Building Permit Submittal Guidelines

If you haven't done so already, you will need to create an E – Permit Center Account. Step by step instructions for creating an E – Permit Center Account are located on the Getting Started webpage.

- Log in to your E – Permit Center Account
- Click on Create an Application located in the Building Permits tile or click +New, located along the top and select Building Permit
- Read and accept the terms, click on Continue Application
- Select the building permit type and click Continue Application.
- Fill in the required permit information.

When you get to the Documents tab, you will be prompted to upload the electronic plans and supporting documents (e.g. soil report, engineering calculations, etc.) before your application is deemed complete. ***An incomplete submittal may cause delays in the application and review process or and may even result in your application being rejected.*** Please follow the submittal guidelines listed below:

Initial Submittal Documents
- All files shall be in PDF format
- Size
  - PDF files shall not exceed 100MB each and must be reduced to the smallest size available to provide quick access to the files.

    Example: Within Acrobat 11 Pro, select "Save As Other" then "Optimized PDF", settings "Mobile" with a "Make compatible with: **Acrobat 10.0 or later**."

  - If any file should exceed the 100MB maximum, please contact the Development Services Team at 720-523-6800 or email epermitcenter@adcogov.org for assistance **prior** to submittal or re-submittal.

- Bookmarks
  - Make sure to be in the "fit on full page to window view" prior to bookmark creation.
  - All plan sets, including soils reports and correspondence, should be uploaded as 1 file.
  - Individual pages do not need to be bookmarked; only the sections need to be bookmarked.
  - Naming convention for bookmarks.

For initial submittals, see below
- 123 Main Street – BDP 1 – Site/Landscape Plan
- 123 Main Street – BDP 1 – Architectural Plans
- 123 Main Street – BDP 1 – Structural/Foundation Plans
- 123 Main Street – BDP 1 – Plumbing Plans
- 123 Main Street – BDP 1 – Electrical Plans
- 123 Main Street – BDP 1 – Mechanical Plans
- 123 Main Street – BDP 1 – Soils Report
- 123 Main Street – BDP 1 – Correspondence (Permits/approvals from other entities)

Subsequent submittals should be named the same with the next higher submittal number
- 123 Main Street – BDP 2 – Site/Landscape Plan
- 123 Main Street – BDP 2 – Architectural Plans
- 123 Main Street – BDP 2 – Structural/Foundation Plans
- 123 Main Street – BDP 2 – Plumbing Plans
- 123 Main Street – BDP 2 – Electrical Plans
- 123 Main Street – BDP 2 – Mechanical Plans
- 123 Main Street – BDP 2 – Soils Report
- 123 Main Street – BDP 2 – Correspondence (Permits/approvals from other entities)

- o Supporting documents such as Structural Calculations, Energy Compliance Certifications, etc. shall be submitted as a single combined multipage, bookmarked file
- Page Orientation/Scale
  - o Plans shall be set to landscape view, oriented so that North is always at the top of the monitor
  - o Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor
  - o Plans shall be generated to scale (e.g. ¼"=1', 1/8"=1' or 1:10)
- Security
  - o PDF files shall have permissions to allow Annotations, Form Fill and Signing or Stamping by County staff
- Signatures
  - o Plans prepared by Design Professionals shall contain an information block with name, license number, signature and contact information
  - o Plans and documents prepared by Design Professionals may be signed electronically

o Electronic signatures (including Adobe self-certified signatures) or an image containing the electronic stamp and wet signature **must be applied** to every sheet on the plans and, where appropriate, on associated documents. Documents that are not correctly signed/stamped will not be accepted.

Uploading Documents
- Click Add
- Click Select Files
- Browse for the applicable documents, select them and click Open
- When the file(s) complete the uploading process, click Continue
- Complete a short description of the document(s)
- Click Save
- When all documents have been uploaded and saved, click Continue Application
- Review all information and click Continue Application

Fee Payment
- Review all fees and click Continue Application
- Choose your payment type, click Submit Payment
- The website will be redirected to the third party payment website
- Read through the Terms and Conditions and click Accept
- Review the Payer Information, enter the required Payment Option and click Continue
- Review the information and click Submit
- When the payment has processed, a receipt will be available to print for recordkeeping