



# RESIDENTIAL ADDITION

Community & Economic Development Department

4430 South Adams County Parkway  
1st Floor, Suite W2000  
Brighton, CO 80601-8204  
PHONE 720.523.6800

**All documents must be submitted in .pdf format online through the [E-Permit Center](#)**

The following checklist has been compiled to assist in expediting the residential plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the **naming conventions in red** may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

- Narrative/Scope of Work**
- Address and Parcel number**
- Site Plan** - Showing all setbacks including well, septic tank and leach field (if applicable) – *Site-Plan.pdf*  
Must include dimensions of the structure and relationship to existing buildings and the distance to property lines.
- Engineered Foundation Plans and details** (WET STAMPED) – *Foundation-Plans.pdf*  
Must comply with frost protection requirements of section R403.1.4.1 of the 2018 IRC.
- Engineered Structural Plans and details** (WET STAMPED) – *Structural-Plans.pdf*  
Must include floor, wall, and roof assembly details
- Complete Architectural plans and details** – *Architectural-Plans.pdf*
  - Code summary, Design conditions, building height, use of new space(s), total square footage of addition and square footage of each level (if applicable), list type of fire suppression system (if applicable), location of roof drainage
  - Thermal barrier- Location and R-Value of insulation, air barriers, vapor barriers
  - Window and Door schedule- To include U factor and SHGC of windows and doors
  - Provide plans that conform to one of the three approved energy compliance paths in the 2018 IECC or the IRC. (Prescriptive, Performance, ERI)
  - Location of plumbing fixtures and type of materials, underground plumbing vent-to-roof
  - Location of fixtures, switches, smoke and carbon monoxide detectors, outlets, main panel and/or sub panel and size
- Complete Mechanical plans and details** (WET STAMPED) – *Mechanical-Plans.pdf*
  - As an alternative to stamped engineered plans; include mechanical load calculations, mechanical layout, and diagrams of duct fittings (Manual JD&S or equivalent)
- Adams County Health Department** (Septic Permits) **303.220.9200**
- Colorado Division of Water Resources** (Water Well Permits) **303.866.3581**
- Fire Department Approval may be required.** Check with your [local fire department](#). Must be submitted to County prior to permit issuance.
  - P2904 system – Adams County Building Safety Review
  - NFPA 13D system – local Fire Department Review or State of Colorado
- Erosion and Sediment Control Plan**  
(See “[Small Construction Site Sediment and Erosion Control Guidelines](#)” to prepare the plan, or contact **Adams County Engineering 720.523.6800**)

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## FEES REQUIRED AT TIME OF SUBMITTAL

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant. ([fee schedule](#))**  
*Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Aug. 2014) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.*
  - Development Review fees upon each submittal: Residential **\$40.00**.
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## CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org). Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
  - General Liability Insurance - [Requirements](#)
  - Contractor license from any Colorado municipality OR ICC Certification
  - Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)
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## APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance<sup>1</sup> = **10 business days**
- Second review and onwards = **5 business days**

**ADDITIONAL REVIEW TIMELINE** (revisions after permit issuance)<sup>2</sup>

- Initial review timeframe from application acceptance = **10 business days**
- Second review and onwards = **5 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

<sup>1</sup> Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

<sup>2</sup> An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org)

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## INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#). Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**

Missed inspections or something subject to a **\$100.00 Re-Inspection fee**