

BUILDING PERMIT APPLICATION CHECKLIST ONE OR TWO FAMILY DWELLING

A. - Application Form

Please make sure that the following information is filled out on the associated Building Permit:

- Job address** (physical) and 12 digit parcel number (from the County Assessor's Office).
- Legal description** (lot, block, filing, subdivision, or tract and/or section, township and range).
- Owner's name**, address, fax and phone number.
- Contractor's name**, address, fax and phone number.
- Contact Person's name**, address, phone number and fax number. (*Contact Person will be responsible for handling all correspondence regarding the permit.*)
- Use of building** (residential).
- Class of work** (new, addition, alteration, repair, move, other).
- Description of work.**
- Valuation** (labor and materials) excluding lot costs.
- Type of heating** (natural gas, propane, electric, other).
- Water source** (public or private).
- Sewer system** (public or private).
- Lot size**, lot coverage, impervious coverage, building floor area, stories, height, units, parking.
- Signature** of contractor or owner and date.

B. - Site Plan

Plans must be complete, identical, legible, to scale, and stapled together as two separate sets. All plans will be checked at the counter for completeness. If any of the required information is missing, the building permit application can not be accepted.

3 SETS of the following will be required:

1. **SITE PLAN** showing the following:

- Design Review Board** - Sets to be stamped or signed by DRB.
- Legal Description** -Township, Range, Sect., Subdivision, Lot, Block, Filing...
- Property lines** All existing property lines must be shown. If for a duplex, also show partywall.
- Setbacks**, Building Envelope(s), Easements, and any Dimensions.
- North Arrow and Scale** on each page.
- Structures** - Proposed/Existing, including sheds, barns, decks, patios & any other structure/bldg.
- Water Features** -Streams, creeks, springs, ponds, ditches, 50' setback from 100 yr. flood, etc.
- Existing and Proposed Contours** - Grading/Drainage around structures, erosion control, etc.
- Drainage Plan** - include directional indicators for positive drainage away from the building. Drainage to be contained on site. The contours must be shown in 2'-10' increments.
- Finish Floor Elevations** - Shown on the building footprint.
- Existing and Proposed wells**, septic tanks, leach fields, etc.
- Connections** from road right of way to the building-Water, sewer, gas, propane, phone, electric, cable, etc.; on two family dwellings both sides are to be shown.

- Landscaping Plan** - Existing plant materials, ground cover, sidewalks, snow storage, etc.
- Construction Parking / Staging.**
- Retaining Walls** - Materials, highest and lowest point; Engineer stamped detail required if retaining wall is over four feet.

2. CONSTRUCTION PLANS. Include both Architectural and Structural components.

ARCHITECTURAL SHEETS

- Floor Plans for Each Level**, complete dimensions, drawing scale noted.
- Minimum Four (4) Elevations** N,S,E,W.
- Building Cross Sections** and construction details.
- Each Room is Clearly Labeled.** (Ex. bedroom, living, kitchen etc.)
- Location of Mechanical Equipment** is shown on the plans.
- Window Sizes & types** noted on floor plan or elevations. (Rough opening sizes and window operation clearly indicated.)
- Guard** details shown.
- Roof Covering** and siding specified.
- Roof Slope / pitch** shown.
- Attic Ventilation** and crawl space ventilation details.
- Minimum Insulation** shown for walls, floor and roof.
- Fireplaces** labeled as gas or wood burning. (If wood burning model # and specs required.)

STRUCTURAL SHEETS

- All Sheets of the Plans** wet stamped / signed by Colorado State Licensed Engineer or Architect.
- Soils Report.** Two (2) copies of the **soils report** for the specific lot.
- Design Specifications Sheet** including:
 - Roof Live Load** (snow).
 - Floor/deck Live Load.**
 - Wind Design.**
 - Foundation Design** per soils report.
 - Soils Report Number Referenced.**
 - Foundation Plan** shows complete footing/foundation dimensions.
 - Footing / foundation** reinforcement details provided and referenced on plan.
 - Dedicated Framing Plans** for each floor level and roof framing. (All beams, joists, rafters clearly shown.)
 - Framing Details** provided.

ENERGY (www.energycodes.gov)

- Prescriptive**
- Res Check** (Trade Off)
- Energy Analysis**

- Correction letters will be issued for incomplete applications, and may delay the issuance of the permit.
 - Applicants must sign and date the Building Division Checklist for the application to be accepted.
- I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will not be accepted.

Applicant's Signature and Date