

RESIDENTIAL CONSTRUCTION

Intake/Completeness Review Checklist

Address: _____

Parcel: _____

Building Code: _____

Wind Speed (Vult): _____

Ground Snow Load (Pg): _____

Elevation: _____

Soil Bearing Capacity: _____

Wildfire Hazard Area? Yes _____ No _____

- ☐ **THREE COPIES** of a **site plan drawn to scale** (Scale 1" = 10' or Scale 1" = 100). Show entire property, location of 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) 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 and full detailed package from the truss manufacturer are required. Roof framing plans must include beam and header sizes.
- ☐ **Floor Plans** of all levels. Label use of each room, window sizes, door swing/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.
- ☐ **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 the roofline. Identify framing and insulation details. 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.
- ☐ **Accessory Living Area** Is this a proposed attached or detached ALA, or is this an addition/alteration to a new/existing building? If this is an ALA verify size limitations and include utility sign off.

____ Plans CAN come in

____ Plans CANNOT come in

____ See reverse side

Plans Examiner Initials: _____ Date: _____

NOTE: This is a list of minimum submittal requirements and not intended as a complete plan review.