



Plan Submittal Checklist

RESIDENTIAL CONSTRUCTION*

Updated March 29, 2016

The following items are required, along with a completed permit application and fees, to initiate a permit for a new structure. The applicant must be the homeowner or a County-licensed contractor. Plans will not be accepted that have been marked with a red marker or red pen (Plans Examiners use red ink to mark corrections on the plans). When in doubt, please call the Building Staff-on-Call at (970) 498-7700.

For properties located within the Estes Valley Area, call the Estes Park Community Development Department at (970) 577-3721 to confirm submittal items required by the Estes Park Development Code.

For properties located in or around a floodplain, see separate checklist for additional submittal items required by the Larimer County Engineering Department pursuant to the County's Land Use Code.

_____ **FIVE COPIES** of a **plot plan drawn to scale** (Scale 1"= 10' or Scale 1" = 100). Show entire property, location of all existing and proposed structures, natural water features, distance to property lines, easements, setbacks, direction north, roadways, streets and access, owner's name, parcel number, address.

TWO COPIES of the following **stapled together** and **drawn to scale** (1/8", 3/16" or 1/4" per foot):

_____ **Foundation Plan.** Engineered plans are usually required along the Front Range, and on steeply sloped lots in the foothills and mountains. Engineered plans must be wet-stamped and signed by a Colorado Registered Structural Engineer. All plans must show footing size and location, pad sizes and location, foundation wall details and beam sizes. *If you are applying for an optional Footing and Foundation permit (F&F) you will need to supply five plot plans and two foundation plans for the F&F permit, in addition to the ones required when applying for the full permit.*

_____ **Floor Framing Plan.** Show size, spacing, species and grade of lumber to be used for floor joists. All beam and header sizes are to be noted on the plans. (For a simple one-floor house, these may be noted on the floor plan).

_____ **Roof Framing Plan.** Show size, spacing, species and grade of lumber to be used for the rafters. If using engineered trusses, truss layout plans from the truss manufacturer are required. These plans must show beam and header sizes. A full set of stamped, engineered truss plans must be on site for the framing inspection.

_____ **Floor Plans** of all levels. Label use of each room and show window sizes, door swings and sizes, plumbing fixture placement, stairways, etc.

_____ **Wall Bracing Plan.** Identify the bracing method used, location/spacing of braced wall lines, location and length of braced wall panels on each braced wall line, wall and floor diaphragm connections details, two-foot returns or hold-downs at ends of braced wall lines.

_____ **Elevations** of all sides. Show roof pitch, roofing material, window placements and siding.

_____ **Slope Profile (required for non-engineered foundation plans).** An accurate slope profile drawing is required for all structures in the Class "B" roofing area without engineered foundation plans.

_____ **Energy Conservation Prescriptive Package** Attach County Form to plans. Circle your choice of energy package. Attach Manual J calculations to plans. Show how you satisfy whole house mechanical ventilation requirements, specify system controls, efficiency of any fans or equipment that are part of this system. Manual J calculations can be a delayed submittal.

_____ **Frame Section.** Identify cross-section submitted with plan. (Foundation section is not adequate.) Must show from bottom of footing to top of roofline. Identify framing and insulation details.

_____ **Stair Section.** Show cross-section, details including rise/run, stair openings, handrails, landings, etc.

_____ **Detail Sections** of critical construction points or special structural items such as decks, porches, retaining walls over four feet, etc.

_____ **Fire Sprinkler Plans.** If you are installing an NFPA-13 system, submit plans and obtain a permit through your local fire department. If you are installing a P2904 residential system, supply floor plans showing location of all sprinklers, size/type of pipe, sprinkler cut sheets, and hydraulic calculations for the two most hydraulically demanding heads.

* For complete information, please see "Residential Requirements: A Guide for the General Contractor or Home Builder."