

City and County of Broomfield Building Division  
**NEW SINGLE FAMILY DWELLING PERMIT SUBMITTAL SHEET**

~ This completed sheet shall be submitted with EVERY permit application for a new home ~

Submitted	Approved	Address:		Builder:
		Lot:	Block:	Subdivision:
		Model:	Elevation:	Enhanced Elevation:    Left            Right            Rear
		Color Scheme:	Body color:	Trim Color:
		Stone or Brick Color:	Stucco Color:	Garage Color:
		Siding Type:	Roof Type:	Roof Color:

**Hard Copy Submittals**

		Permit application - fully completed	For all homes
		Water & sewer license application	For all homes
		Individual Sewage Disposal System Approval From Health Dept.	For homes on private sewage disposal systems (septic)
		Fire Department Access approval from North Metro Fire Rescue District	For large lots with: front setback + house depth + 1/2 house width > 150'width
		SEF (Service Expansion Fee) acknowledgement form	For all homes
		Soils Report (1 stamped site-specific copy)	For all homes
		Grading/drainage plan (2 sets, 1 returned for jobsite) <b>SEPARATE FROM PLOT PLAN!!</b> Accurately scaled on 8 1/2" x 14" paper (11" x 17" max for estate size lots).	For all homes
		Plot plan (2 sets, 1 returned for jobsite) <b>SEPARATE FROM GRADING PLAN!!</b> Show and dimension all eaves, cantilevers, overhangs, and window wells. Scaled, on 8 1/2" x 14" paper, 11" x 17" max for estate size lots.	For all homes
		Foundation plans (2 stamped sets, 1 to be returned for jobsite)	For all homes
		Architectural Plans (2 complete sets, 1 to be returned for jobsite)	For first model or custom homes
		Struct/framing/shear wall plans - stamped (2 sets, 1 to be returned for jobsite)	For first model or custom homes
		<b>(ASBUILT Manual JDS required 2 weeks PRIOR to frame inspection for review and approval).</b>	<b>For first model or custom homes</b>

**Files on CD or Flash Drive - Documents to be 9 Mb max file size; label part 1, 2, 3, etc. if split.**

	Site Specific Items	Named	Description
	Permit application	Address-application.pdf	Scanned with signatures
	Water & sewer license app	Address-app-WaterSewer	Scanned with signatures
	Grading/drainage plan	Address-gradeplan.pdf	For all homes
	Plot plan	Address-plotplan.pdf	For all homes
	Soils report	Address-soils.pdf	For all homes
	Foundation plan	Address-foundation.pdf	Stamped by Engineer for all homes
	Model Specific Items	Named	Description
	Architectural Plans - master/custom	Model-xxxx-IRC-2015-arch ( PDF or DWF )	Full set incl arch, elec, window/door info, insul, etc.
	Structural Plans - master/custom	Model-xxxx-IRC-2015-struct ( PDF or DWF )	Engineer stamped for lateral (wind) design
	Truss Plans	Model-xxxx-IRC-2015-Stamped-trusses.pdf	Truss layout plan and cut sheets - check for 2015 IRC 110 mph wind & 30 psf roof snow load
	Gas pipe diagram	Model-xxxx-gaspipe.pdf	Gas pipe sizing plan - include piping type and pressure

**Energy Compliance Documentation - PRESCRIPTIVE**

		Plans showing all compliance items	Model-xxxx-IECC-2015-energy.pdf	Show thermal envelope, insulation, fenestration, air leakage, duct insulation, and duct sealing
		Manual J and S	Model-xxxx-IECC-2015-Man-J-S.pdf	Determination of overall heat loss and equipment sizing
		Manual D	Model-xxxx-IECC-2015-Man-D.pdf	Duct sizing calc's and layouts - may be deferred submittal
		Equipment cut sheets	Model-xxxx-IECC-2015-Reqd-Equip.pdf	Furnace, air conditioner, and water heater
		REScheck calculations	Model-xxxx-IECC-2015-REScheck.pdf	If used, REScheck (trade-offs) showing overall UA meets prescriptive equivalents

**Energy Compliance Documentation - PERFORMANCE Alternative**

		Plans showing all compliance items	Model-xxxx-IECC-2015-energy.pdf	Show thermal envelope, insulation, fenestration, air leakage, duct insulation, and duct sealing
		REM/Rate analysis	Model-xxxx-IECC-2015-REMrate.pdf	REM Rate analysis showing reference house and proposed design using most recent software edition
		Manual J	Model-xxxx-IECC-2015-Man-J.pdf	May be combined into one single RESNET report showing compliance with the 2015 IECC - Manual D duct layout may be deferred submittal
		Manual D	Model-xxxx-IECC-2015-Man-D.pdf	
		Manual S	Model-xxxx-IECC-2015-Man-S.pdf	
		Equipment cut sheets	Model-xxxx-IECC-2015-Equip.pdf	Furnace, air conditioner, and water heater
	Construction Details	Named	Description	
	Tile Roofing info	Tile-roofing.pdf; ICC-ES-xxxx.pdf	ICC-ES report, installation details (battens, etc.)	
	Manufactured Stone Info	Mfd-stone.pdf; ICC-ES-xxxx.pdf	ICC-ES report, specific details if needed	
	Stucco Info	Stucco.pdf; ICC-ES-xxxx.pdf	ICC-ES report, specific details	

Yes	No	Please Check Inspections needed:	
		UFER - Concrete Encased Electrode	
		Temporary Electric Meter	
		Foundation location certificate - homes closer than 1 foot to any required setback	
		Lath - For stucco or manufactured stone veneer	
		Fire Soffit - Any part of building closer than 5 feet to property line	
		Deck - Deck or covered porch framing	
		Porch Post - Before covering connectors at top or bottom	
		Insulation - For prescriptive energy compliance or RESnet rater without agreement for Grade 1 installation	

Revised 2/24/2017