

## **RESIDENTIAL NEW SINGLE-FAMILY SUBMITTAL REQUIREMENTS**

Required submittal items – missing items will delay plan review:

1. **Proof of Ownership.** Title Commitment, O&E, or Deed noting ownership.
2. **Agent affidavit.** Signed owner statement that contractor may act as agent.
3. **Site/Plot Plan.** Provide a plot plan that shows the following information:  
(Note: An ILC will be required to be submitted prior to the issuance of a CO)
  - a. Proposed building location on property
  - b. Distances between each lot/property line to proposed building
  - c. All utility locations/setbacks
  - d. Distances between proposed building and any existing structures
  - e. Identify the street road
  - f. Driveway location with length and width
  - g. North arrow
4. **Site Grading Plan.** Site grading must match the overall development plan for the lot and subdivision. A site grading cert from the engineer will be required to be submitted prior to the issuance of a CO.
5. **Architectural Plans.** Provide the following drawings:
  - a. Wall sections
  - b. Floor plan
  - c. Truss layout and floor joist layout.
  - d. Elevations (if applicable)
  - e. Door/window/cabinet layout
  - f. Appliance and fixture locations
  - g. Insulation r-values and window u-values
6. **Engineered Foundation** and other structural drawings. The State of Colorado requires that all residential foundations be designed by an engineer and referencing the soils report. Provide any additional structural plans such as floor joist layout and truss layout. Show all point loads carried to foundation.
7. **Energy Code** Compliance Documents. Provide the design and supporting documents for the path chosen - this could be the prescriptive path, ResCheck or alternative design such as an ERI or HERS. If you intend to go the prescriptive path you must include all details from the energy code on the plans.
8. **Manual J, S, D.** Provide the Manual J calculation along with the supporting Manual S and D for the HVAC design.
9. **Soils Report** and Open Hole letter. A soils investigation must be completed for each lot. An open hole letter is required prior to pouring the foundation to validate soils conditions.

