



ONE AND TWO FAMILY RESIDENTIAL PLANS CHECKLIST

The purpose of this checklist is to assist you in the submittal and permit process for your project. This checklist is intended as a basic plan submittal guideline under the 2021 International Residential Code. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional and/or more detailed plans may be required.

ONLINE BUILDING PERMIT APPLICATION MUST BE COMPLETED TO INCLUDE THE FOLLOWING:

- Contractor's name, phone number and address.
- Owner's name, address and phone number.
- Specify a contact person: name, phone number, e-mail and fax number.
- Project address.
- The estimated value of the project (include all materials and labor).

To begin the online submittal process, click [HERE](#).

GENERAL SUBMITTAL INFORMATION

- Complete** signed and sealed (by a Colorado registered design professional) architectural plans, structural plans and material specifications of all work must be submitted online to the project portal.

SITE PLAN INCLUDING THE FOLLOWING INFORMATION:

- Recommended scale: $\frac{1}{8}'' = 1' - 0''$.
- Size and location of all new construction and all existing structures on the site (if applicable).
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.
- North arrow.
- Easements.
- Location of any and all retaining walls (which require separate permits).

ARCHITECTURAL PLANS AND SPECIFICATIONS TO INCLUDE:

- Proposed type of construction of the structure.
- Complete design criteria conforming with the 2015 International Residential Code, Chapter 3.
- Fully dimensioned drawings to determine building areas and height. Include elevation view and building sections.
- Adequate details and dimensions to evaluate general means of egress, including landings, vertical egress, hallways, stairway components, handrails, etc.
- Adequate details to evaluate fire resistive construction requirements, including data substantiating required rating. If applicable, details shall include required townhouse and two-family dwelling separation per section R302.
- Details of plastic, insulation, and safety glazing installation.
- General details of proposed residential fire protection systems, if applicable (will be a deferred submittal to South Metro Fire Rescue).

STRUCTURAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE:

- Soils report indicating the soil type and recommended allowable bearing pressure and foundation type.



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- Signed and sealed structural design calculations to substantiate structural performance/support the member sizes shown on the drawings.
- Local design load criteria including frost depth, live loads, snow loads, wind loads, earthquake design data,

STRUCTURAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE: (cont)

- and other special loads as applicable (City of Centennial design criteria shown below).
- Details of foundations and superstructure.
- Provisions for required special inspections.
- Applicable construction standards and material specifications (i.e., masonry, concrete, wood, steel, etc.).

Ground Snow Load	Wind Design				Seismic Design Category	Subject to Damage From			Winter Design Temp	Ice Barrier Under-layment Required	Flood Hazard	Air Freezing Index	Mean Annual Temp
	Speed (mph)	Topographic affects	Special wind region	Wind-borne debris zone		Weathering	Frost Line Depth	Termite					
30 psf	115 mph	NO	NO	NO	B	Severe	36 in.	Slight to Moderate	1	YES	08/01/97	1000	45°F

FOUNDATION PLAN WITH WET SEAL AND SIGNATURE BY DESIGN PROFESSIONAL ON EACH PAGE

- Recommended scale: 1/4" = 1' – 0"
- Structural foundation details and calculations.
- Footings, foundations, piers, and grade beams.
- Post and girder intersections.
- Fireplaces – masonry or gas.

MECHANICAL PLANS, SPECIFICATIONS, AND ENGINEERING DETAILS TO INCLUDE:

- Complete signed and sealed (by a Colorado registered design professional) plans and specifications of all heating, ventilating and air conditioning work.
- Complete information on all the mechanical equipment and materials including listing, labeling, installation, and compliance with referenced material standards.
- Details on the HVAC equipment including the equipment capacity (BTU/h input), controls, equipment location, access, and clearances.
- A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1,000 ft², the floor area of the space, and the amount of outdoor air supplied to each space. Complete calculations clearly denoting equations and factors must be provided.
- The location of all outdoor air intakes with respect to sources of contaminants.
- Duct construction and installation methods, flame spread/smoke development ratings of materials, flexible air duct and connector listing, sealing of duct joints, seams and connections, and duct support spacing.
- Condensate disposal, routing of piping and auxiliary and secondary drainage systems.
- Required exhaust systems, routing of ducts, and termination to the exterior.



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- If applicable, details of all duct penetrations through fire-resistance rated assemblies including locations for all fire dampers, smoke dampers, and ceiling radiation dampers along with applicable fire protection ratings and labeling requirements.
- Method of supplying combustion air to all fuel-fired appliances, the location and size of openings, and criteria used to size the openings.
- Details on the vents used to vent the products of combustion from all fuel burning appliances including the type of venting system, the sizing criteria required for the type of vent, and the routing of the vent.
- Boiler and water heater equipment and piping details including safety controls, gauges, valves, and distribution piping layout.

PLUMBING DETAILS:

- Dimensions for bathrooms and plumbing fixture locations along with the wall and floor surface materials to be installed.
- Site plan which indicates the routing of the sanitary, storm, and water service with the burial depths for all sewers and water service.

ELECTRICAL DETAILS:

- Lighting floor plans including fixture locations and panel locations.
- Power floor plans including electrical circuits, panel locations, working clearances and electrical room egress, receptacle locations including GFCI locations, and required arc fault protected circuits.
- Symbol schedule and diagrams to include load calculations.