



Planning, Development & Transportation Services

Community Development & Neighborhood Services

281 North College Avenue

Fort Collins, CO 80524

970.416.2740

**Building Permit Application Submittal Requirements for
New Single Family Residential Construction (& Additions)**

(Revised 12-3-2010)

The items listed below shall be included in all new requests for building permit. Please initial in front of the item indicating that it is included in the submittal. **Only complete submittals will be reviewed.**

Current adopted code is 2009 IRC.

Initial	Required Item
	Building Permit Application – Three-part form to be completed by applicant.
	Plan Check Fee - (See www.fcgov.com or obtain Fee Schedule at B & Z counter)
	Two copies of everything listed below. For Building review.
	Additional 3rd set if building is over 50 years old or older For Historical review
	Site Plans - Architectural site plan, drawn to scale on 8 ½"x11" sheet showing the location of the building relative to property lines and other structures on the lot.
	Architectural Drawings - Architectural drawings showing all floor plans, elevations, stair section, building section, and wall section detailing all construction components used. Drawings must be drawn to scale such as 1/4"= 1'-0".
	Structural Drawings (floor framing & roof framing) –Structural documents bearing <i>an original seal and signature of an architect or engineer registered in the State of Colorado</i> . Structural drawings, shall include all beams, floor system, roof system, spans, posts, columns, hangers and connections, and locate and identify all point loads. Plans shall verify that the design meets the following criteria: Wind load=100 MPH exposure B, 30-LB roof/snow live load and 15-LB dead load.
	Wall Brace Design – Plan showing “Brace Wall” locations and method of construction. If the house does not meet the prescriptive brace requirements of 2009 IRC section R602.10, <i>engineered design bearing a seal and signature of an architect or engineer registered in the State of Colorado is required.</i>
	Engineered Foundation – Foundation documents bearing <i>an original seal and signature of an architect or engineer registered in the State of Colorado</i> . The design requirements shall be for a 30” frost dept, seismic zone (1) and 30-LB snow load. Identify wet or damp-proof requirements. Identify and size subsurface drainage system.
	Energy Code - (<i>Two Copies</i>) Submit the Fort Collins Energy Code Compliance Form. If SPA method is selected, preliminary rating must be submitted also. Additions must comply with prescriptive energy code, see the Fort Collins Energy Compliance Form.
	HVAC sizing & load calculations - (<i>Two Copies</i>) Code section M1401.3 requires the HVAC system be designed based on loads calculated from ACCA manual J, 8 th or current edition. Duct sizing must be included designed per ACCA manual D. See local amendment N1101.1 for Thermal Design Parameters. Not required for additions.
	Other - Include construction, utility, value of construction, description of work and subcontractor information. Applications must be signed by the applicant and must include a daytime phone number. Grading Plan may be required if new impervious area is over 350 sq ft. Contact Stormwater Development Review at 970-221-6700 for more information.

Applicant Name _____ **Telephone Number** _____

Job Site Address _____