



Building Submittal Checklist

Single Family Residence Permits

Included in this checklist are the **minimum standards** for department review.
 This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Once the application is deemed “complete”, you will receive a phone call to pay the review fees. Then, the file will be released to all Community Development Departments for reviews. When all of the departments have approved the submittal, the Building Plans Examiner will reach out for permit payment and the permit will be issued.

You can check the status of your permit at any time using your address [here](#).

Applications receive 15 days for initial review.

After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

ALL REQUIREMENTS MUST BE PRESENT AT THE TIME OF SUBMITTAL OR THE APPLICATION WILL NOT BE ACCEPTED

CONTACT INFORMATION	FOR COUNTY USE ONLY
Owner Name:	Reference #:
Owner Phone #:	Parcel #/Address:
Owner E-mail:	Use of Permit:
Applicant Name:	Reviewed By:
Applicant Phone #:	
Applicant E-mail:	Date: Time:

BEFORE APPLYING FOR A SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT

You **MUST** have these items completed to apply for a Building Permit

Required Permits to obtain before applying for Building Permit	YES	N/A
Has your Driveway/Excavation Permit been approved/issued?		
HAS OWTS PERMIT BEEN ISSUED? <input type="checkbox"/> N/A - on public sanitation <input type="checkbox"/> N/A - CDPHE Permit <small>(If OWTS is permitted through CDPHE additional requirements may apply after submittal)</small>		

If you need assistance obtaining either of these permits please reach out to:

Driveway/Excavation – Site Development – sitedev@clearcreekcounty.us

OWTS Permits – Environmental Health – EH@clearcreekcounty.us

*****Once you have obtained the applicable permits above, you may continue the checklist and submit your application *****

LAND USE FORMS

All land use forms must be filled out completely or the application may not be accepted

REQUIRED LAND USE FORMS	YES	NO	N/A
Building Permit Application	<input type="checkbox"/>	<input type="checkbox"/>	
Zoning Verification Form	<input type="checkbox"/>	<input type="checkbox"/>	
Construction Site Sanitation Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
OWTS Sizing Acknowledgement Agreement <input type="checkbox"/> N/A - Floor Plans showing all rooms in the structure(s) <input type="checkbox"/> N/A – Public Sanitation - Will Supply letter/bill from Sanitation District	<input type="checkbox"/>	<input type="checkbox"/>	
Defensible Space Application or Permit already applied for	<input type="checkbox"/>	<input type="checkbox"/>	
Landowner Authorization	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Building Acknowledgement Form	<input type="checkbox"/>	<input type="checkbox"/>	

SITE PLAN REQUIREMENTS

[Click Here](#) for an example of an acceptable Site Plan

SITE PLAN REQUIREMENTS	YES	NO	N/A
Site Plan is drawn to scale – common engineering scale (maximum of 1" = 60')	<input type="checkbox"/>	<input type="checkbox"/>	
Title block, written and graphic scale, north arrow designating true north	<input type="checkbox"/>	<input type="checkbox"/>	
All items on Site Plan are Labeled & identifiable <input type="checkbox"/> Legend/Key Provided due to Plan not being labeled	<input type="checkbox"/>	<input type="checkbox"/>	
Property boundary(s) of the subject property(s), indicating front, rear and side lines; with dimensions <input type="checkbox"/> Secondary Site Plan Submitted to show all property boundaries and dimensions (for large properties)	<input type="checkbox"/>	<input type="checkbox"/>	
Location and dimensions of any existing and proposed buildings/structures and retaining walls	<input type="checkbox"/>	<input type="checkbox"/>	
All existing and proposed buildings and structures (all sides), are measured (in feet) to the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest to the eaves or projections from the building or structure (decks included). <input type="checkbox"/> Large Property, boundaries not shown at scale/dimensions missing (secondary Site Plan required)	<input type="checkbox"/>	<input type="checkbox"/>	
SITE DEVELOPMENT – Building Submittal Site Plan Requirements			
Driveway must be shown from access road up to existing and proposed structure(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> None present on property	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENTAL HEALTH – Building Submittal Site Plan Requirements <input type="checkbox"/> N/A – On Public Sanitation			
Location of proposed and/or existing water supplies on property (wells)	<input type="checkbox"/>	<input type="checkbox"/>	
Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) <input type="checkbox"/> On public sanitation	<input type="checkbox"/>	<input type="checkbox"/>	

CONSTRUCTION PLAN REQUIREMENTS

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ELEVATIONS – Click Here for an example of acceptable Elevations			
Common architectural scale (i.e. ¼" = 1') or common engineering scale (i.e. 1" = 40')			
North, South, East, West elevations are included and labeled			
Proposed final topography where the buildings/structures intersect with the proposed final grade			
BUILDING DEPARTMENT			
Wet stamp of PE or Architect on ALL structural pages			
Edition of Code is 2015 IRC or later			
Design Loads Required Wind Load: _____ MPH Exp. C Required Roof Snow Load: _____ PSQ Design Wind Load: _____ MPH Exp. _____ Design Roof Snow Load: _____ PSQ			
Floor plans of all floors, finished or unfinished			
Cross section(s) of structure to show all floor, wall and roof/ceiling components			
Complete Detail of Engineered Foundation System			
Complete detail for all engineered framing, including floor framing for all floors, roof framing, wall bracing, stair detail, decks, etc.			
Location of all plumbing fixtures, water heaters, furnaces, boilers, wall heaters, gas, wood or pellet stoves, fire places or inserts, etc.			

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- COMPLETE**
Minimum submittal requirements have been met and the submittal has been accepted. Individual departments may require additional information in order to complete the review. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.
- INCOMPLETE**
Minimum submittal requirements have not been met. The submittal is considered incomplete and is not released for department reviews at this time. Please see the above checklists for items marked "NO" and make the required changes prior to resubmitting any forms or revised plans. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.

You can check the status of your permit at any time using your address [here](#).

Note to Applicant: