



Planning, Development, and Transportation  
Community Development & Neighborhood Services  
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[fcgov.com/nbs](http://fcgov.com/nbs)

## BUILDING CODE CORRECTION FINAL NOTICE

10/15/2018

Jeffery W. / Mary Gilbert  
1624 W. Swallow Rd.  
Fort Collins, Co. 80526

Re: Garage conversion to living space at 1624 W. Swallow Rd.

Dear Mr. and Mrs. Gilbert,

Larimer County Records show you to be the owners of the property referenced above. A Building Code Correction was sent to you on 2/5/2018 regarding the conversion of the garage to living space. A search of our records did not locate a permit for said conversion. A google street search dated June of 2012 shows regular garage doors. Presently the garage doors contain fixed windows indicating a remodel. Consider this letter your Final Notice and Stop Work Order. You must obtain a permit for the conversion or return the garage back to its original state and obtain an inspection on or before 11/15/2018 in order to avoid possible fines. Fines can be assessed up to \$1000.00 per day per violation. If you have any information that might help mitigate this situation or if you have any questions do not hesitate to call.

Respectfully,

A handwritten signature in black ink, appearing to read "Samuel W. Hancock". The signature is fluid and cursive.

Samuel W. Hancock  
Lead Building Inspector  
City of Fort Collins  
1-970-416-2348  
[shancock@fcgov.com](mailto:shancock@fcgov.com)