



## Residential

### New Single-Family Submittal Requirements

In order to start your review, following is required to be submitted:

1. **Proof of Ownership.** Recorded deed or another document stating who owns the parcel.
2. **Agent affidavit.** If you are not the owner and are working on behalf of the owner, documentation must be provided stating that you have permission and authority to apply for permits and do work on the property.
3. **Site/Plot Plan.** Provide a plot plan that shows the following information:  
(Note: An ILC will be required to be submitted prior to the issuance of a CO)
  - a. PROPOSED BUILDING LOCATION ON PROPERTY
  - b. DISTANCES BETWEEN EACH LOT/PROPERTY LINE TO PROPOSED BUILDING
  - c. ALL UTILITY LOCATIONS/SETBACKS
  - d. DISTANCES BETWEEN PROPOSED BUILDING AND ANY EXISTING STRUCTURES
  - e. IDENTIFY THE STREET ROAD
  - f. DRIVEWAY LOCATION WITH LENGTH AND WIDTH
  - g. NORTH ARROW
4. **Site Grading Plan.** Site grading must match the overall development plan for the lot and subdivision. A site grading cert from the engineer will be required to be submitted prior to the issuance of a CO.
5. **Architectural Plans.** Provide the following drawings:
  - a. WALL SECTIONS
  - b. FLOOR PLAN



- c. TRUSS LAYOUT AND FLOOR JOIST LAYOUT.
  - d. ELEVATIONS (if applicable)
  - e. DOOR/WINDOW/CABINET LAYOUT
  - f. APPLIANCE AND FIXTURE LOCATIONS
  - g. INSULATION R-VALUES AND WINDOW U-VALUES
6. **Engineered Foundation** and other structural drawings. The State of Colorado requires that all residential foundations be designed by an engineer and referencing the soils report. Provide any addition structural plans such as floor joist layout and truss layout. Show all point loads carried to foundation.
7. **Energy Code** Compliance Documents. The energy code allows different paths to obtain compliance with adopted energy code. Provide the design and supporting documents for the path you have chosen. This could be the prescriptive path, ResCheck or alternative design such as an ERI or HERS. If you intend to go the prescriptive path you must include all details from the energy code on the plans.
8. **Manual J, S, D.** Provide the Manual J calculation along with the supporting Manual S and D for the HVAC design.
9. **Soils Report** and Open Hole letter. A soils investigation must be completed for each lot that is proposed to be built on. An open hole letter is required prior to pouring the foundation to validate soils conditions.

If you have any questions regarding any of the above listed items, please contact the building department at 970-305-3161 or by email at [email@procodeinc.net](mailto:email@procodeinc.net)

**ProCode**

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