



BUILDING PERMIT APPLICATION CHECKLIST: NEW CONSTRUCTION

All building permit applications are submitted online at <https://us.cloudpermit.com/login>. A short tutorial video is available: [Cloudpermit Video](#)

The applicant must be the property owner or a County-registered contractor.

BUILDING PERMIT REQUIREMENTS:

Plan Submittal Packet – The following must be complete & legible

- **Plot/Site Plan**
 - **North Arrow and Scale (1"=20' or 1"=40' preferred).**
 - **Property Lines** – All property lines with dimensions shall be on the site plan. Include party-wall if structure is a duplex/townhome.
 - **Setbacks** – Include all setbacks, building envelope(s), all applicable easements, including utility with dimensions. A surveyed setback verification will be required if proposed structure is within three (3) feet of any minimum setback requirements or if the property has a building envelope.
 - **Structures** - Clearly label location of all existing & proposed structures (all garages, pole barns, sheds, decks & patios). Dimensions are required.
 - **Topographic**- Include existing and proposed contour lines at two (2) foot contour intervals minimum when structure is within three (3) feet of height limits.
 - **Driveway** – Include slope (first 50 feet meets county grade standard of 5% or less), culverts, adjacent streets and dimensions.
 - **Water Features** – All water features shall be included on site plan, including streams, wetlands, ponds, ditches, etc. Minimum water quality setback is 30 feet from proposed buildings/structures to the high water mark.
 - **Well, septic tanks & leach fields** - (proposed and existing including adjacent properties) shall be mapped and dimensioned on site plan.

- **Architectural Plans** shall be to scale 1/4" = 1'-0" minimum.
 - **Foundation Plan** - Include piers at any decks, porches or exterior stairs.
 - **Floor Plans for Each Level** – Include all dimensions with the drawing and scale noted. Clearly show door swing, plumbing fixture placement, interior stairways, all exterior decks, landings, stairways, patios and paved surfaces. Window sizes and types noted on floor plan and elevations. Alternatively provide door/window schedule (window operation, safety glazing and U-factor).
 - **Room Labels** – Clearly label each room & use of space.
 - **Mechanical Equipment** – Show location and type of all mechanical equipment.
 - **Attic & Crawlspace** – Include proposed method of natural or mechanical ventilation.
 - **Fireplaces/Wood Stoves** – Label as gas or wood burning. Include model number & specifications.
 - **Roof Plan** - Include roof slope, materials and snow stops where required.

- **Exterior Elevations** – Include proposed exterior grade at the face of building. The building elevations should correctly show the finished grade (including the lowest grade) ten (10) feet out from the building.
 - **Details** as needed including:
 - **Stair Section** – Show cross section, details of rise/run, handrails, guardrails, landings & headroom clearance(s). Note winder stairs have special requirements.
 - **Guardrail** details for stairs, decks and any raised surfaces over 30” above grade.
 - **Building Section(s)** - Show foundation through roof including footing, foundation and insulation proposed for foundation, walls, and attic/roof.
- **Structural Plans** – Plans shall be to scale 1/4”=1’ minimum. Design criteria should include wind load & exposure, roof and deck dead loads & live (snow loads), floor live loads and dead loads, and assumed soil bearing capacities complying with soils reports when required.
 - **Foundation Plan** - Include deck piers, pads and intermediate footings.
 - **Foundation Details** - Include footing/foundation/pier depths, dimensions, reinforcement details and special conditions.
 - **Floor Framing Plans** - (all floor levels) – Show type (solid lumber or truss/I-joist) size, spacing, species & grade of lumber for joists, beams, posts, columns, built-up studs and materials to be used for floor framing system. All beam and header sizes, connectors, fasteners & bolting sizes shall be noted on the plans.
 - **Deck Framing Plans** - Show spacing, species & grade of lumber for joists, beams, posts, ledgers & decking. Show details of post to beam connections showing proper bearing & connections including ledger connection & tension anchors to building.
 - **Roof Framing Plan**– Show size, spacing, species and grade of lumber for rafters, trusses, beams, columns, posts or built up studs.
 - **Structural Details** as required.
 - **Truss Design & Layout** – If trusses are to be manufactured, the engineered design and layout are required prior to issuing permit.

The above are the minimum drawing requirements for review of your plans. Additional information may be requested by the Planning & Zoning and Building Division reviewers in order to complete your review.

When applying to build a **new home**, please be aware that proof of legal water & legal sanitation will be verified during the review process.

If the source of water is a well, the application for the well permit should be started with the State of Colorado (<https://dwr.colorado.gov/>) prior to submitting your building permit application. If the source of water is a water district, the proof of tap fees paid will be verified through the permitting software.

If the source of sanitation is an on-site wastewater treatment system (OWTS), proof of an existing OWTS/septic system will be required. Alternatively, a **separate** OWTS permit application will need to be submitted. An engineered design and a signed & notarized [Declaration of Covenants](#) will be required. If the source of sanitation is a sanitation district, the proof of tap fees paid will be verified through the permitting software.

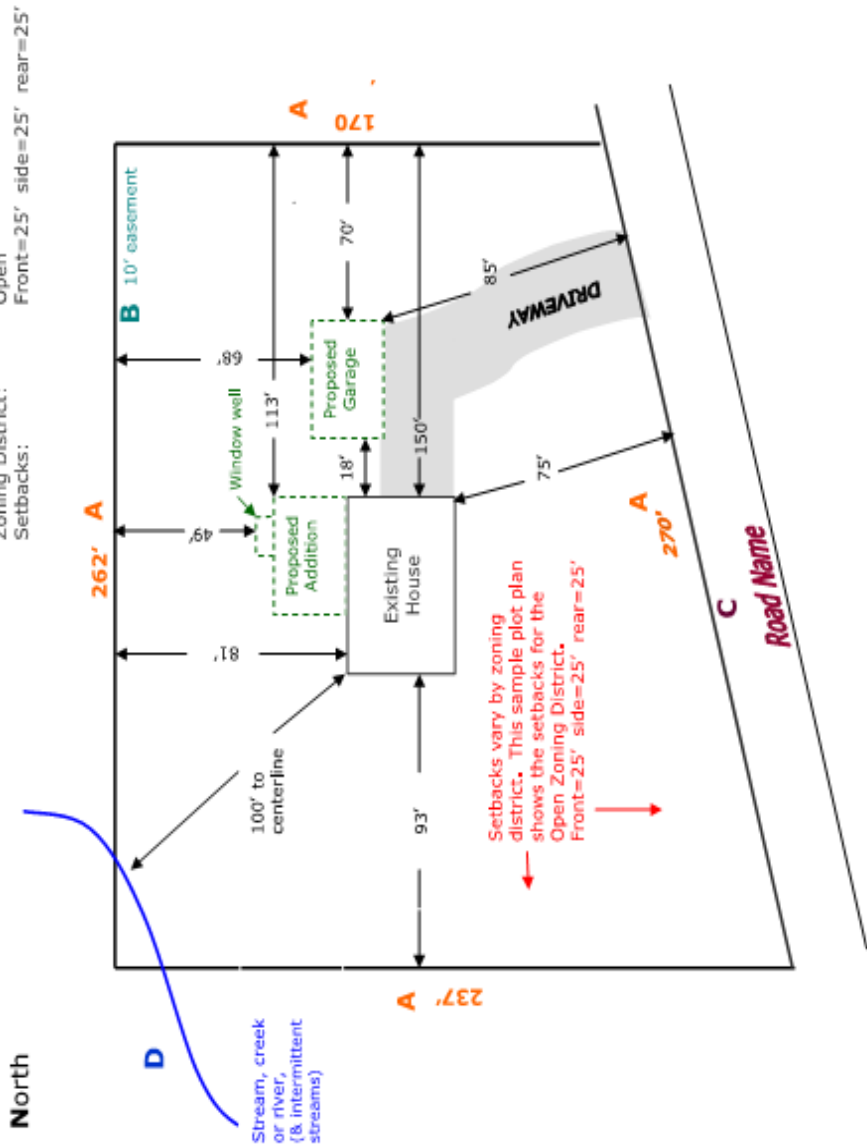
Proof of any required fire impact fee payments and/or driveway permits will also be verified through the permitting software.

Sample Plot Plan [8 1/2 x 11]

September 2009

- ✓  **North**
- ✓ **Scale 1 in = 50 ft**
- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Job Site Address: 123 Any Street, Fort Collins ✓ Property Owner: John & Jane Doe ✓ Owner's Phone: 970-555-5555 | <ul style="list-style-type: none"> ✓ Parcel No.: 97114-13-901 ✓ Zoning District: Open ✓ Setbacks: Front=25' side=25' rear=25' |
|--|--|

100' to centerline



Setbacks vary by zoning district. This sample plot plan shows the setbacks for the Open Zoning District. Front=25' side=25' rear=25'

CHECKLIST

- ✓ North Arrow
 - ✓ Plot Plan Scale
 - ✓ Property Owner Info
 - ✓ Parcel No. & Zoning
 - A** Property Dimensions
 - B** Easements
 - C** Roads and Streets
 - D** Stream, Creek or River (& intermittent streams)
 - Use arrows to show distance from buildings to setbacks.
 - Existing buildings
 - Use solid lines to indicate existing structures
 - Proposed buildings
 - Use dotted lines to indicate **proposed** structures
- Note:
 This Sample Plot Plan uses color to clarify requirements.
 Your Plot Plan **does not** need to be in color.

