

**Teller County
RESIDENTIAL BASEMENT FINISH
Permit Application**



Owner Name	General Contractor License #
Mailing Address	Company Name
City State Zip	Contact
Phone Fax:()	Address
Email:	City State Zip
Parcel I.D.:	Phone () Fax: ()
Building Site Address:	Email:
Legal Description:	Sub-contractors
Zoning:	Foundation
Structure's actual Setbacks on the property:	License #
Front: Back: Side: Side:	
	Excavator
Circle characteristics of building - principal type	License #
Masonry Wood Frame Structural Steel	
Reinforced Concrete Other (specify):	Plumbing Co.
	License #
# of Bedrooms # of Stories	Mechanical Co.
UTILITIES: Electric Co,	License #
Overhead Underground	
Water: Community or well permit #	Electrical Co.
Cistern	License #
Gas: Natural Propane	
Sewer: Letter from provider or septic permit #	Framing Co.
Current Unfinished Basement Square Footage	License #
Unfinished Basement Sq. Ft.	
	Out Gas
Proposed Finished Basement Square Footage	License #
Finished Basement Sq. Ft.	
	In Gas
	License #
Number of Woodstoves/Fireplaces	Fireplace Installer
	License #

ORIGINAL SIGNATURES: I, the undersigned, do hereby agree to conform to all requirements of the Teller County Building Code, all other applicable code and statutes for construction, and all zoning and other ordinances relating to building and construction within this jurisdiction. By signing below, I (we) certify that the information provided on this application is correct, true, and accurate to the best of my (our) knowledge.

Owner Signatures: (All Owners listed on Deed must sign application)

Owner's Signature: _____ Print Owner's Name: _____
 Owner's Signature: _____ Print Owner's Name: _____
 Owner's Signature: _____ Print Owner's Name: _____

General Contractor's Signature: _____
 Print General Contractor's Name: _____

MINIMUM SUBMITTAL CHECKLIST FOR BASEMENT FINISH

Submitted date: _____

Staff initials: _____

In order to better serve applicants and expedite the plan review process, the information listed below is the minimum information required at submittal for basement finishes. Basement finishes shall not result in an increase of the "footprint" of the existing structure. Failure to provide any of the following material that is deemed to be applicable to your project will be cause to refuse the submittal at this time.

<u>Applicant</u>	<u>Incomplete submittals will not be taken in for review.</u>	<u>Staff use only</u>
Provided/ NA		Accepted Y/N
<input type="checkbox"/>	1. <u>Two plot/site plans</u> meeting the requirements of separate site plan as outlined in the planning department site plan review packet. (This shall be required if there is any change to the building footprint or additional square footage is added.)	<input type="checkbox"/>
<input type="checkbox"/>	2. <u>Driveway Information.</u> Provide a copy of the driveway permit, a driveway permit application, or indicate if the project is within the City limits of Woodland Park/Victor.	<input type="checkbox"/>
<input type="checkbox"/>	3. <u>Septic Information.</u> Provide a copy of the septic permit, a septic permit application, or a copy of sewer tap receipt.	<input type="checkbox"/>
<input type="checkbox"/>	4. <u>City limits.</u> City approval is required for properties located in the City of Woodland Park and Victor.	<input type="checkbox"/>

Two complete sets of legible building plans are required. These drawings shall be dimensioned and drawn to scale. All drawings shall show conformance to all applicable local and state building codes. Ensure that plans bear the wet stamp of an architect or engineer when required.

<input type="checkbox"/>	5. <u>Additional bedrooms</u> require verification that the septic system is sized correctly.	<input type="checkbox"/>
<input type="checkbox"/>	6. <u>Floor plans.</u> Show all dimensions, room identification, window size and type, location of smoke detectors, co detectors, water heaters, furnaces, ventilation fans, plumbing fixtures, balconies and decks, location and construction details for stairs and handrails, etc. Clearly indicate on the plans the size of all exterior and load bearing headers. Include the type and fuel source of all heating appliances to include water heaters, furnaces, etc. PROVIDE SEPARATE FLOORPLANS ("BEFORE AND AFTER") FOR THE BASEMENT. INCLUDE ONE FLOORPLAN SHOWING THE HOUSE AS IT EXISTS, AND A SEPARATE FLOORPLAN SHOWING ALL PROPOSED CHANGES.	<input type="checkbox"/>
<input type="checkbox"/>	7. <u>Egress requirements.</u> Clearly indicate the size, location, and clear opening dimensions of all required egress windows. Clearly label the size of egress window wells.	<input type="checkbox"/>
<input type="checkbox"/>	8. <u>Cross section details.</u> Show size and spacing for all framing members such as floor beams, headers, joists, sub floor, wall/roof construction. More than one cross section may be required to clearly portray construction. Show details of all wall and roof sheathing, roofing materials, roof slope, ceiling height, siding material, footings, foundation, stairs, fireplace construction, thermal insulation (as applicable.)	<input type="checkbox"/>
<input type="checkbox"/>	9. <u>Address all structural loads.</u> If any load bearing structural elements are to be altered, removed, or added; clearly identify on the plans how these loads are to be transferred to the foundation. Depending on the level of structural changes proposed, engineering may be required. Any cuts or notches to engineered wood products to include (but not limited to) TJI's, BCI's, trusses, Glulams, LVL's, and Microlams require engineering. All engineered plans are required to be signed and stamped by a licensed architect or engineer.	<input type="checkbox"/>
<input type="checkbox"/>	10. <u>Energy code compliance.</u> Clearly identify all proposed insulation values in accordance with the current energy code.	<input type="checkbox"/>

<input type="checkbox"/>	11. <u>Map of directions</u> to the property from the nearest city.	<input type="checkbox"/>
<input type="checkbox"/>	12. <u>Locked gate.</u> If the property is behind a locked gate, please provide a key or combination: _____	<input type="checkbox"/>
<input type="checkbox"/>	13. <u>Owner signatures.</u> Provide signatures from all property owner(s) as listed on deed.	<input type="checkbox"/>

<input type="checkbox"/>	14. <u>NON-REFUNDABLE APPLICATION FEES AS FOLLOWS:</u>	<input type="checkbox"/>
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Residential basement finish:

\$50.00

MINIMUM BUILDING PLAN SUBMITTAL FOR RESIDENTIAL BASEMENT FINISHES:

FINISHES:

THIS LIST REPRESENTS MINIMUM BUILDING PLAN SUBMITTAL REQUIREMENTS. DEPENDING ON THE SCOPE OF WORK AND TYPE OF CONSTRUCTION, OTHER ITEMS MAY BE REQUIRED. **THE REQUIREMENTS LISTED BELOW DO NOT NECESSARILY APPLY TO ALL RESIDENTIAL BASEMENT FINISHES.**

FLOOR PLANS

- **Provide separate floor plans (before and after) for the basement. Include one floor plan showing the house as it exists, and a separate floor plan showing all proposed changes.**
- Provide a written scope of work that clearly identifies all proposed elements of the basement finish.
- Complete dimensioned floor plans for the basement.
- **Clearly distinguish between finished and unfinished space.**
- Ensure floor plans include all interior dimensions. Indicate the square footage for the finished space.
- Clearly indicate the total square footage of the basement.
- Clearly label the use of each room.
- Indicate the dimensions of all hallways, stairs, and landings.
- **Clearly distinguish between proposed and existing construction.**
- Identify the location, size, and type of all windows and doors.
- Clearly label all required egress windows and provide the clear opening dimensions.
- Show the location and dimensions of all window wells.
- Indicate the location of all required smoke detectors and carbon monoxide detectors.
- Indicate the location of all safety glass, where required.
- Show the type and location of all mechanical equipment to include furnaces, boilers, water heaters, etc.
- Show the type and location of all fireplaces and stoves.

- Include the location of all plumbing fixtures and ventilation fans.
- Clearly indicate the size of all new exterior and load bearing headers.

CONSTRUCTION DETAILS

- **Provide construction details showing the following items as applicable to your project:**
 - Type, size, and spacing of wall studs.
 - Clear ceiling height of the basement at all locations.
 - Interior wall and ceiling materials.
 - Insulation method and R-value for all walls, floors, and ceilings.
 - Stair construction to include rise/run dimensions, handrails, guardrails, head clearance, landings, stringer connection detail, and fire protection on underside.
 - Fire protection under stairs as required.
- **Ensure that all cross sections and construction details are clearly referenced on the corresponding floor plan.**
- Indicate the location and connection method of all floating walls.

ADDRESS ALL STRUCTURAL LOADS

- If any load bearing structural elements are to be altered, removed, or added; clearly identify on the plans how these loads are to be transferred to the foundation. Depending on the level of structural changes proposed, engineering may be required. Any cuts or notches to engineered wood products to include (but not limited to) TJI's, BCI's, trusses, Glulams, LVL's and Microlams require engineering. All engineered plans are required to be signed and stamped by a Colorado State Licensed Engineer.

Contact the Colorado Department of Health and Environment (303-692-3100) for instructions prior to any demolition or renovation. A written response from CDPHE shall be required to be submitted prior to issuance of permit.