

Submittal Guide

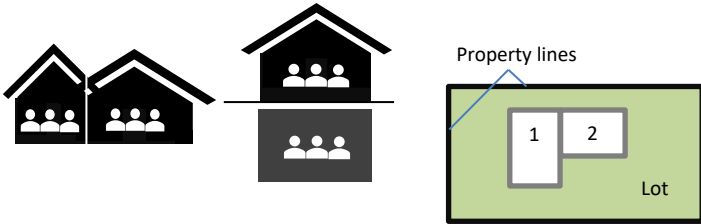
New Residential Construction

Use this Guide for:



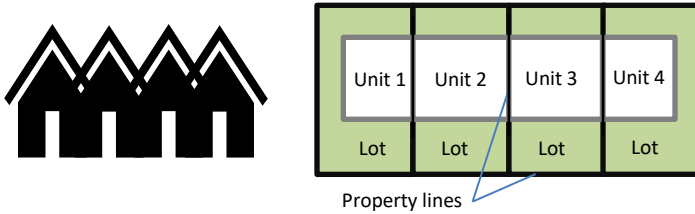
Single Family Home (Detached)

Single House, 3 stories max



Two -Family (duplex)

2 Units max on a single lot, 3 stories max, side-by-side or over-under.



Townhome (Attached)

2 or more units, each unit is on a separate lot, 3 stories max.

Are you using the same house design model multiple locations? [Learn about the stock plan process](#)

Stock plan definition:

A stock plan is a building design that can be submitted for review and used for replicated buildings.

The approved design is stocked and can be referenced on future or concurrent 'lot specific' permit submittals.

Notice to Applicants:

A Development review process may be required prior to submitting for permit when: Adding a dwelling unit/s to an existing property (duplex, carriage house, etc.), extra occupancy rental housing, new developments, un-platted properties.

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New Residential Checklist (fill out as it pertains to the project scope).

Use for: New single family detached, new two family/duplex, new townhomes/single family attached

Check the following prior to submitting. Separate and additional submittals may be required.
 ***If required, it is the applicant's responsibility to attain approvals from the following entities, some of which may be required for permit issuance.

Floodplain: Is any portion of the building located in a floodplain? https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents
Historic: Is there a historically designated building? www.fcgov.com/historicpreservation
Engineering Department: https://www.fcgov.com/engineering/inspection.php Work impacting or encroaching into the Public Right-of-way
Is demolition occurring? An optional demolition permit is available prior to permits being issued. See: residential demo guide

Building Permit Submittal Checklist

New Residential Building Permit Application
Homeowner Affidavit (for single family detached only)
Construction Waste Management Plan
New Construction Cost Form Used to calculate building permit fee and plan check fee
Energy Compliance Form (on the form select 1 of 4 paths and provide supporting energy documents)
This checklist must be filled out and all documents in this checklist must follow the electronic document submittal guide .
Site Plan: Show setback and distances from the house to property lines For single family and duplex only: Include an Outdoor Area calculation on the site plan for water supply requirements https://www.fcgov.com/utilities/wsr . Contact info: utilityfees@fcgov.com or 970-221-4252
Grading Plan: See grading plan requirements
Optional: Footing and Foundation Permit Submittal (below grade only permit prior to permit issuance)
Plans Set: include all the following <i>as it pertains to the project scope</i> : <i>Example: If not sprinkled, check N/A</i> All plans must reflect the current adopted codes .
Floor Plans: label the function of each room/area, include dimensions, and draw to scale. (ie: ¼" = 1'-0")
Detail drawings such as stair or guardrail details, insulation details, radon details, visitable accessibility, etc.
Structural drawings Stamped and signed by a Colorado Licensed Engineer/Architect to include: Sheer Design/wall bracing, and method used, wind speed, wind speed exposure. Footing and Foundation plans, Design criteria used to include ground snow, roof snow load, other loads used for floors, roof etc. Framing plans for framed floors, initial truss layout, beams and headers, details including stair attachment details. <i>Exception: Stamped engineered individual truss sheets can be provided at inspection (deferred).</i>
Mechanical Documents: Submit the mechanical design form and Manual JDS Acca software calculations which shows that the system and ductwork has been sized correctly for the house, our climate and elevation.
Fire Sprinkler Design: <ul style="list-style-type: none"> • Single Family Detached (not required, but see below for exception) • Two Family & Townhomes: Submit a P2904 sprinkler system design with permit submittal <i>Exception: submit 13D and 13R systems to Poudre Fire Authority. This may include system upgrades required by Poudre Fire Authority for the approved development including single family detached, two family (duplexes) and townhomes (single family attached).</i> Poudre Fire Authority: 102 Remington St. / (970)-416-2891 / https://www.poudre-fire.org/online-services
Plumbing Drawings showing new plumbing fixtures. New Buildings: show plumbing compactness on drawings.
Electrical: Show or provide notes on the plans as to what electrical modifications will occur including outlets, lighting, panels, equipment/appliances. Show solar ready provisions on the plans. ***Solar installation requires a separate permit.

No Approved Plans = No inspection

All approved *documents* must be on-site during construction for all inspections.

1. Use Citizen Access to download *all documents* titled “Approved”
 - a. WWW.FCGOV.COM/CitizenAccess
 - b. See page 2 for steps.

2. The approved documents are the “field set.” Pay attention to red-line mark-ups and condition notes from reviewers during construction as these requirements are part of your approved plans.

3. Provide all “Approved” documents on-site for all inspections using one of the following methods:
 - a. **Option 1 – Printed Plans:**
 - i. Print all documents to scale on the PDF size created by the designer. (i.e. a 24x36 PDF should be a 24x36 paper size. This may require a plotter or print shop for large sheets.)
 - ii. Plans that are too small, or not to scale cannot be used.
 - iii. Plans can be printed in black and white (color is optional)
 - b. **Option 2 – Electronic Screen:**
 - i. Must be a large device (i.e. large tablet or laptop, no phones).
 - ii. Screen must be mobile.
 - iii. Screen must be clean, clear and free of cracks.

4. Building Inspectors are authorized to deny inspections that are not ready, or do not have approved and legible plans on-site.

How to download Approved Documents:

1. Do you have an account? If not, Register for an Account: Citizen Portal

[Accessibility Support](#) [Register for an Account](#) [Login](#)

Follow instructions as they appear on the screen. "Company Name" is a *required field*. (Property Owner, Engineer Firm, Architect Firm, Contractor). You must be associated with a project team/company to register. After registering, a confirmation e-mail will be sent. Then, create a username and password

2. Log In using your username and password:

Login (not required for site usage)

User Name:
 Hint: User name may be e-f

Password: (Must be 8-21 characters long)

[Login >](#)

You must log in before you can view or download approved documents.

3. Search permits by permit number, then click the "record info" drop down to access "Attachments"

The screenshot shows the 'Building' search interface. On the left, there are options for 'Search Permits' and 'Inspection Scheduling'. The main area is the 'General Search' form with fields for Start Date, End Date, Permit Number, Permit Type, Permit Status, Project Name, Street #, Direction, Street Name, Street Type, Unit, Parcel #, Contractor Business Name, First Name, Last Name, and City License #. A 'Search' button is at the bottom. On the right, a 'Record Info' dropdown menu is open, showing options for 'Permit Details', 'Workflow Status', 'Related Records', and 'Attachments' (which is highlighted).

4. Use the Action drop-down to 'download' all APPROVED documents (there may be multiple pages containing approved documents. Use the navigation arrows at the bottom of the screen)

File Name	Permit Type	Document Type	File Size	Document Status	Status Date	Action
Letter - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Letters	23.55 MB	Review Complete	12/17/2019	Actions
APPROVED - Letter - 700 Remington St 2.pdf	Residential New Single Family Detached	Letters	24.14 MB	Approved	12/17/2019	Actions
APPROVED - Plans - 700 Remington St 2 .pdf	Residential New Single Family Detached	Plans	48.28 MB	Approved	12/17/2019	Actions
Plans - 700 Remington St 2 - v3.pdf	Residential New Single Family Detached	Plans	46.51 MB	Review Complete	12/17/2019	Actions
Eng Docs - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Reports/Supplemental Info	46.27 KB	Review Complete	12/17/2019	Actions

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Note: You must **log in** to view and download plans. All text will appear in light blue when successfully logged in.