



# NAMING CONVENTIONS: BUILDING DIVISION

In order to make your permit process more efficient, please send all documents in **PDF format** at the same time under one email per address and take into account the following requirements (if the size of the files is too big, you can use a DropBox link):

1. Verify which forms you need to submit according to the town the work is going to be carried out.
2. Verify to which fire department, water and sanitation district the address belongs to before submitting (if applicable). This also applies for the use tax form (only Fraser and Granby)
3. Read the format and the examples provided in the following table when naming the attachments for your building application permit:

**OWNER'S FULL NAME (last name, first name) OR COMPANY NAME-FULL ADDRESS-DOCUMENT DESCRIPTION**

DOCUMENT	EXAMPLE
<b>Building Application:</b>	Argos Development-450 Black Mountain Rd Unit 5-Building Application
<b>Affidavit of Contractor Insurance:</b>	Argos Development-450 Black Mountain Rd Unit 5-Affidavit
<b>Affordable Housing Agreement (only Town of Winter Park):</b>	Harris David-80 Vazquez Rd-Affordable Housing Agreement
<b>Sales Tax Agreement (only Town of Winter Park):</b>	Jones Samuel-900 Hi Country Dr-Sales Tax Agreement
<b>Grand County Water and Sanitation District No 1 Tap and Service Fees Agreement:</b>	Argos Development-450 Black Mountain Rd Unit 5-GC Water and Sanitation Agreement
<b>Winter Park Water and Sanitation District Application:</b>	Smith John-120 Arrow Trail-WP Water and Sanitation Application
<b>Fraser Municipal Use Tax Worksheet:</b>	Miller, Anna-345 Doc Suzie Ave-Fraser Use Tax Worksheet
<b>Fraser Water Meter Request and Inspection Form:</b>	Davidson Peter-525 Wolverine St Bldg. C Unit 6-Fraser Water Meter and Inspection Form
<b>East Grand Fire Protection District No 4 Impact Fee Agreement (Only Towns of Fraser and Winter Park):</b>	Aguirre Maria-525 Wolverine St Bldg. C Unit 6-East Grand Fire Protection District Impact Fee Agreement
<b>Granby Use Tax Calculation Sheet:</b>	Lindemann Construction-927 Cirrus Lane-Granby Use Tax
<b>Granby North Service Area Tap Service Fee and Tap Fee Agreement:</b>	Lindemann Construction-927 Cirrus Lane-Granby North Service Area Tap Service Fee and Agreement
<b>Granby South Service Area Tap Service Fee and Tap Fee Agreement:</b>	Riedel Development-100 Agate Ave- Granby South Service Area Tap Service Fee and Agreement
<b>Grand Fire Protection District No 1 Impact Fee Agreement (only Town of Granby):</b>	High Mountain Builders-323 Diamond Avenue-GFPD Impact Fee Agreement
<b>Granby Sanitation District Plan Investment Fee Agreement:</b>	Peak Homes Construction-400 4N St-Granby Sanitation Fee Agreement
<b>Construction Documents:</b>	<i>Owner's Name or Company's Name</i> -500 Great View Ct-Architectural Drawings
<b>Miscellaneous:</b>	Rodriguez Gabriel-200 Baker Drive-Roof Specifications
	Wild Horse HOA-78261 US Hwy 40-Boiler Specifications
	Sunset Renewal-579 Lions Avenue-Window Specifications