



## RESIDENTIAL UNCOVERED DECKS AND PORCHES SUBMITTAL REQUIREMENTS

ALL DOCUMENTS SUBMITTED MUST BE IN (PDF FORMAT) AND SUBMITTED THROUGH THE  
E-PERMIT CENTER at <https://permits.adcogov.org/>

Applicants will be prompted to upload their files through an email link after  
submitting application payment (see pg. 4)

- Homeowner's Release Affidavit and Statement of Understanding (page 2)**
- Address and Parcel number**
- Site Plan** - Showing All Setbacks  
(Must include dimensions of the structure and its relationship to existing buildings or structures on the property and the distance to existing property lines.)
- Foundation and Structural Plan including details**
  - If the proposed design exceeds 600 sq ft, OR has more than a 10 ft wall height measured at the eave, OR exceeds the span requirements listed in the 2018 IRC, engineered stamped plans will be required.
- Complete plan view and elevations**  
(Include post locations, spacing, joist and beam spans, stair and guard details, and details of how the proposed design will be attached to the existing structure/s.)
  - A CCICC building guide may be used provided that the proposed design does not require to be engineered. Here is a link to the building guide... <https://www.adcogov.org/residential-building-permits>
  - If the proposed design exceeds 600 sq ft, OR has more than a 10 ft wall height measured at the eave, OR exceeds the span requirements listed in the 2018 IRC, engineered stamped plans will be required.
- Complete Electrical plans and details** (If applicable)
- FIRE DEPARTMENT APPROVAL MAY BE REQUIRED.** Check with your local fire department.

### FEES REQUIRED AT TIME OF SUBMITTAL

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant.**  
*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.**

Incomplete submittals will not be accepted



## Homeowner Affidavit and Application Signature

I \_\_\_\_\_ (owner – please print) hereby give permission to \_\_\_\_\_ (agent name, if applicable) and certify that I have read and examined this permit application and the information provided hereon is, to the best of my knowledge and belief, true and correct for the property located at \_\_\_\_\_ (address). I further certify all provisions of laws and ordinances governing this work shall be complied with whether specified on this application and/or approved plans or not. I understand permits presuming to give authority to violate or cancel the provisions of County standards, regulations, and ordinances or permits issued in error or based on inaccurate, incorrect, or incomplete information or obtained by fraudulent means, shall be invalid and are subject to suspension and/or revocation. I further understand this permit is subject to audit by request of the owner or County to verify the applicant's stated valuation. Where audit reveals the actual valuation differs from the stated valuation, the required fees shall be reconciled. Where indicated, excess fees collected shall be refunded, or additional

### Who is signing this application?

- Homeowner  
 Contractor/Agent \_\_\_\_\_ (please print)

### Applicant's Electronic Signature

Please type your name below to electronically sign this notice.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
General Contractor (if applicable)  
Phone #: \_\_\_\_\_  
AdCo License #: \_\_\_\_\_

\_\_\_\_\_  
Contractor/Agent Signature (if applicable)

\_\_\_\_\_  
Mechanical Subcontractor (if applicable)  
Phone #: \_\_\_\_\_  
AdCo License #: \_\_\_\_\_

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Plumbing Subcontractor (if applicable)  
Phone #: \_\_\_\_\_  
AdCo License #: \_\_\_\_\_

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Electrical Subcontractor (if applicable)  
Phone #: \_\_\_\_\_  
AdCo License #: \_\_\_\_\_

\_\_\_\_\_  
Email Address

Community & Economic  
Development Department  
www.adcogov.org



4430 South Adams County Parkway  
1st Floor, Suite W2000  
Brighton, CO 80601-8204  
PHONE 720.523.6800  
FAX 720.523.6998

### Statement of Understanding

**In addition to the above signature, please read and sign below if you are the homeowner and are requesting a permit.**

Whenever a homeowner is issued a building permit for any construction within unincorporated Adams County, the homeowner listed on the permit carries the responsibility for all construction work, and for ensuring that all facets of the project confirm to the applicable regulations and code provisions of Adams County. In addition, the homeowner also carries the responsibility and liability of scheduling and providing necessary access for required inspections. Additional fees may apply for failure to properly schedule inspections. Types of inspections will vary, depending on the scope of work.

County approved plans and the inspection card must be kept on the jobsite during construction and be made available to the inspector. The work must be constructed as approved.

If you decide to hire a contractor to perform any portion of the work, the County recommends that the contractor obtain their own permit so the County can verify that the contractor is properly licensed, registered with the County, and has the required liability insurance.

Please write your name below to confirm and acknowledge that this is or will be your primary residence, that you will be personally performing the permitted work, and that you understand and agree to the responsibilities of a homeowner when obtaining a homeowner's permit.

Homeowner or Contractors Name

\_\_\_\_\_  
Date Signed

State of Colorado

County of \_\_\_\_\_

The foregoing instrument was acknowledged  
before me this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
Notary Public



## IMPORTANT E-PERMIT CENTER UPDATE

As of January 1<sup>st</sup>, 2022, we have a new plan review software. This document identifies the changes in the application submittal process and walk you through the new process.

- All new permit applications will initially be submitted without documents.
- You will receive an email after you submit instructing you to upload the documents.
- You will upload your documents through the **“Plan Review”** tab in stead of **“Attachments”**.
- All permits submitted prior to January 1, 2022 will still follow the old process and use **“Attachments”**.

**NOTE:** The email address you use to log into your E-Permit Center account ***must be the same*** as what is listed in the applicant field of the contacts (i.e., general email address to login, personal email in contacts). You will not be able to see the **“Plan Review”** tab if the email addresses are different. If you do not see the **“Plan Review”** tab, please notify us.

### Instructions:

1. Login to your E – Permit Center account
2. Click on My Records
3. Click on the Record Number
4. Click on Plan Review Tab

Record BDP21-1954:

Building Permit - Plan Review Required

Record Status: Received



### Plan Review

To do task: **Upload and Submit**

The applicant should only click here to stay on the epermit center.

### Plan Review Status:

5. Click on the Task : **Upload & Submit**
6. A second E-window will pop up with additional instruction to submit your documents.
7. Make sure to check the box that reads **“All files for this project have been uploaded”** (below)

**STEP 2 of 3:** Confirm drawings and supporting document files have been uploaded by checking the box below.

Confirmation ⓘ

\*All files for this project have been uploaded \*Required

**STEP 3 of 3:** Click Submit below to continue.

Submit Save for Later

Once that has been completed, the application will be ready for us to process through to review. Without doing this step, your permit(s) will not move forward in the application process. Let us know if you have any questions or concerns moving forward. We are available by phone (720.523.6800) or email (epermitcenter@adcogov.org) as well if you need additional help.