



Community Planning and Environmental Services

Fort Collins Neighborhood & Building Services

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Building Permit Application Submittal Requirements for New Single Family Residential Construction

(Revised 2-8-2006)

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.**

Initial	Required Item
	Building Permit Application – <i>Three-part</i> form to be completed by applicant.
	Plan Check Fee - (See www.fcgov.com or obtain Fee Schedule at B & Z counter)
	Site Plans - <i>Two copies</i> 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 - <i>Two copies</i> of 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) – <i>Two copies</i> of 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 – <i>Two copies</i> 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 - <i>Two copies</i> 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.

Additional information required by Larimer County:

Sq ft on first floor _____ Sq ft on 2nd floor _____ Sq ft in garage _____ A/C - yes or no
 # of fireplaces _____ #of full baths _____ # of ¾ baths _____ #of half baths _____

Applicant Name _____ **Telephone Number** _____

Job Site Address _____