Residential Addition Permit Submittal Checklist

Submittal Requirements: requires all documents to be submitted in electronic form (i.e., pdf).

Applications for construction of a **Residential Addition** are reviewed by the Building Division, Planning Division and Engineering Department for compliance with applicable ordinances and design criteria and are required to be approved by these and other entities prior to issuance of a building permit. The following list of documents or information is required at the time of submission of application for permit:

- **Completed Building Permit Application Form** containing the following: Property owner name, Property address, Owner Contact information, Contractor contact information if work not performed by Homeowner. Contact information shall include name, address, phone number and email address.
- Contractor and subcontractor information – A general contractor currently licensed with the local jurisdiction shall possess the required licensing at the time of submission. Electrical and Plumbing contractors shall be licensed with the state and with the local jurisdiction. All other subcontractors must be disclosed and currently licensed with the local jurisdiction. Please contact the local jurisdiction to verify licensing requirements.
- Detailed description of work to be performed.
- Contract value of all work to be performed (labor and materials)
- Printed name and signature of individual submitting application and their contact information.
- For homeowner applications, a copy of the **Property Deed** or other document(s) verifying residency/ownership *may* be required prior to acceptance of an application or issuance of a permit.
- Check with local jurisdiction to confirm **Proof of Submission** to any outside agency for example: fire department, water &sanitation district, or health department.
- **Asbestos test report required.** An asbestos test performed by a Colorado- certified asbestos building inspector is required per Colorado Department of Public Health and Environment when renovating, remodeling, or demolishing, if you are impacting greater than the trigger levels of suspect asbestos- containing materials: 50 linear feet on pipes, 32 square feet on other surfaces (walls, ceiling, or floors, etc.), or the volume equivalent of a 55-gallon drum.
- **Construction Documents:**
  - A **Site Plan** as defined below ***and*** either an **Improvement Location Certificate** or **Improvement Survey Plat.**
  - **Site Plan** – must be "to-scale" and be an accurate depiction of the site based on a Site Plan or ILC or ISP. The depiction shall include plan scale, north arrow, property line locations, identification of streets and alleys, access points, easements, all existing and proposed improvements including structures, fences, existing decks and paved areas, proposed setbacks for construction to foundation walls. The grading and drainage plan must show existing and proposed contours with percent grade, roof drains, storm water flow arrows. Also, location and types of all erosion control measures to be employed, the location and dimensions including grade for any proposed swale(s), berm(s), or other features necessary to control the site drainage, and location of 100- year floodplain, if applicable. Also include site data table showing existing and proposed lot coverage for building landscaped and hard-surfaced areas in square footage and percentage of total site area. If construction is stepped or terraced, include the elevations of the major building corners for use in calculation of average building height.
  - **Soils Observation and Classification** – foundation design must be based off the soil classification and presumptive load bearing values or Geotech report.
  - **Architectural Plan(s)** – Architectural drawings must be signed and sealed by a design professional. Plan

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Set shall provide complete dimensioned floor plans drawn to scale depicting existing conditions and proposed conditions. Planset shall include all decks, patios and covers, foundation, basement layouts, floor plans, elevations, wall sections, air barrier details, water resistive barrier details/flashing details, roof ventilation methodand calculations, smoke detectors and carbon monoxide alarm locations. Each space or room shall be labeled for room usage, for example mechanical room, kitchen etc. The floor plan shall include location of all walls, dimensions of rooms, stairs, landings, location and size of windows and doors, means of egress, fire resistance construction, mechanical equipment, appliances, and fixture locations.

- **Architectural Elevations** - must be "to scale" and accurately depict all proposed elevations including materials to be used and measurements from average grade plane to average height of the highest roof surface. show exterior elevations
- **Architectural Sections & Details –** Must be "to scale" and accurately depict cuts through the structure identifying interior and exterior elements. Section views shall depict all structural load paths. The thermal envelope shall be depicted showing insulation material and their R-values, fenestration U-factors and solar heat gain coefficients, air sealing and air barriers details. Additional details required in the plan set; water resistive barrier details/flashing details, roof ventilation method and calculations.
- **Energy Compliance** – Thermal Envelope compliance shall be prescriptive or performance. Performance compliance shall be demonstrated by Total UA or Simulated Performance.
    - Heating and cooling equipment sizing shall be sized per design requirements and in accordance with ACCA Manual J & S or other approved sizing methodologies. Submittals shall include mechanical system design criteria, if used a multi zone summary report, equipment summary, equipment performance report, equipment controls, layout, duct fittings being used, available static pressure, total equivalent length and friction rate**.**
    - 90% of lighting fixtures shall contain only high efficiency lamps.
- **Structural plan(s) –** Shall bear the seal of State of Colorado licensed Structural Engineer. Structural design shall be based on the soil classification and presumptive bearing values or Geotech report. The structural design shall also be based on the amended climatic and geographic design criteria. The structural design shall include the foundation systems, framing systems, braced wall design and all structural components of the structure.
    - Existing foundation system and structure shall be evaluated be the engineer of record to determine the existing system is adequate for the new additional loads. An observation and performance report of the existing systems shall be provided.
- **Truss plan(s)** layouts and details stamped by the truss engineer and reviewed and approved by the engineer of record for the project.
- **Mechanical plan(s) -** Show location of equipment, connection of existing & new heating & cooling system. Provide duct layout, exhaust venting (ducts, fittings, or tubing) chimney or flue layout.
    - **Manual D -** HVAC plans shall have the CFM's shown at each register (supply and return), all duct sizing and locations, all fittings being used, combustion air, required dampers with controls and duct insulation if applicable.
- **Plumbing Plan(s**) – show the locations of appliances, fixtures and the connections to the existing building drain and water lines. Provide isometric drawing for drain, waste & vent, and domestic water piping. Isometric shall show each segment length, fittings for change in direction and size of pipe.
- **Fuel Gas plan(s)** -If fuel gas piping is being altered or extended provide fuel gas isometric drawing for entire system (main and all branches). Isometric shall include sizing method, total system demand, Piping

type being used, each segment of pipe, segment length, pipe size of each segment, equipment location and equipment demand for each appliance or equipment.

- Fuel gas piping shall be derated for altitude.

- **Electrical Plans(s)** – provide electrical power and lighting floor plans. Show location of existing main panel and subpanel if being utilized. Also, demonstrate smoke & carbon monoxide alarm locations.
- **Manufacturers specification and installation instructions** – required for all equipment and appliances.

➢ **Electronic Submittals Requirements:**

- All digital files shall be Microsoft Windows compatible.
- All text shall be no smaller than 10 font size.
- All digital files shall be unprotected.
- Digital plans and documents shall be in PDF.
- Digital plans and documents need to be separated into a single PDF. (Example: Plans will be 1PDF that will contain all sheets for said project. Documents will be separated by type like Structural Calculation, Energy Calculation, Soils report, Response letter, etc.)
- All digital plans and documents need to be named correctly to what they are pertaining to.
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and to scale.
- All plot plans, grading certificates, and similar plans shall have an engineering scale of 1" = 10' to a maximum of 1" = 30'/ all architectural plans shall have an architectural scale of ¼" = 1'-while larger projects may have a scale of 1/8" =1' or 1/16" = 1'
- All construction plans shall be in one file so the plan reviewer may scroll through the file and can view all pages without opening another file. Other documents shall be a separate file by type, e.g., Structural Calculations, Specifications, etc.
- The minimum required plan sheet size is 24"x36" and must be a scaled drawing. Other documents shall be submitted on a minimum of 8-1/2"x11."

Onsite Approved Construction Documents – Must bear CAA stamp of approval and be a minimum required plan sheet size of 24"x36" and be a scaled drawing.

****INCOMPLETE APPLICATIONS OR MISSING SUBMITTAL DOCUMENTS WILL DELAY THE PERMITTING PROCESS****