Prior to the delivery of any combustible building materials to the construction site, adequate water supply for fire protection is provided to the construction site;
  - f. The Director has verified that any other conditions the Director has determined to be necessary to avoid a threat to public health, safety, or welfare have been met; and
  - g. Financial security in a form satisfactory to the City, in the amount of 110 percent of the cost of installation of the Improvements that remain to be constructed at the time the building permits are issued has been provided to the City.