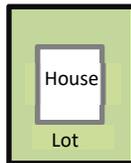
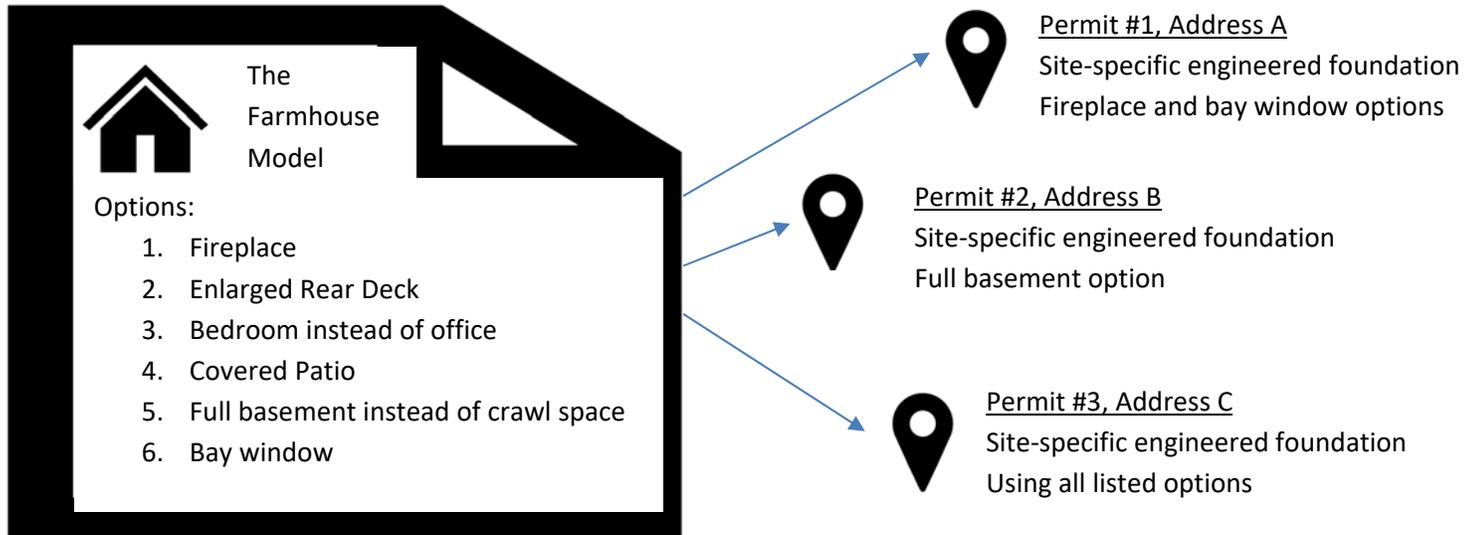


Use this Guide for:

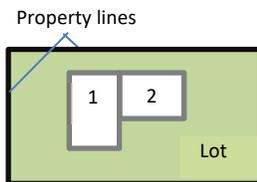
A design that will be built/replicated at **least 3 times** with limited variations/options.



Single Family Dwelling

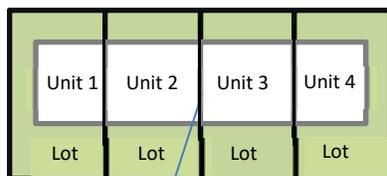
Single House, on a single lot,
3 stories max

Check One



Duplex (Two family dwelling)

2 dwelling units max, both units
are *on a single lot*, 3 stories max,
side-by-side or over-under.



Townhouse

each unit is on a separate lot, contains
2 or more dwelling units, attached to
each other, and is 3 stories max.

Stock Plan Options (see attached guidelines for additional information)

Options cannot alter the foundation footprint of the interior living space or add entirely new levels. Exceptions:

- Cantilevers and bay windows
- Enlarged garage/added car spaces (not a living space)
- Foundation options that do not change the square footage or footprint design (crawl space, garden level, walk-out and full basement options)
- Adding floor area to *existing* 2nd level in lieu of open-to-below space.



The Stock Plan Process

How a stock plan works:

For example, imagine a grab and go style restaurant (where you place an order, take a number, and find a table): A stock plan is similar. The stock plan is like the menu, and the site-specific permit is like your order and table number.

	Stock Plan Permit	Site Specific Permit
Submit Now	Submit a Stock Plan Design with up to 15 options available to home buyers.	Submit at least one site-specific permit with each stock plan, including: <ul style="list-style-type: none"> • Engineered foundation design (soil types vary site to site which impact the foundation design) • Site plan drawn to scale • Application with valid address which reflects all options that will be used from the stock plan.
Submit Later	Options added after a stock plan is approved will need to be submitted for review. Review fee for each added option is \$50 (15 options max)	Additional site-specific permits can be submitted later after the stock plan review is complete and connected to the valid approved stock plan.
Expiration	Stock plans expire when new codes are locally adopted. An updated stock plan will need to be submitted for re-review showing compliance with current adopted codes.	<ul style="list-style-type: none"> • Permits expire in 180 days of inactivity. • Can be built from a stock plan that is valid and approved at the time of permit issuance. • Site-specific permits cannot be issued to an expired/unapproved stock plan.

Step 1: Prepare. Use the stock plan checklist to ensure the submittal is complete.

Step 2: Submittal and Acceptance Period: Submit in person to 281 N. College on a USB flash drive. All plans must be named according to the electronic naming instructions. Plans will be checked to ensure the submittal is complete (allow 3 days). Only complete submittals will be processed, and routed for review.

Step 3: Plans are reviewed for code compliance by various departments. [Check the status of your stock plan](#) using your stock plan #: SPO...

Step 4: Stock Plan approval, and permit issuance for site-specific permits.

Step 5: [Download](#) the approved stock plan. Pick, up or download the site-specific foundation.

Step 6: Build Per plan. Schedule Inspections. Plans must be on site for building inspections.

Step 7: Submit all required final documents for each address/permit.

Step 8: Certificate of Occupancy.



Stock Plan Option Guidelines

(February 26, 2019)

1. Building size changes:

- a. Changes that affect the building size AND the foundation must be submitted as a separate stock plan or a regular single-build permit submittal.
 - i. Exception: changes to the garage size (ie: adding a 3rd stall) should be included as options.
- b. Changes to the building size on a single above-grade floor (ie: bay windows or other small bump-outs) but does not affect the foundation size should be listed as options.
- c. Changes that add a story must be submitted as a separate stock plan or a regular single-build permit submittal.
- d. Changes that add square footage to a story within the basic building size (ie: expanding into "open to below" space) should be listed as options.

2. Foundation changes:

- a. Changes to the type of foundation (ie: crawl space to basement, garden level, walkout) should be listed as an option.
 - i. If there is a deck or other additional construction related to the foundation change, include the deck information in that option.
- b. Changes to the foundation that change the size/dimensions of the foundation must be submitted as a separate stock plan or a regular single-build permit submittal.

3. Building layout/configuration changes:

- a. Changes to the floor plan, bathroom configurations, etc should be listed as options.
- b. Changes to the building that finish existing interior space (ie: basement finish, bonus room finish) should be listed as options.
- c. Changes that add bedrooms within existing interior space should be listed as options.

4. Other changes:

- a. Changes not listed above that do not change the building size, layout, or foundation AND do change the structural design of the building (ie: adding doors, windows, changing full walls to half walls) are not required to be listed as options.
 - i. Be sure to verify that these changes are still shown on the plans—both architectural and structural pages.
- b. Minor adjustments to locations of electrical outlets and lighting do not need to be listed as options.

5. Elevation changes

- a. Up to 3 additional elevations can now be included without counting against the 15 allowed options.
- b. Elevations should not be listed in the 15 options. Instead, list the elevations in the elevations section found on page 2 of the Stock Plan Application
- c. Building size changes associated with elevation changes should be included in the elevation information (ie: increased patio cover size, cantilevered areas, etc)



Stock Plan Submittal Checklist

***= Local requirement (policy/amendment)

	Architectural Drawings (must reflect current adopted codes)	24x36 PDF	<ul style="list-style-type: none"> Floor Plans with room labels and dimensions. Exterior Elevations Full Building Section Stair Details Roof Plan Include all drawings for each option. 	Stock Plan Checklist	
	Structural Drawings must reflect local design criteria (wind and snow)	24x36 PDF (stamped)	<ul style="list-style-type: none"> Foundation Design Floor, Wall, and Roof Framing Shear design (wall bracing) Stair and landing connection details Include all drawings for each option All connectors for decks and roof covers 		
	Electric Drawings	24x36 PDF	<ul style="list-style-type: none"> Lighting and receptacles 		
	Mechanical Documents	8.5x11 PDF	<ul style="list-style-type: none"> Mechanical Design Form *** ACCA Manual JD&S (Mechanical Load Calcs for forced air systems) 		
	Energy Docs	8.5x11 PDF	<ul style="list-style-type: none"> Energy Compliance Form *** Energy Documentation to current Energy code (unless prescriptive path is used) 		
	Construction Waste Plan	8.5x11 PDF	<ul style="list-style-type: none"> Construction Waste *** 		
	Plan check fee	Check	<ul style="list-style-type: none"> See last page in this packet for more information 		
	P2904 Fire Sprinkler Design	Legible PDF	<ul style="list-style-type: none"> If using a fire sprinkler company submit online to Poudre Fire Authority for review. *** 	Duplex	Townhomes
	Site Wide Accessibility Plan Per CRS 9-5 (When there are seven or more dwelling units total in a development, (counting only dwelling units in buildings with 3+ units).		<ul style="list-style-type: none"> Site Plan showing types and locations of accessible units.*** Points Calculations per CRS 9-5 Must also comply with the current published version of ICC-A117.1 *** 		
	IBC Accessibility (For townhome buildings with 4 or more units)		<ul style="list-style-type: none"> Must comply with the accessibility chapter of the currently adopted IBC. *** Must also comply with the current published version of ICC-A117.1 *** 		
	Site Plan	PDF or Paper	<ul style="list-style-type: none"> Scale 1"=10' or 1"=20" 8.5x11 or 8.5x14 	Site Specific	
	Site Specific Foundation plans.	24x36 PDF or paper	<ul style="list-style-type: none"> Stamped and signed by structural engineer Address listed on plans 		
	Optional Footing and Foundation Permit (F&F) for below grade work.		<ul style="list-style-type: none"> Can be issued prior to full stock plan approval. Requires approval from <u>all</u> departments May require additional fee of \$150. 		



Electronic Document Submittal Guide for building permits

The following are instructions for completing an Electronic Document Submittal:

Step 1: Prepare required documents. Building permit process and submittal checklist guides are available at: <https://www.fcgov.com/building/application.php>.

Step 2: Organize and format files as follows:

- a. Group and name each file according to the [Electronic Document Naming Instructions](#) below.
- b. PDF "Plans" must be combined into a single PDF file (Arch + Structural + Commercial MEP, etc).
- c. PDF plans and site plans must be generated to scale (e.g. 1/4" = 1'; 1/8" = 1'; 1:10; etc).
- d. PDF plans must be legible when printed to scale (Font size on plans shall not be smaller than size 8)
- e. PDF documents/files cannot be locked, or password protected, and shall have permissions set to allow annotations, form fill, and signing by City staff.
- f. Plans prepared by design professionals shall contain an information block with name, license number, signature and contact information.
- g. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards in a flattened, non-working format.
- h. PDF plans must be oriented so that north is always at the top of the monitor and oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. Pages in a cannot be rotated in different directions/orientations).
- i. Plans cannot have any working, active, or living comments (must be a clean, flattened set).
- j. Maximum size for any file shall be 75MB.

Step 3: Submit all required plans and documents on a single flash drive at one time. Incomplete submittals will not be accepted or routed for review.

Step 4: If you are submitting multiple projects on a single flash drive, put each project submittal in its own folder on the flash drive. Name the folder with the submittal address or stock plan model name.

Step 5: Submit the following *paper* items with the flash drive:

- Copy of the Building Permit Application.



Re-Submittal Instructions

for electronic building
permit documents

AN E-MAIL WILL BE SENT TO THE "APPLICANT" IF A RESUBMITTAL IS REQUIRED.

This means that corrections need to be made prior to permit issuance and construction. Re-submittals receive a reduced review time, typically less than 2 weeks.

- 1:** Login to your account at the City's [Citizen Access](#) portal. You must create an account re-submit plans.
- 2:** Type the building permit number into the "Simple Search" box or click "Search Permits" to see a list of active permits associated to your account.
- 3:** Select the permit you want to resubmit documents for by clicking on the permit number.
- 4:** On the permit information page, click the arrow next to "Attachments". This will reveal a list of documents—THERE MAY BE MULTIPLE PAGES OF ATTACHMENTS. Note: if you do not see this option, make sure you are logged in.
- 5:** Find the document that needs to be resubmitted by checking the "Document Status" column. The status will say "Resubmittal Required."
- 6:** Make sure your revised document is named according to the Electronic Document Naming Instructions.
- 7:** Document must be a complete, full set, without any active or working comments (must be flattened).
- 8:** In the "Actions" column, click on the "**RESUBMIT**" link for the document you wish to resubmit. If you don't see this option, contact revcoord@fcgov.com DO NOT USE THE "UPLOAD" BUTTON.
- 9:** Click "Select Files" and choose the revised document you wish to upload.
- 10:** Click "Continue".
- 11:** In the "Type of Document" dropdown, select the type of document you are uploading. If you're not sure, look at the "Document Type" column for the document type assigned to the original version of the document you are uploading.
- 12:** Add a brief description of your revision to the "Description" box.
- 13:** Click "Upload".
- 14:** Repeat these steps for all requested document file types.



Electronic Document Naming Instructions

Each file included on your flash drive should be named starting with a prefix according to the table below, followed by Address or the Model Name (for Stock Plans only) or, and then the version number (v1, v2, etc).

*****To find out what documents are required for your project, please refer to the applicable Submittal Checklist.*****

Document Prefix:	Documents to include (as required) combined in a single file named with this prefix:
Apps	Building Permit Application, Building Owner Authorization, Homeowner Affidavit, Addendum Form, Housing Model Affidavit, Submittal Checklist
Site Plan	Site Plan
Plans	Architectural Plans, Structural Drawings, MEPs, P2904 Fire Sprinkler Plans
Mech Docs	Residential Mechanical System Design Form, HVAC Load Calculations.
Energy Docs	Energy Code Compliance form (residential or commercial), Required Energy Reports, Lighting Comcheck Reports
Env Docs	Waste Management Plan, State Demolition Approval Notice, Asbestos Assessment, Asbestos Awareness Form
Eng Docs	Engineer's stamped <i>supporting</i> documents such as: structural letters, reports, sketches.
Grading	Grading Plan
Soils	Soil Prep Certification
Letters	Comment Responses, Approved Variances, Emails, other letters
FF Plans	Footing & Foundation Plans including relevant underground MEP pages

Examples of proper naming conventions:

INITIAL SUBMITTAL (These documents are version 1):

Document Type – Address or Model Name – Version number (include street direction and unit number if applicable)
Apps - 1234 Street Name - v1 Plans - 1234 Street Name - v1 Site plan - 1234 Street Name - v1 Energy Docs - 1234 Street Name - v1 FF Plans - 1234 Street Name - v1
Plans - Model Name - v1 (for stock plans) Plans - 1234 Street Name 100 - v1 (for addresses with unit numbers or letters) Plans - 1234 Street Name - v1 (for duplexes, use lower address number)

REVISIONS/RESUBMITTALS (re-submitted documents will be version 2, or version 3, etc.):

Document Type - Address or Model Name - Updated Version number (include street direction and unit number if applicable)
Plans - 1234 Street Name - v2 Site plan - 1234 Street Name - v2 Energy Docs - 1234 Street Name - v2 Mech Docs - 1234 Street Name - v2 Plans - Model Name - v2 (for stock plans) Plans - 1234 Street Name 100- v3 (for addresses with unit numbers) Plans - 1234 Street Name - v4 (for duplexes, use lower/smaller address number)

No Approved Plans = No inspection

All approved *documents* must be located on-site during construction, and available for all inspections.

1. Use Citizen Access to download *all documents* titled “Approved”
 - a. <https://accela-aca.fcgov.com/CitizenAccess/Default.aspx>
 - b. See page 2 for steps.

2. The approved documents are the “field set.” Pay attention to mark-up 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. If you do not have an account, “register for an account” (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:

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

4. Scroll through each page (on the bottom of the screen) and locate ALL “APPROVED” documents. Use the Action drop down to download all approved documents.

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

[< Prev](#)
1
2
3
[Next >](#)

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