



Building Division Permits FAQ's

What are regular business hours?

Regular business hours for the Building Division Monday through Friday 7:30 am – 4:30 pm.

Do I need a Building Permit?

Building permits are required to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure or to erect, install, enlarge, alter, repair, remove, convert or replace, any electrical, gas, mechanical or plumbing system. All fences and decks require a building permit.

Am I In the City of Littleton's Jurisdiction?

Use the [Address Wizard](#) to search by address.

How what type of building permits are submitted online?

All permits are required to be submitted through the [eTRAKiT online system](#).

Who can apply for a building permit?

Contractors currently licensed with the City of Littleton and homeowners who reside in the structure on which they wish to work.

Can a homeowner act as the general contractor on a project?

Homeowners performing projects that involve only one discipline (structural, mechanical, electrical, and plumbing) are not required to have or be a general contractor. Homeowners who wish to act as a general contractor on a project comprised of two or more disciplines (structural, mechanical, electrical, and plumbing) are required to employ a City of Littleton licensed general contractor or demonstrate sufficient knowledge to supervise the project through testing with the International Code Council.

When is a Contractor's License required?

All contractor's conducting work within the jurisdiction of the City of Littleton must be currently [licensed with the city](#).

What is required to submit for a residential building permit?

[Residential Submittal Requirements](#)

What is required to submit for a commercial building permit?

[Commercial Submittal Requirements](#)

How do I schedule an inspection online?

The eTRAKiT Portal is the required method to schedule a building inspection. All inspection information may be found on the [Building and Development Inspection page](#) or refer to [our eTRAKiT page](#) and [Help Guide for Scheduling Inspections](#).

How far in advance can I schedule an inspection?

Inspections can be scheduled up to seven business days in advance.

Can I schedule a same-day inspection?

No. Inspection requests must be received by 11:59 pm on the business day prior to the requested inspection date. Inspections requests received on weekends and holidays will be scheduled for the second business day thereafter. All Monday inspections must be scheduled the Friday before. Every attempt will be made to honor times requested but arrival time is not guaranteed.

Am I able to schedule an inspection outside of normal business hours?

Yes, but only if an inspector is available. Inspections outside normal business hours cannot be scheduled using the eTRAKiT portal. They must be scheduled, and payment must be made through direct contact with the Building Permit Center at 303-795-3751.

Is there a cost for an inspection outside of normal business hours?

Yes, the cost is \$160.00 for the first two hours and \$80/hour for each additional hour. Inspection time for inspection outside normal business hours includes travel time to and from the Littleton Center to the project to be inspected.

What is considered “after-hours”?

Saturdays, Sundays, city holidays, and weekdays before 7:30 am and after 4:30 pm.

How much is a Reinspection Fee?

A fee of \$80 may be assessed upon failure of an inspection type for the third time and each time failed thereafter.

Reinspection fees must be paid prior to any additional inspections being performed.

How much is Sales and Use Tax? What is it used for?

[Littleton City Code](#) Title 3-9-3-5 establishes the tax at three and ¾ percent (\$0.0375). The taxes offset operating and capital expenses of the City of Littleton.

What is Sales and Use Tax and why is it being collected?

Sales Tax is the tax that is collected and remitted by a retailer on sales; Use Tax is required to be paid by a consumer for using, storing, distributing or otherwise consuming tangible property or taxable services inside the City. [Littleton City Code](#) Title 3-9-3-1 states tax must be paid on retail purchases of tangible property.

When is Sales and Use Tax assessed and collected?

All building permits are assessed and collected at the time of permit issuance.

Is anyone exempt from paying Sales and Use Tax?

[Littleton City Code](#) Titles 3-9-3-2 and 3-9-4-3 list the exemptions to paying Sales and Use Tax.

I still have questions. Who can I reach out to?

Email your questions to buildingpermits@littletongov.org.