LARIMER COUNTY | Community Development
P.O. Box 1190, Fort Collins, Colorado 80522-1190, Planning (970) 498-7683 Building (970) 498-7700, Larimer.org

Plan Submittal Checklist

RESIDENTIAL CONSTRUCTION*

Updated January 2026

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 Larimer 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). If in doubt, please call the Building staff at 970-498-7660.

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.

____ **THREE COPIES** of a **site 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.

____ **Wildfire Resiliency** In addition to the requirements for plans in the International Residential Code, a separate site plan may be required that includes topography, landscape and vegetation details and locations of structures or building envelopes.

TWO COPIES of the following **stapled together** and **drawn to scale** (1/8", 3/16" or ¼" per foot) on maximum 24" x 36" paper:

____ **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.

____ **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, continuous load path from top of wall to foundation, and return panels or hold-downs at ends of braced wall lines.
PLANS LACKING PROPER WALL BRACING INFORMATION WILL NOT BE ACCEPTED.

____ **Elevations** of all sides. Show roof pitch, roofing material, window and door placements, siding, any steps to grade.

____ **Slope Profile (required for non-engineered foundation plans)** An accurate slope profile drawing is required for all structures in the Class "B" roofing area lacking engineered foundation plans.

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

____ **Frame Section** Identify cross-section submitted with plan. (Foundation section is not adequate.) Must show section from bottom of footing to top of roofline. Identify framing and insulation details. Identify typical framing insulation details and provide an air barrier and thermal envelope depiction (can be included with a typical wall section).

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

____ **Detail Sections** of critical construction or special structural items like 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.

____ **Electrical Plans** For projects with over 6,500 square feet gross floor area or a 400 amp or larger electrical service, load calculations must be provided for review, including electrical service upgrades. Otherwise, no electrical plans are needed.

____ **Electric Ready and Solar Ready** Show location and size of solar-ready zone, pathways of conduit from solar-ready zone to electrical service panel, number and location of EV capable light spaces, EV capable spaces, EV ready spaces, locations of conduit and termination points serving aforementioned parking spaces, location for condensate drainage where combustion equipment for space heating and water heating is installed.

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