



# **FOR ASSISTANCE VIEWING OR READING ANY CITY DOCUMENTS,**

please call 970-221-6515 (V/TDD: Dial 711 for Relay Colorado) for assistance or contact the City's ADA Coordinator via email [adacoordinator@fortcollins.gov](mailto:adacoordinator@fortcollins.gov) or phone: 970-416-4254.

[A Request for Reasonable Accommodation](#)  
can also be completed online.

For more information about the City's Non-Discrimination policy and Accessibility efforts, visit [fortcollins.gov/Non-Discrimination](http://fortcollins.gov/Non-Discrimination).





Building Services  
PO Box 580  
281 N College Ave  
Fort Collins, CO 80524  
970-416-2740 phone 970-224-6134 fax

## HOMEOWNER AFFIDAVIT

When an entity is the owner of a property, such as a trust or LLC, a Certificate of Organization or Articles of Organization showing the person signing the homeowner affidavit is the legal representative for the entity signing (trust/LLC etc.) with legal signing rights will need to be submitted with this document.

I, \_\_\_\_\_, as owner of record of the property located at:

\_\_\_\_\_, Fort Collins, Colorado, hereby declare and attest to

the following: *(please check only the one that applies):*

### **OPTION 1: CONSTRUCTION OF NEW HOME**

- ☐ I am acting on my behalf for the purpose of obtaining a building permit and personally constructing my home. The home to be constructed is on the above property and **will** be my primary residence. I have not personally constructed any other new homes in the Fort Collins city limits within the past **24-month** period.

### **OPTION 2: PERMITTED WORK ON DETACHED SINGLE FAMILY HOME**

- ☐ I am acting on my behalf for the purpose of obtaining a building permit and personally constructing an alteration or addition to my house, acting as my own general contractor. The house to be altered is on the above property and **is** my personal **primary** residence.

I am personally performing all of the work or hiring City of Fort Collins licensed trades people, or will be continuously supervising unpaid volunteers. The work is directly related to the construction of the above referenced home.

I understand that any person(s) or agent(s) contracted to perform **structural** wood-framing, plumbing, HVAC, electrical or roofing work, **MUST BE** licensed contractors in accordance with the regulation of the City of Fort Collins.

I understand that failure to comply with any of the above conditions may result in revocation of any permits associated with the above Permit Application number, forfeiture of any fees that have been collected, a Stop Work Order and potentially a court summons.

*Sign in the presence of Notary Public*

\_\_\_\_\_  
Owner

The foregoing Affidavit was acknowledged before me on this \_\_\_\_\_ day of

\_\_\_\_\_ (month, year) by \_\_\_\_\_.

Witness my hand and official seal  
My commission expires:

\_\_\_\_\_  
Notary Public

## Building Services

281 N. College Ave.

P.O. Box 580

Fort Collins, CO 80524

Voice: 970.416.2740 FAX: 970.224.6134



## HOMEOWNER AFFIDAVIT

Homeowners of a **DETACHED** single-family home may personally perform and /or act as their own general contractor for any work on their **PRIMARY** residence. Permit requirements are applicable. If said homeowner hires and pays anyone for work that requires a City licensed contractor, the City licensed contractor needs to be listed on the building permit application, and will need to be current on City license and insurance requirements before the building permit can be issued.

Homeowners of an **ATTACHED** single-family home (townhouse, condominium or duplex), may perform **LIMITED “MINOR ALTERATIONS AND REPAIRS”** by City Code as follows:

*“A building owner and any unpaid volunteers or paid workers employed by said owner who perform only minor alterations and repairs to such building, provided that all such work is under the continuous personal supervision of said owner, and further provided that no building owner, or unpaid volunteer or paid worker employed by said owner, may engage in the following types of work without obtaining the appropriate contractor license.”*

Furthermore, the work must be limited to minor alterations and repairs, which, **DO NOT** include:

1. Any alterations/installations involving, fire-resistive assemblies, alterations to primary and secondary framework; electrical, plumbing, or mechanical systems; and replacement of more than 100 sq. ft. of roofing; **OR**
1. Any nonstructural construction, alterations, or repairs when the total value of the work exceeds \$2000.

### **PAID WORKERS**

Regardless of ownership status, **paid** non-owner worker(s) or contractors performing overall project supervision **MUST BE A CITY LICENSED GENERAL CONTRACTOR**. Any paid specialized trades that perform any one of the following: structural wood framing, roofing, electrical, plumbing, or HVAC, **MUST BE SUB-CONTRACTORS** licensed by the City.

### **APPLICATIONS & PENALTIES**

A homeowner acting as their own “general contractor” for work on their own primary residence, must submit a notarized City Homeowner Affidavit form to Building Services before a building permit can be issued. Failure to comply with the above conditions can result in a “Stop Work” order on the project, permit revocation, forfeiture of fees, and a court summons.

### **EXEMPTIONS**

(1) Any homeowner of an attached dwelling and any unpaid volunteers or paid workers employed by said owner who perform only minor alterations and repairs to such building, provided that all such work is under the continuous personal supervision of said owner, and further provided that **NO homeowner of an attached dwelling, or unpaid volunteer or paid worker employed by said owner, may engage in the following types of work without obtaining an**

**appropriately licensed City contractor:**

- (a) Alterations to the primary or secondary structural frame work (except for the repair and replacement of existing window and doors, provided that such repair or replacement does not create larger openings or greater spans for such headers);
- (b) Alterations to fire-resistive assemblies as defined in the building code,
- (c) Alterations to or the installation of electrical, plumbing or mechanical systems, (except for electrical/plumbing fixture replacement in the same location as original).
- (d) Replacement/installation of more than a total of one (1) square (100 square feet) of roofing.
- (e) Nonstructural construction, alterations, or repairs to a building performed by the building owner, or by his or her unpaid volunteer or paid workers, when the total construction value of all work (including the related work done on the project by licensed specialized trade contractors) exceeds two thousand dollars (\$2000).