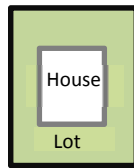


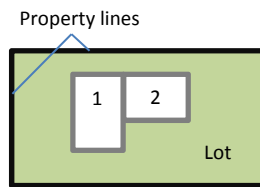
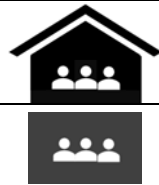
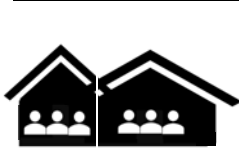
Authorized contractor license or Homeowner Affidavit:
 New Homes and Additions: A, B, C1, C2, D1
 Additions only: D2

Use this Guide for:



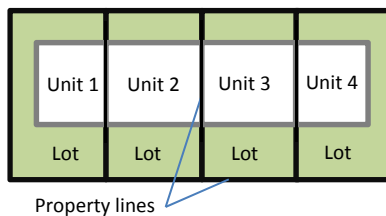
Single Family Home (Detached)

Single House, on a single lot,
3 stories max



Duplex (Attached)

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.



Addition

Adding new interior area to an existing structure, such as: enclosing an outdoor covered patio, or adding a story (pop the top).

Documents needed:

1. Permit Submittal checklist
2. Permit Process Guide
3. Electronic Submittal Instructions
4. Mechanical Design Form
5. Energy Compliance Form
6. Building Permit Application
7. Construction Waste Management Plan

Other submittal options:

Use the Multi-family Submittal Guide for more than 2 residential units built on a single lot.

If the same residential building design will be constructed at least 3 times, submit as stock plan/master plan

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.

drcoord@fcgov.com 970-221-6689



Building Permit Submittal Checklist:

New Single Detached Family Homes, Duplexes, Townhomes, and Additions

Incomplete or deferred submittals will not be accepted

Required at the time of permit submittal - Electronic submittal required.	
Drawings depicting the scope of work	Building Permit Application
Plans must reflect current adopted codes and standards: www.fcgov.com/building/codes.php	Mechanical Design Form and Load Calcs
Energy Code Compliance Form	Homeowner Affidavit (homeowner builders only)
Construction Waste Management Plan Form	Plan Check Fee (Payment by check only) Additional fee is required for an F&F permit.

Required Drawings NA=Not Applicable NIS=Not in scope	
Stamped & Signed Drawings by a Colorado Licensed Engineer/Architect are required for:	
All footing and foundation work (new or altered).	
Architectural Drawings:	
Existing Drawings showing pre-demo condition	
Proposed Floor Plans with room labels and areas	
Exterior Elevations, Building Section, Details	
Townhomes only: Accessibility plan CRS 9-5	
Structural Drawings:	
Sheer: wall bracing and method used, wind speed used, wind speed method, wind speed exposure.	
Loads: Floor and roof loads used.	
Framing Plans: Floor, Roof, Girders and Headers	
Connections and details. (provide stair details)	
Mechanical Load Calcs (required for <u>new forced air systems</u> including new secondary systems for additions)	
Manual J,D,S (ACCA approved only)	
Electrical Drawing	
Outlets, lighting, panel, equipment.	
Site Plan	
Show distance from new work to property lines, and adjacent structures on the same lot.	
Fire Details	
Townhomes and Duplexes only : Fire separation details and fire sprinkler systems under P2904 must be submitted for review.	

Additional Requirements (may require a separate submittal, or review process)	
Separate Demo Permit: Required for Full or Partial demolition of exterior elements.	
Separate Solar Permit: Required for all new solar	
Historic Preservation Review	
www.fcgov.com/historicpreservation	
Alterations to, or Demolitions of buildings more than 50 years old will be reviewed for Historic Eligibility	
Grading	
WaterUtilitesEng@fcgov.com	
Grading plan may be required if impervious area on lot is greater than 350sf.	
Are you building in a Floodplain?	
https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents	
Zoning: 281 N College / (970) 416-2745	
Contact Zoning for questions on: Setbacks, easements, buildable area per lot, and short term rentals.	
zoning@fcgov.com	
Poudre Fire Authority: 102 Remington / (970)-416-2891	
https://www.poudre-fire.org/online-services	
If using NFPA 13D, 13R or 13 Fire Suppression Systems, a separate submittal is required through the Poudre Fire Authority website.	
Optional Footing & Foundation Permit (new homes only, not allowed for additions)	
Submit for full permit with an additional F&F set	
F&F Set: Structural Foundation Plans (stamped), Underground plumbing and electric (for townhomes only).	

Applicant Name:	Job Site Address:
Phone:	Email (Required):

