



Stock Plan Application Submittal Requirements for New Residential Construction

Stock plan process:

(Revised 9-11-2009)

1. Stock plans are approved for **specific developments/projects/subdivisions only**.
2. Submit required items included in checklist below. After a plan review is complete, the plans will be stamped "approved" and assigned a Stock Plan number to be used on all subsequent permit applications. One set will be returned to the Contractor. Modifications/adding options to approved Stock Plans require a plan review and a fee of \$50 will be assessed.
3. **A maximum number of 12 options are allowed.** If more changes are desired, a different stock plan or individual permit application should be applied for.
4. The contractor shall be responsible for maintaining the stamped copy of the Stock Plan, clean and available for all inspections. If the contractor loses his copy of the Stock Plan, a \$50.00 fee will be assessed to re-redline each additional set of plans.
5. Building permit applications may be submitted when the stock plan has been approved. The contractor must submit two site plans and one site-specific engineered foundation plan, a completed Building Permit application and pay \$1.00/\$1000 of the building valuation as the plan review fee. The plan review fee must be rounded up to the next whole dollar.

Initial each item indicating that it's included in the submittal. **Only complete submittals are reviewed.**

Initial	Required Item
	Stock Plan Application & 3 Part Permit Application – To be completed by applicant.
	Plan Check Fee – (See Fee Schedule available at Development Review front counter)
	Site Plans - Two copies of the 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 - Two copies: one set must be 18"x24" size, the other can be 1/4"=1'-0" size. Architectural drawings showing all floor plans, elevations, stair section, building section, and wall section detailing all construction components used.
	Structural Drawings (floor framing & roof framing) – Two copies: one set must be 18"x24" size, the other can be 1/4"=1'-0" size. Structural documents bearing an original seal and signature of an architect or engineer registered in the State of Colorado. 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 – Two copies of all "Brace Wall" locations and method of construction. If the house does not meet the prescriptive brace requirements of 2003 IRC section R602, <i>engineered design bearing an original seal and signature of an architect or engineer registered in the State of Colorado is required.</i>
	Engineered Foundation - Two copies of 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 - Submit the 2005 Fort Collins Energy Code Compliance Form. If SPA method is selected, preliminary rating must be submitted also.
	Hvac sizing & load calculations - Code section M1401.3 requires the hvac system be designed by lic mechanical Contractor/Engineer based on loads calculated from ACCA manual J. Duct sizing must be included designed per ACCA manual D.
	Other - Include legal, construction, utility, value of construction, description of work and subcontractor information. All applications must be signed by the applicant and must include a daytime phone number.

See Poudre Fire Authority at www.poudre-fire.org/services/permits.php for their permit submittal requirements.