



Planning, Development, & Transportation Services

Community Development & Neighborhood Services

281 North College Avenue

Fort Collins, CO 80524

970.416.2740

**Building Permit Application Submittal Requirements for
New Single Family Residential Construction, Additions, &
Townhomes**

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 accepted.**
Current adopted code is 2012 IRC.

Initial	Required Item
	Building Permit Application - Three-part form to be completed by applicant available at Building Services.
	Plan Check Fee - (See http://www.fcgov.com/building/fees.php or obtain a Fee Schedule at Building Services)
	Additional 3rd set if building is over 50 years old or older – For Historical review
	Site Plans – Two copies - Architectural site plan, drawn to scale on 8 ½"x11" sheets, showing the location of the building relative to property lines and other structures on the lot.
	Architectural Drawings – Two copies - Include all floor plans, elevations, stair section, building section, and wall section detailing all construction components used. Plans must be drawn to scale such as 1/4"= 1'-0".
	Structural Drawings (floor framing & roof framing) Two copies- Structural documents bearing <i>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; also will show location and identification of 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 – Plan showing “Brace Wall” locations and method of construction. If the house does not meet the prescriptive brace requirements of 2012 IRC section R602.10, <i>engineered design bearing a seal and signature of an architect or engineer registered in the State of Colorado is required.</i>
	Engineered Foundation – Two copies – Foundation documents bearing <i>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 – Two copies - Submit the Fort Collins Energy Code Compliance Form. If SPA method is selected, preliminary rating must be submitted also. Additions must comply with prescriptive energy code, see the Fort Collins Energy Compliance Form.
	Construction Waste Management Plan - Two copies - For new buildings and additions or remodels over 2500 sq. ft. The plan should outline how concrete, metal, cardboard, and wood products will be recycled. This form can be found at http://www.fcgov.com/building/pdf/green-constr-waste-plan.pdf .
	HVAC sizing & load calculations – Two copies - HVAC system shall be designed based on loads calculated from ACCA manual J, 8 th or current edition. Duct sizing shall be included and designed per ACCA manual D.
	Mechanical System Design Submittal Form – Two copies - The design submittal addresses heating and ventilation strategy. Not required for additions. This form can be found at http://www.fcgov.com/building/pdf/mech-sys-design-formv20140307a-mg.pdf .
	Grading Plan – Two copies - may be required if new impervious area is over 350 sq. ft. Contact Stormwater Development Review at 970-221-6700 for more information.

Applicant Name _____ **Telephone Number** _____

Job Site Address _____