



**COMMUNITY DEVELOPMENT SERVICES DIVISION
RESIDENTIAL BASEMENT FINISH**

800 Research Dr., Ste. 100 • Woodland Park, CO 80866 • P: 719-687-3048 • Email: cdsd@co.teller.co.us

Owner Name: _____

Mailing Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Parcel ID: _____ Zoning: _____

Building Site Address: _____

Legal Description: _____

BUILDING AREA: Current Unfinished Basement Sq. Ft. _____

Proposed Finished Basement Sq. Ft. _____ Finished Basement Sq. Ft. _____

Number of Woodstoves/Fireplaces _____ **GRAND TOTAL** _____

General Contractor Company: _____ License # _____

Contact Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Sub-contractors:

Plumbing _____ Mechanical _____

Electrical _____ Roofing _____

Framing _____ Outside Gas _____

Inside Gas _____ Fireplace Installer _____

Original Signatures: I, the undersigned do hereby agree to conform to all requirements of Teller County Building code, all other applicable code and statues 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.

Owners Signature(s)

Print _____ Signature _____ Date _____

Print _____ Signature _____ Date _____

General Contractors Signature

Print _____ Signature _____ Date _____

Incomplete application will not be accepted.

MINIMUM SUBMITTAL CHECKLIST FOR RESIDENTIAL BASEMENT FINISH

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 basement finish plan review. 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.

Applicant
Provided/NA

INCOMPLETE SUBMITTALS WILL NOT BE TAKEN IN FOR REVIEW.

Staff Use
Accepted

- 1. Driveway information.** Provide a copy of the driveway permit, a driveway permit application.
- 2. Septic Information.** Provide a copy of the septic permit, a septic permit application, or a copy of sewer tap receipt.

Plans for new residential projects shall be a minimum of 18" x 24", printed, in order, and stapled together. Plans drawn in pencil will NOT be accepted for submittal. 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. (When a Colorado Architect or Engineer stamped is required it must be an original seal and signature dated and must appear on each sheet of design drawings and all other documents submitted. The project address must appear on each sheet. Only one set is required if submitted electronically.

The following items are only an overview, please see attached sheet for Minimum Building Plan Submittal Requirements.

- 3. Floor plans.** 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.
- 4. Cross section details.** 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 framing details of all wall and roof sheathing, roofing materials, roof slope, ceiling height, siding material, footings, foundation, stairs, fireplace construction, thermal insulation etc. A typical wall section should note all pertinent information and extend from foundation to roof.
- 5. Floor framing plans** 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.
- 6. Energy code compliance.** Energy compliance with the 2009 Energy Code (IECC), Chapter 4 or 2009 Residential Code (IRC), Chapter 11, Sec N1101. Full compliance is required for residential buildings based on the prescribed methods listed.
- 7. Map of directions.** to the property from the nearest city.
- 8. Locked gate.** If the property is behind a locked gate, please provide a key or combination: _____
- 9. Owner Signatures.** Provide signatures from all property owner(s) as listed on deed.

NON-REFUNDABLE APPLICATION FEES AS FOLLOWS

New residential less than 500 square feet: \$100.00
New residential between 501 and 1,500 square feet: \$150.00
New residential over 1,501 square feet: \$200.00

MINIMUM BUILDING PLAN SUBMITTAL FOR RESIDENTIAL BASEMENT 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.
- Clearly label the use of each room.
- Indicate the dimensions of all hallways, stairs, and landings.
- 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.

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.