

**Teller County
RESIDENTIAL ADDITION
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 #	Roofing Co.
New Addition Square Footage	License #
Unfinished Basement Sq. Ft.	
Finished Basement Sq. Ft.	Framing Co.
Ground Floor Sq. Ft.	License #
Second Floor Sq. Ft.	
Third Floor Sq. Ft.	Out Gas
Garage Sq. Ft.	License #
Other Sq. Ft.	
Total Sq. Ft.	In Gas
Number of Decks	License #
Deck Sq. Ft.	Fireplace Installer
Number of Woodstoves/Fireplaces	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 RESIDENTIAL ADDITIONS

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

<u>Applicant</u>	<u>Incomplete submittals will not be taken in for review.</u>	<u>Staff use only</u>
<u>Provided/ NA</u>		<u>Accepted Y/N</u>
<input type="checkbox"/>	<u>1. Two plot/site plans</u> meeting the requirements of separate site plan as outlined in the planning department site plan review packet.	<input type="checkbox"/>
<input type="checkbox"/>	<u>2. 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"/>	<u>3. 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"/>	<u>4. City limits.</u> City approval is required for properties located in the City of Woodland Park and Victor.	<input type="checkbox"/>
<u>Two complete sets of legible building plans are required. CLEARLY LABEL ALL NEW AND EXISTING CONSTRUCTION ON EACH APPLICABLE PLAN SHEET. 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.</u>		
<input type="checkbox"/>	<u>5. Additional bedrooms</u> require verification that the septic system is sized correctly.	<input type="checkbox"/>
<input type="checkbox"/>	<u>6. Two sets of site specific soils reports</u> dated within the last 12 months. One must be an original. A stamped original open hole report must be received prior to concrete placement if required by the soils engineer.	<input type="checkbox"/>
<input type="checkbox"/>	<u>7. Foundation plan.</u> All foundations require engineering. Clearly show dimensions, indicate required anchor bolt dimensions and spacing, any hold-downs, expanded footings, connection details, vent size and locations, location of crawl space access, and transition from one foundation dimension to another if different dimensions are proposed. Include cross sections of all footings, stemwalls, basement walls, and piers clearly showing all reinforcement specifications.	<input type="checkbox"/>
<input type="checkbox"/>	<u>8. Elevation views.</u> Provide elevations for all sides of building. Exterior elevations must reflect the actual grade.	<input type="checkbox"/>
<input type="checkbox"/>	<u>9. 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 headers. Include the type and fuel source of all heating appliances to include water heaters, furnaces, etc.	<input type="checkbox"/>
<input type="checkbox"/>	<u>10. 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 etc. <u>Provide construction details illustrating attachment of new construction to existing.</u>	<input type="checkbox"/>
<input type="checkbox"/>	<u>11. Floor framing plans</u> are required for all floor assemblies. Plans shall indicate member sizing, spacing, and bearing locations. All engineered floor systems are required to be signed and stamped by a licensed architect or engineer.	<input type="checkbox"/>
<input type="checkbox"/>	<u>12. Roof framing plans</u> are required for all roof assemblies. Plans shall indicate member sizing, spacing and bearing locations. Show location of attic ventilation and size and location of attic access. All trusses require site specific engineered truss details and a corresponding truss layout from the manufacturer. This truss layout shall be in addition to the required roof framing plan. Clearly identify on the framing plan how new roof will connect to the existing structure.	<input type="checkbox"/>
<input type="checkbox"/>	<u>13. Energy code compliance.</u> Clearly identify all proposed insulation values in accordance with the current energy code.	<input type="checkbox"/>
<input type="checkbox"/>	<u>14. Map of directions</u> to the property from the nearest city.	<input type="checkbox"/>
<input type="checkbox"/>	<u>15. Locked gate.</u> If the property is behind a locked gate, please provide a key or combination: _____	<input type="checkbox"/>
<input type="checkbox"/>	<u>16. Owner signatures.</u> Provide signatures from all property owner(s) as listed on deed.	<input type="checkbox"/>
<input type="checkbox"/>	<u>17. NON-REFUNDABLE APPLICATION FEES AS FOLLOWS:</u>	<input type="checkbox"/>
	Additions less than 2,000 square feet: \$150.00	
	Additions between 2,001 and 3,000 square feet: \$350.00	
	Additions over 3,001 square feet: \$500.00	

MINIMUM BUILDING PLAN SUBMITTAL FOR RESIDENTIAL ADDITIONS:

THIS LIST REPRESENTS MINIMUM BUILDING PLAN SUBMITTAL REQUIREMENTS. DEPENDING ON THE SCOPE OF WORK AND TYPE OF CONSTRUCTION, OTHER ITEMS MAY BE REQUIRED.

SOILS REPORT

- Site specific soils reports are required for all new submittals.
- Soils reports are required to bear the wet stamp and original signature of a State of Colorado Licensed Engineer and must be dated within the last 12 months.
- Soils reports shall clearly identify the soil bearing pressure of the site and whether or not an open hole inspection shall be required.

FOUNDATION PLAN

- Signed and wet-stamped engineered foundation plans are required for all submittals. Engineering must be performed by A Colorado Licensed Engineer or Architect.
- All architectural plans, cross sections, and details must match the engineered foundation plan. If conflicts exist between engineering and architectural drawings, the building plans will not be accepted.
- Clearly distinguish between proposed and existing construction.
- Ensure all plans are clearly dimensioned and drawn to scale.
- Ensure that the foundation plans includes the location, size, and specifications for all piers supporting proposed exterior decks.
- Provide dimensioned, cross section details of all footings, piers, buttresses, retaining walls, and spread footings. Include all proposed reinforcement location. Include the location of footing drains, insulation, and details of the proposed connection of floor systems. Reference all details on the corresponding full-sized foundation plan. Engineering letters will not be accepted in lieu of dimensioned construction drawings.
- Clearly identify the size and spacing of all anchor bolts and hold-downs.
- Identify the location and size of all required foundation vents.
- Identify the size and location of all proposed beam pockets.
- Include any required footings for fireplaces.

ELEVATION VIEWS

- Provide dimensioned elevation drawings for all sides of building.
- All elevation views shall be drawn to scale.
- Indicate the finished grade.
- Provide floor and plate heights.
- Identify the roof slope or pitch.
- Indicate what type of roof material is to be used.
- Indicate exterior finish (wood, stucco, brick, etc.)
- Show the location of all exterior doors and windows.
- Indicate chimney heights & distance to roof.
- Indicate how the required attic ventilation will be met.
- Clearly distinguish between proposed and existing construction.

FLOOR PLANS

- Complete dimensioned architectural floor plans for each level (including basements and exterior decks/balconies) are required. All floor plans shall be drawn to scale.
- Ensure floor plans include all interior dimensions.
- Clearly indicate the total square footage of every level.
- Clearly label the use of each room.
- Indicate the dimensions of all hallways, stairs, and landings.
- Clearly distinguish between finished and unfinished space.
- 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.
- Identify the location and dimensions of required attic and crawl space access points.
- 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.
- Clearly label the location of all exterior and interior shear walls.

- Identify the location of all significant point loads on every level.

CONSTRUCTION DETAILS / CROSS SECTIONS

- A minimum of one dimensioned cross section taken through the entire structure shall be provided. More than one cross section may be required to clearly portray construction. Cross sections shall clearly show the following items:
 - Finish grades.
 - Foundation detail with floor/wall connection.
 - Type, size, and spacing of wall studs.
 - Number of top and bottom plates.
 - Elevation of each level.
 - Interior / exterior wall, ceiling, floor, and roof materials.
 - Insulation method and R-value for all walls, floors, ceilings.
 - Attachment of wall to roof system.
 - Stair construction to include rise/run dimensions, handrails, guardrails, head clearance, landings, stringer connection detail, and fire protection on underside.
 - Fire protection between any garage and habitable space.
- Ensure that all cross sections and construction details are clearly referenced on the corresponding floor plan.
- Include all attachment details of new to existing construction.
- Any wall over 10 feet tall requires an engineered framing detail.
- Ensure that all cross section details match all accompanying engineering plans, details, and notes. If any discrepancies exist between engineering and architectural sheets, the building plans will not be accepted.

FLOOR FRAMING PLANS

- Provide a complete dimensioned, scaled structural plan for each floor (including decks) that clearly identifies the following items:
 - Floor framing material (dimensioned lumber or engineered joists.)
 - Floor joists size, type and spacing.
 - Post, beam, and header size and locations.
 - Location of all internal bearing walls.
 - Locations of all significant point loads.
 - Number of trim & king studs for beams and headers.
 - Hanger and tie down type and location.
 - Location of required blocking.
 - Clearly distinguish between proposed and existing construction.

All floor systems utilizing engineered wood or steel products shall require the wet stamp and signature of a Colorado State Licensed Engineer or Architect.

ROOF FRAMING PLANS

- Provide a complete dimensioned, scaled structural plan that clearly identifies the following items:
 - Roof framing material (dimensioned lumber rafters, engineered rafters, or engineered trusses.)
 - Rafter size, type and spacing.
 - Manufactured truss type and spacing.
 - Over-framing shall be shaded on the plans and the method of construction shall be identified.
 - Post, beam, and header size and locations.
 - Locations of all significant point loads.
 - Number of trim & king studs for beams and headers.
 - Hanger and tie down type and location.
 - Location of required blocking.
 - Identify the type and location of attic ventilation.
 - Clearly distinguish between proposed and existing construction.

If engineered wood trusses are used, provide the following site specific information: (Note - Truss manufacturer layouts are not accepted in lieu of full sized framing plans.)

- Details of each truss component produced by the manufacturer.
- Label all trusses on the roof framing plan with numbers/letters corresponding to truss details.
- Label all girder trusses with the number of plies.
- Ensure all mechanical equipment to be located in attic is addressed in the truss engineering.
- Verify that all significant uplift loads have been addressed.

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.