

This document will outline and explain the permits and processes required to take your land use application DRC (Development Review Committee) approval through construction and construction acceptance to certificates of completion and occupancy. Based on your proposal, the following is a list of permits and processes that may be required for your project. Links to applications and other helpful documents have been provided for your convenience.

Please view each application document for that application’s submittal requirements.

✓	Title	Description and Notes	Criteria for Issuance
	Flood Plain Permit	A flood plain permit is required ONLY when any portion of the development is located on a lot or parcel of land that is designated in a flood district. No site activity may take place until this permit is submitted and approved. A flood plain permit is not required for any property that is designated as outside the 500-year flood designation as identified by FEMA.	<ul style="list-style-type: none"> <li>• <a href="#">Approved application</a></li> <li>• Permit fees paid</li> </ul>
	Development Signage	A development sign is required (Brighton Municipal Code, Sec. 17.40.210 (9) to be installed after final plat and prior to site mobilization for a new development project. Staff will verify that a development sign has been installed on the site prior to issuance of any permits to begin moving dirt on the site.	A development sign does not require a sign permit.
	ESC Permit (Erosion and Sediment Control)	<p>An ESC permit is required for any development site that is one acre or larger, or for lot development less than one acre within a larger common development area.</p> <p>An ESC permit is required to be bonded at 115% of the estimated BMP’s (Best Management Practices.) Please see BONDING below for more information.</p> <p>An issued ESC Permit will allow the development site to start mobilizing. This includes prepping the site for stormwater management and overlot grading. No utility/street infrastructure or foundation framing is allowed with this permit.</p> <p><i>*Brighton offers an allowance for development sites to mobilize prior to approval of the site civil drawings (at the sole discretion of the city.) A disclaimer may be signed prior to ESC permit issuance that identifies that a developer is working at the risk of amendments being required to the civil drawings, which may, in turn, require amendments to the site grading.</i></p>	<ul style="list-style-type: none"> <li>• <a href="#">Approved application</a></li> <li>• Approved financial guarantee</li> <li>• Permit fees paid</li> <li>• Approved civil drawings from DRC review*</li> </ul>

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	Temp Construction Trailer Permit	A temp construction trailer permit is required prior to construction trailers being set up on to a construction site. If multiple trailers will be used, one permit can be used to cover all construction trailers that are listed on the permit application. If additional construction trailers are moved on to the site mid development, an additional permit application should be filed to incorporate the additional trailers.	<ul style="list-style-type: none"> <li>• <a href="#">Approved Temporary Use Permit application</a></li> <li>• Permit fees paid</li> <li>• Issued ESC permit</li> </ul>
	Site Improvement Permit (SIP)	<p>A site improvement permit (SIP) shall be required for on-site development that includes underground infrastructure construction and flatwork – this includes water, sewer, storm drainage, internal streets (future public ROW), curb, gutter, sidewalk, landscaping, parking lots, etc. Build-ready lots (service stub-ins in place) may not be required to pull an SIP at the city’s discretion.</p> <p>Infrastructure that includes improvements that will be publicly dedicated must be included on the financial guarantees for the project. Infrastructure that is private in nature will not be included on financial guarantees. Please see BONDING below for more information.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Approved Site Improvement Permit application</a></li> <li>• Permit fees paid</li> <li>• Issued ESC</li> <li>• Approved civil drawings from DRC review*</li> </ul> <p><i>*for new development projects, the civil drawings approved in the development review process will be the construction set for this permit. In this instance, no additional civil drawings will need to be submitted with this application.</i></p>
	ROW Permit (Right-of-Way)	<p>A ROW permit shall be required for any construction that is to be completed on the existing public ROW. This may include pedestrian street striping, installation or change of signalization, street construction or cuts, water/sewer/storm infrastructure, landscaping, etc.</p> <p>ROW work is required to be bonded at 115% of the estimated cost of the public infrastructure. Please see BONDING below for more information.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Approved ROW Permit application</a></li> <li>• Permit fees paid</li> <li>• Estimated schedule of costs</li> <li>• Approved civil drawings from DRC review or ROW permit submittal</li> <li>• Issued ESC</li> </ul>
	New Com/Ind Permit and New Core/Shell Permit	These new commercial or industrial permits cover the vertical construction on a development site.	<ul style="list-style-type: none"> <li>• <a href="#">Approved Building Permit application</a></li> <li>• Permit and all applicable development impact fees paid</li> <li>• Construction acceptance for public infrastructure (as applicable)</li> </ul>
	New Fit-Out Tenant Finish Permit	A tenant improvement permit is required for finishing the inside of the building space if the specific tenant improvements are not included on the new commercial or industrial permit.	<ul style="list-style-type: none"> <li>• <a href="#">Approved Building Permit application</a></li> <li>• Permit fees paid</li> </ul>
	Contractor-only Permits	Any work that is not included on the new commercial or industrial permit may be completed subsequently with a contractor-specific permit. (Ex: electric-only permit, plumbing-only permit, fire-sprinkler permit, etc.) If the	<ul style="list-style-type: none"> <li>• <a href="#">Approved Building Permit application</a></li> <li>• Permit fees paid</li> </ul>

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		new commercial or industrial permit plans cover this scope of work, a separate permit shall not be required, but may be issued at the request of the contractor.	
Sign Permits		Permanent and temporary signage is required to be permitted in Brighton.	<ul style="list-style-type: none"> <li>• <a href="#">Approved Sign Permit applications</a></li> <li>• Permit fees paid</li> </ul>
Certificate of Occupancy (CO)		A certificate of occupancy is issued for any newly-constructed habitable space. Occupancy of the building, including occupancy for stocking and training, is not allowed prior to issuance of a CO	<ul style="list-style-type: none"> <li>• All fees paid</li> <li>• All final inspections in a pass status</li> <li>• At discretion of Chief Building Official</li> </ul>
Certificate of Completion		A certificate of completion is issued at the request of the contractor of record for any permit with a work scope not requiring a CO.	<ul style="list-style-type: none"> <li>• All fees paid</li> <li>• All final inspections in a pass status</li> <li>• At discretion of Chief Building Official</li> </ul>
Financial Security for Public Improvements (Bonding)		Public improvements are required to be secured financially at 115% of the estimated cost of the improvements. Financial guarantees may be submitted in several forms, including a cash deposit, permit bond, subdivision bond, or letter of credit. Brighton has pre-approved several <a href="#">template documents</a> that include minimum language requirements acceptable to Brighton.	<ul style="list-style-type: none"> <li>• As accepted by Development Services Manager</li> </ul>
Construction Acceptance		Upon completion of all public improvements, by Subdivision Filing or Phase, public improvements shall be accepted by the City. Construction Acceptance inspections will not be resulted until all documents are on file and approved. At acceptance, a one-year warranty period begins, and financial guarantees will be reduced to 15% of the actual construction costs of the public improvements.	<ul style="list-style-type: none"> <li>• As-built drawings submitted and approved</li> <li>• Affidavit of construction costs – submitted and approved</li> <li>• CCTV video of sewer lines (if applicable)</li> </ul>
Final Acceptance		One year after construction acceptance, a final acceptance inspection will be scheduled. A list of any repairs required will be provided to the contractor of record, and upon successful completion and acceptance of those repairs, and review of the final CCTV, the City will accept the public infrastructure and will take ownership and maintenance responsibilities. Financial guarantees being held will be released in entirety.	<ul style="list-style-type: none"> <li>• Repairs/maintenance completed (if applicable)</li> <li>• CCTV video of sewer lines (if applicable)</li> <li>• Final inspections in pass status</li> </ul>
As-Built Drawings		The contractor or engineer of record for the development project is required to submit final drawings of the related public infrastructure in a format pre-determined by the City.	<ul style="list-style-type: none"> <li>• A digital copy of the as-built drawings to the <a href="#">specs identified by the City</a> and submitted to the Development Services Manager</li> </ul>



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CCTV	A video of the sewer line, either at construction acceptance or at final acceptance, to the standards identified by the City.	<ul style="list-style-type: none"><li>• A digital copy of the sewer line video submitted to the Development Services Manager</li></ul>
Affidavit of Construction Costs	A sworn and notarized <a href="#">affidavit</a> stating the actual construction costs of the public infrastructure related to the development project.	<ul style="list-style-type: none"><li>• A digital or original copy of the signed and notarized affidavit submitted to the Development Services Manager</li></ul>