



COMMUNITY DEVELOPMENT

One DesCombes Drive • Broomfield, CO 80020 • 303.438.6389 • www.broomfield.org

CITY AND COUNTY OF BROOMFIELD COMMUNITY DEVELOPMENT BASE PLAN REQUIREMENTS FOR PERMIT REVIEWS OF BUILDINGS & STRUCTURES

WHEN LAND SURVEY PLATS ARE REQUIRED

PROPOSED NEW SITE IMPROVEMENTS

Many planned new site improvements in the City and County of Broomfield require approval through a building permit review process before work can begin. Examples of these projects include, but are not limited to, new homes, home additions, accessory structures like garages and sheds; decks; pergolas; patio covers; and stairs. Please consult the [Building Division](#) web page to obtain the General Building Permit Application and review Frequently Asked Questions. Note, effective November 1, 2025, Broomfield does NOT accept Improvement Location Certificates (ILCs) as the base plan for permit reviews.

BASE PLANS ACCEPTED FOR REVIEW

Broomfield will accept the following documents as base plans for permit reviews: improvement survey plats (ISP), plot plans, plats, site plans, aerial photos, other plans/surveys signed and stamped by a licensed surveyor.

All base plans must be legible, show and dimension all existing and proposed improvements on the property. The plans may be prepared by hand-drawing or electronic drawings generated through AutoCAD, or a similar program. The plans must show the location and dimensions of the proposed improvements relative to existing structures (separation distance between structures) and perimeter property lines. No structures may be proposed, or will be approved, in an existing easement within the property.

SETBACK VERIFICATION PROCESS - WHEN LAND SURVEY PLATS ARE REQUIRED

If the proposed improvements are less than one (1) foot from the minimum required setback requirements or easement boundary (i.e., proposed at less than 21' if the minimum required setback is 20'), the property owner will be required to submit a *Land Survey Plat* at the final inspection stage and prior to receiving a certificate of occupancy or final inspection approval to verify the site improvements comply with the minimum required setbacks and easements.

Inquiries regarding minimum required setbacks and the location of existing easements known to Broomfield may be directed to planning@broomfield.org.