



## BUILDING PERMIT APPLICATION CHECKLIST

The following items are required, along with a completed permit application to initiate a permit for a new structure. The applicant must be the property owner or County-registered contractor.

When you submit your completed application, the Building Division staff will give you an approximate date when you can expect to hear from the County. The actual time it takes to receive approval is determined by the clarity and completeness of your application materials, as well as the number of other applications awaiting review. If your submitted documents are complete, accurate and meet all the code requirements, the possibility of your application requiring resubmittal or correction is reduced.

### 1. Building Permit Application.

(The following information is required)

- **Proof of Legal Water** (State Well Permit, or Tap Fees paid).
- **Proof of Legal Sanitation** –
  - A. Receipt of Tap Fees paid to Sanitation District, or
  - B. On-site Wastewater Treatment System (Septic System).
    - a. Proof of existing OWTS/Septic or
    - b. OWTS Application- includes engineered design and signed and notarized declaration of covenants.
- **County Driveway Permit or CDOT Access Permit** for road and driveway may be required.
- **HOA approval must be provided, if there is an active HOA.**
- **Proof of Fire Impact Fee:** Call to determine which fire district your property is in.
  - A. District # 1 (Grand Fire Protection District) Call 887-3342 or
  - B. District # 4 (East Grand Fire Protection District) Call 726-5824.

### 2. Plan Submittal Packet - THREE (3) COPIES of the following that are complete, legible and identical (see Attachment for a sample plot plan showing property lines, setback lines and any easements).

- **A. Cover Sheet-** Project Name, Address, Designer, Design Criteria (See Structural Plans section below).
- **B. Plot/Site Plan**
  - a. **North Arrow and Scale (1"=20' or 1"=40' preferred).**
  - b. **Property Lines** – all existing property lines with dimensions shall be on the site plan. Include party-wall if structure is a duplex/townhome.
  - c. **Setbacks** – including all setbacks, building envelope(s), all applicable easements, including utility with dimensions. A Setback Verification Survey, if proposed structure is within three (3) feet of any setbacks, will be required.
  - d. **Structures** - property clearly labeled with dimensioned location of all existing & proposed structures (all garages, pole barns, sheds, decks & patios).
  - e. **Topographic-** include existing and proposed contour lines at two (2) foot contour intervals minimum when structure is within three (3) feet of height limits.
  - f. **Driveway** – included slope (first 50 feet meets county grade standard of 5%), culverts, adjacent streets and dimensions.

- g. **Water Features** – all water features shall be included on site plan, including streams, wetlands, ponds, ditches, etc. Minimum required county setback is 30 feet from proposed buildings/structures.
  - h. **Well, septic tanks & leach fields** - (proposed and existing including adjacent properties) shall be mapped and dimensioned on site plan.
- **C. Building Plans** (Architectural Sheets in the following order) Plans shall be to scale 1/4"=1'-0" minimum.
    - a. **Foundation Plan** - include deck piers at any decks, porches or exterior stairs.
    - b. **Floor Plans for Each Level** - complete dimensions, drawing and scale noted, clearly show door swing, plumbing fixture placement, interior stairways, all exterior decks, landings, stairways, patios and paved surfaces. Window sizes and types noted on floor plan and elevations. Alternatively provide door/window schedule (window operation, safety glazing and U-factor).
      - i. **Room Labels** - each room & use of space clearly labeled.
      - ii. **Mechanical equipment** – show location and type of all mechanical equipment.
      - iii. **Attic & crawlspace** – include proposed method of natural or mechanical ventilation.
      - iv. **Fireplaces/wood stoves** – labelled as gas or wood burning. If wood burning include model number & specifications.
    - c. **Roof Plan** - include roof slope, materials and snow stops where required (Three Lakes Design Review Area requires materials & colors).
    - d. **All Exterior Elevations Sheet**– with proposed exterior grade at the face of building (Three Lakes Design Review Area requires materials & colors & night sky compliant lighting).
    - e. **The building elevations should correctly show the finished grade** (including the lowest grade) ten (10) feet out from the building.
    - f. **Details** as needed including:
      - i. **Stair Section** – show cross section, details of rise/run, handrails, guardrails, landings & headroom clearance(s). Note winder stairs have special requirements.
      - ii. **Guardrail** details for stairs, decks and any raised surfaces over 30" above grade.
    - g. **Building Section(s)** - show foundation through roof including footing, foundation and insulation proposed for foundation, walls, and attic/roof.
  - **D. Structural Plans** (Structural sheets in the following order) –Plans shall be to scale 1/4"=1' minimum. Design criteria should include wind load & exposure, roof and deck dead loads & live (snow loads), floor live loads and dead loads, and assumed soil bearing capacities complying with soils reports when required.
    - a. **Foundation Plan** - including deck pads piers and intermediate footings.
    - b. **Foundation Details** - including footing/foundation/pier depths, dimensions, reinforcement details and special conditions.
    - c. **Floor Framing Plans** - (all floor levels) – show type (solid lumber or truss/I-joist) size, spacing, species & grade of lumber for joists, beams, posts, columns, built-up studs and materials to be used for floor framing system. All beam and header sizes, connectors, fasteners & bolting sizes shall be noted on the plans.
    - d. **Deck Framing Plans** - show spacing, species & grade of lumber for joists, beams, posts, ledgers & decking. Show details of post to beam connections showing proper bearing & connections including ledger connection & tension anchors to building.
    - e. **Roof Framing Plan**– show size, spacing, species and grade of lumber for rafters, trusses, beams, columns, posts or built up studs.
    - f. **Structural Details** as required.

The above are the minimum drawing requirements for review of your plans. Additional information may be requested by the Zoning and Building Division reviewers in order to complete your review. Additional plans and details are optional, including reflected ceiling plans, lighting and power plans, mechanical equipment plans, landscaping plans and interior finish schedules and details.

# Sample Plot Plan [8 1/2 x 11]

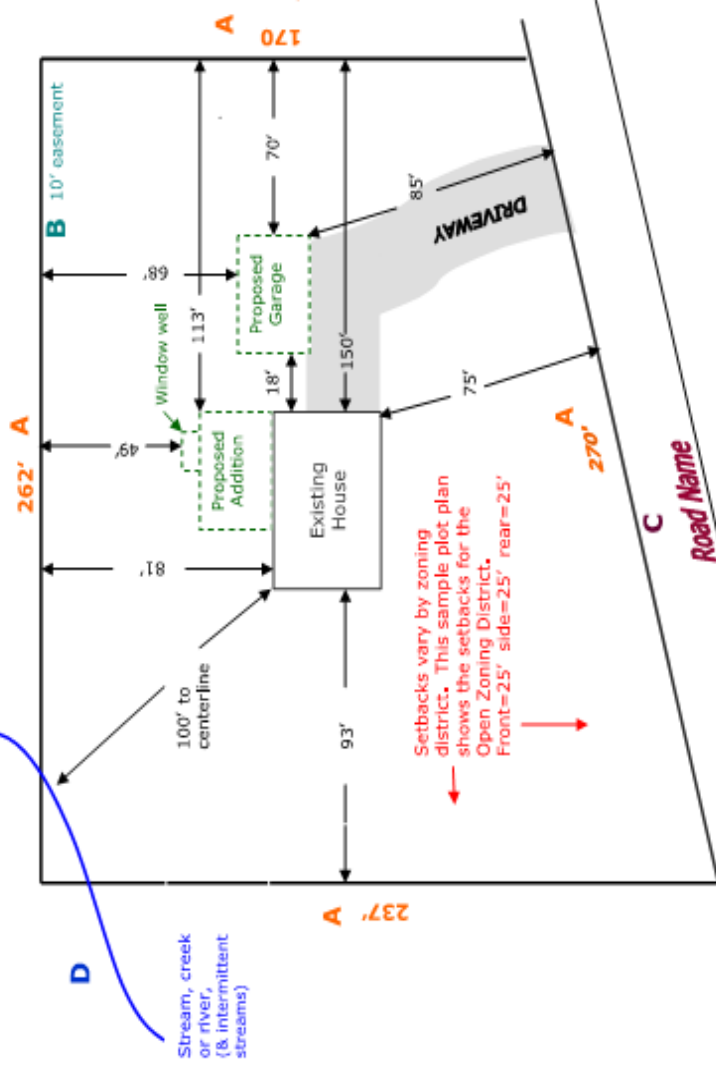
September 2009

✓ Job Site Address: 123 Any Street, Fort Collins  
 ✓ Property Owner: John & Jane Doe  
 ✓ Owner's Phone: 970-555-5555  
 ✓ Parcel No.: 97114-13-901  
 Zoning District: Open  
 Setbacks: Front=25' side=25' rear=25'

✓ Scale 1 in = 50 ft



North



## CHECKLIST

- ✓ North Arrow
  - ✓ Plot Plan Scale
  - ✓ Property Owner Info
  - ✓ Parcel No. & Zoning
  - A Property Dimensions
  - B Easements
  - C Roads and Streets
  - D Stream, Creek or River (& intermittent streams)
  - Use arrows to show distance from buildings to setbacks.
  - Existing buildings  
Use solid lines to indicate existing structures
  - Proposed buildings  
Use dotted lines to indicate proposed structures
- Note:  
This Sample Plot Plan uses color to clarify requirements.  
Your Plot Plan **does not** need to be in color.

