



## RESIDENTIAL BUILDING PERMIT CHECKLIST

- Building Permit Application
- Copy of the recorded deed
- Two Plot Plans which include the following: Property Address, North Arrow and Scale, Lot Dimensions, All projections (stairs, balconies, decks, cantilevers), distance from proposed structure to property lines and existing structures, what surrounds the property (street names, ditches, lakes, railroads)
- Two sets of the following:
  - Architectural/Floor Plans – to include elevations, sectional views, framing plans for walls, floor, roof, decks, covered patios. If engineered trusses are used provide truss sheets either at plan submittal or framing inspection.
  - Engineered stamped foundation plan – for new residential single-family dwellings and duplexes. Stamped plans should be accompanied by a soils report or the design engineer must designate the soil bearing pressure used in their design.
  - Foundation drawing for detached accessory buildings and additions. A patio cover may be installed on a 3 ½" concrete slab if the columns do not support live and dead loads in excess of 750 pounds per column.
  - Manual J and D compliance documentation (for new construction- Mechanical)
  - Show compliance to the energy doe by including a res-check or details showing the prescriptive method.
- Mechanical Permit Application – if required
- Address application – if required
- Sewer and Water tap application (or County OWTS approval for septic when applicable)

### **Permits or Agreements that MAY be required:**

- Excavation Permit
- County On-Site Wastewater Treatment System (OWTS)
- Floodplain Permit
- Curb, Gutter and Sidewalk installed or postponement agreement signed

### **Fees required at application:**

- Plan Review

### **Fees required at issuance of permit:**

- Building Permit Fee
- Water and Sewer Tap Fees
- Mechanical Permit Fees – At time of mechanical permit application

### **Additional Information:**

**Building Inspector:** 970-874-7909

**Plumbing Permits** are issued by the State Plumbing Board – inspections are completed by the State Plumbing Inspector

**Before You Dig:** call 811 for locates