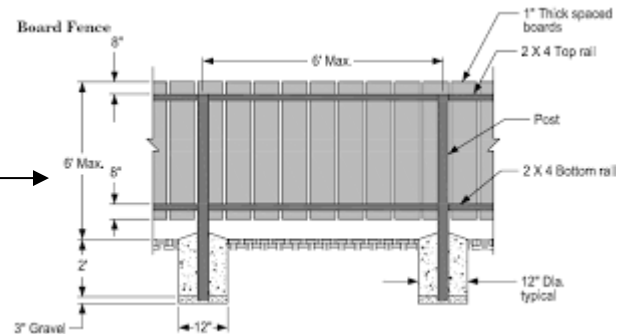


All documents must be submitted in .pdf format online through the [E-Permit Center](#)

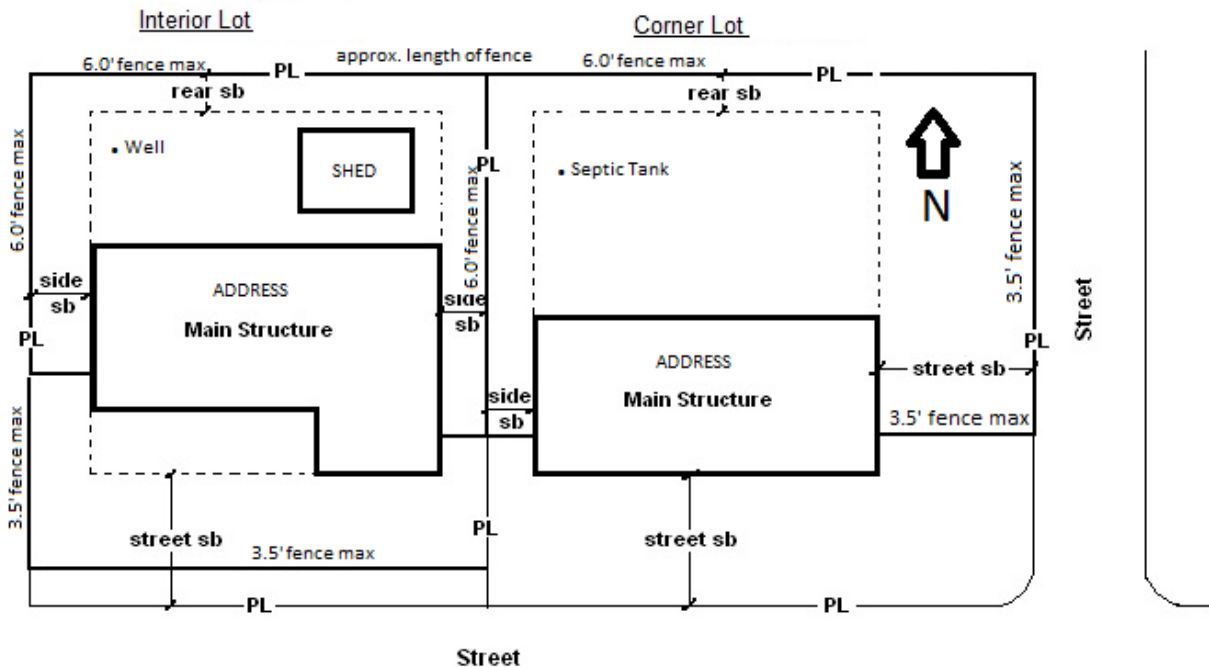
The following checklist has been compiled to assist in expediting the residential plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the **naming conventions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

- Site Plan** – Must include the following (see example at bottom of page):
 - Home location and Address
 - North Arrow
 - Existing structures on the property
 - Street name(s)
 - Location of fence (see **Fence Detail** below)
 - Length of fence (linear feet)
 - Height (indicate if varies)
 - Location of Well/Septic (if applicable)
 - Location of any known easements

- Fence Detail** – Must include the following:
 - Material and opacity of the proposed fence
 - Post depth and spacing
 - Height of fence
 - Location of gate(s) (if applicable)
 - Clearly state if electrical is being serviced



- Fire Department Approval may be required** if proposed gate is electrical and over the main access (driveway)
 - Contact your local fire authority for additional permitting. Must be submitted to County prior to permit issuance



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**.
-

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. 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)
-

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **10 business days**
- Second review and onwards = **5 business days**

ADDITIONAL REVIEW TIMELINE (revisions after permit issuance)²

- 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

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

² An Additional Plan Review must be requested through One-Stop to start a new workflow. **720.523.6800**; epermitcenter@adcogov.org

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**