

BUILDING PERMIT APPLICATION CHECKLIST

SINGLE FAMILY OR DUPLEX

Construction in the right of way (for access/driveway construction), is normally included as part of the single family/ duplex building permit application; however, please be advised that a Permit to Construct within the Public Way may be required from the Public Works Department.

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- ' **Legal 'escription** lot, block, filing, subdivision, DQG SDUFHO QXPEHU
- ' + RPHRZQHU **lame** aRfss,HPDLO phone number
- ' &RQWUDFWRU &RQWDFW **lame** &RPSaDQhoredDPh address, HPDLO
- ' \$UFKLWHFW 'HVLJQPDLO(QJLQSSUHVV HPDLO DQG SKRQH
- ' **Use of %uilding**
- ' **Class of :ork**
- ' **Description of :ork**
- ' **Valuation** (labor and materials (xcluding lot costs
- ' **Type of +eating**
- ' **Lot ,QIRUPDMLRQDJH RU V,HPDLOIRRWDJHFRYHUDJH**
LQFOXGLQJ RYHUKDQJV
- ' 6WUXFWXUH ,QIRUPDWLRQ QXPEHU RI VWRULHV QXPEHU
IRRWDJH RI VWUXFWXUH KHLJKW RI VWUXFWXUH DERYH J
- ' **Signature** of contractor or owner and date.

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C. Building Plans

Plans must be complete, legible, and to scale. If any of the required information is missing, the building permit application cannot be accepted.

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

- Design Review Board** (Stamped or signed by DRB)
- Legal Description** (Lot, Block, Filing, Subdivision, parcel number)
- Property Lines** (All existing property lines must be shown. Partywall shown for duplexes)
- Setbacks, Building Envelope(s), Easements, Dimensions** (An Improvement Location Certificate may be required if any building/structure is within 18" of setback).
- North Arrow and Scale** (on each page)
- Driveway** (Material, Slope (grade %), Culverts, Adjacent Streets, and any Dimensions)
- Structures** (Proposed/Existing, including sheds, barns, decks, patios & any other Structure or building)
- Water Features** (Streams, creeks, springs, ponds, ditches, 50' setback from 100-year 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 directed to street or easement off property. The contours must be shown in 2'-10' increments. Elevation of top of foundation required on plans)
- Finish Floor Elevations** (Shown on the building footprint)
- Connections** (from road right of way to the building-water, sewer, gas, propane, phone, electric, cable, etc.; Both sides shown for duplexes.)
- Landscaping Plan** (Existing plant materials, ground cover, sidewalks, snow storage)
- Construction Parking / Staging**
- Retaining Walls** (Materials, highest and lowest point; Engineer stamped detail required if retaining wall is over four feet.)

2. ARCHITECTURAL SHEETS showing the following:

- Minimum Insulation** shown for walls, floor, and roof
- Floor Plans for Each Level** (complete dimensions, drawing scale noted)
- Minimum Four (4) Elevations** (North, South, East, and West)
- Building Cross Sections** and construction details
- Label Each Room** (i.e. bedroom, living room, 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.)
- Guardrail** details shown
- Roof Covering and siding specified.**
- Roof Slope** pitch shown
- Attic Ventilation** and crawl space ventilation details
- Fireplaces** labeled

3. STRUCTURAL SHEETS showing the following:

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

- Correction letters will be issued for incomplete applications and may delay the issuance of the permit.
- Building permit and plan check fees are to be paid at the time of approval of application and an invoice will be sent to you via email.
- Building permits or projects necessitating Town Board or Planning & Zoning Commission review will not be examined until final approval from the reviewing bodies is awarded.

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

Date