

**City and County of Broomfield Building Division
NEW SINGLE FAMILY DWELLING PERMIT SUBMITTAL SHEET**

*****This completed sheet shall be submitted with all new permit applications*****

Submitted	Received	Address		Builder			
		Lot:	Block:	Subdivision:			
		Model:	Elevation:	Enhanced Elevation:	Left	Right	Rear
		Color Scheme:	Body color:	Trim Color:			
		Stone or Brick Color:	Stucco Color:	Garage Color:			
		Siding Type:	Roof Type:	Roof Color:			
Hard Copy Submittals							
		Permit application - fully completed		For all homes			
		Water & sewer license app		For all homes			
		Individual Sewage Disposal System Approval From Health Dept.		For homes on private sewage disposal systems (septic)			
		SEF acknowledgement form		For all homes			
		Grading/drainage plan (2 sets, 1 returned for jobsite) SEPARATE FROM PLOT PLAN!!		For all homes			
		Plot plan (2 sets, 1 returned for jobsite) SEPARATE FROM GRADING PLAN!! <i>Show and dimension all eaves, cantilevers, overhangs, and window wells. Setback dimensions shall be given to the finished face of the wall!!</i>		For all homes			
		Foundation plan (2 stamped sets, 1 to be returned for jobsite)		For all homes			
		Architectural Plans (2 complete sets, 1 to be returned for jobsite)		For first model or custom homes			
		Struct/framing/shear wall plans - stamped (2 sets, 1 to be returned for jobsite)		For first model or custom homes			
		Energy - Manual D duct design only (1 set to be returned for jobsite)		For first model or custom homes			
Files on CD or Flash Drive							
Documents to be 9 Mb max file size; label part 1, 2, 3, etc. if split.							
		Site Specific Items	Named	Description			
		Permit application	Address-application.pdf	Scanned with signatures			
		Water & sewer license app	Address-app-WaterSewer	Scanned with signatures			
		Grading/drainage plan	Address-gradeplan.pdf	For all homes			
		Plot plan	Address-plotplan.pdf	For all homes			
		Soils report	Address-soils.pdf	For all homes			
		Foundation plan	Address-foundation.pdf	Stamped by Engineer for all homes			
		Model Specific Items	Named	Description			
		Architectural Plans - master/custom	Model-xxxx-IRC2012-arch	Full set incl arch, elec, window/door info, insul; PDF or DWF			
		Structural Plans - master/custom	Model-xxxx-IRC2012-struct	Engineer stamped for lateral (wind) design; PDF or DWF			
		Truss Plans	Model-xxxx-IRC2012-trusses.pdf	Truss layout plan and cut sheets - check for 110 mph wind & 30 psf roof snow load			
		Gas pipe diagram	Model-xxxx-gaspipe.pdf	Gas pipe sizing plan - include piping type and pressure			
Energy Compliance Documentation - Prescriptive							
		Plans showing all compliance items	Model-xxxx-IECC2012-energy.pdf	Show thermal envelope, insulation, fenestration, air leakage, duct insulation, and duct sealing			
		Manual J and S	Model-xxxx-IECC2012-Man-J-S.pdf	Determination of overall heat loss and equipment sizing			
		Manual D	Model-xxxx-IECC2012-Man-D.pdf	Duct sizing calc's and layouts - may be deferred submittal			
		Equipment cut sheets	Model-xxxx-IECC2012-Reqd-Equip.pdf	Furnace, air conditioner, and water heater			
		REScheck calculations	Model-xxxx-IECC2012-REScheck.pdf	If used, REScheck (trade-offs) showing overall UA meets prescriptive equivalents			
Energy Compliance Documentation - Performance Alternative							
		Plans showing all compliance items	Model-xxxx-IECC2012-energy.pdf	Show thermal envelope, insulation, fenestration, air leakage, duct insulation, and duct sealing			
		REM/Rate analysis	Model-xxxx-IECC2012-REMrate.pdf	REM Rate analysis showing reference house and proposed design using most recent software edition			
		Manual J	Model-xxxx-IECC2012-Man-J.pdf	May be combined into one single RESNET report showing compliance with the 2012 IECC - Manual D duct layout may be deferred submittal			
		Manual D	Model-xxxx-IECC2012-Man-D.pdf				
		Manual S	Model-xxxx-IECC2012-Man-S.pdf				
		Equipment cut sheets	Model-xxxx-IECC2012-Equip.pdf	Furnace, air conditioner, and water heater			
		Construction Details	Named	Description			
		Tile Roofing info	Tile-roofing.pdf; ICC-ES-xxxx.pdf	ICC-ES report, installation details (battens, etc.)			
		Manufactured Stone Info	Mfd-stone.pdf; ICC-ES-xxxx.pdf	ICC-ES report, specific details if needed			
		Stucco Info	Stucco.pdf; ICC-ES-xxxx.pdf	ICC-ES report, specific details			
Yes	No	Please Check Inspections needed:					
		UFER - Concrete Encased Electrode					
		Foundation Location Certificate - Homes closer than 1 foot to any required setback					
		Lath - For stucco or manufactured stone veneer					
		Fire Soffit - Any part of building closer than 5 feet to property line					
		Deck - Deck or covered porch framing					
		Porch Post - Before covering connectors at top or bottom					
		Insulation - For prescriptive energy compliance or RESnet rater without agreement for Grade 1 installation					