



RESIDENTIAL REMODEL

Community & Economic Development Department

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

All documents must be submitted in .pdf format online through the [E-Permit Center](#)

The following checklist has been compiled to assist in expediting the residential plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the **naming conventions in red** may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

- Narrative/Scope of Work** – A basic description of work for each level/story must be provided on the drawings.
- Address and Parcel number**
If one does not exist, contact Development Services **720.523.6800**
THIS MUST BE COMPLETED PRIOR TO APPLICATION OF BUILDING PERMIT.
- Engineered Foundation Plans and details (STAMPED)** – *Foundation-Plans.pdf*
Must comply with frost protection requirements of section R403.1.4.1 of the 2018 IRC.)
Only required when alterations, repairs, or additions are made to the foundation.
- Engineered Structural Plans and details (STAMPED)** – *Structural-Plans.pdf*
Must include floor, wall, and roof assembly details
Only required when alterations, repairs, or additions are made to the structural design.
- Complete Architectural plans and details** – *Architectural-Plans.pdf*
 - Existing floor plan and new floor plan; Include ceiling height for each story, total square footage and square height of each level, type of automatic fire sprinkler system (if applicable), location of attic/crawlspace access, rough in for radon
 - Thermal barrier – Location and R-value of insulation, air barriers, vapor barriers – only required when alterations, repairs, or additions are made to the thermal envelope.
 - Window and Door schedule – Include U-factor and SHGC of windows and doors; tempered – Clearly indicate if opening for window or door is being altered and/or added
 - Elevation view that shows basement or crawlspace design (vented vs. unvented)
 - Wall details – to show dimensions of lumber, gyp, and how its being attached to the floor and/or ceiling – only required when alterations, repairs, or additions are made to the walls.
 - Roof details – to show each layer of the roof assembly – only when alterations, repairs, or additions are made to the roof design.
- Complete Mechanical plans and details (STAMPED)** – *Mechanical-Plans.pdf*
 - As an alternative to stamped engineered plans; include mechanical load calculations, mechanical layout, and diagrams of duct fittings (Manual JD&S or equivalent)***Only required when providing new OR alterations or additions are made to the mechanical design.***
- Complete Electrical plans and details**– *Electrical-Plans.pdf*
 - Locations of fixtures, switches, smoke and carbon monoxide detectors, outlets, main panel and/or sub panel***Only required when alterations, repairs, or additions are made to the electrical.***
- Adams County Health Department (Septic Permits) 303.220.9200** – *Septic-Permit.pdf*
Must be submitted to County prior to permit issuance.
Only required when a bedroom or floor drain are added OR if alterations or repairs are made to the septic design or leech field.
- Fire Department Approval Required.** Check with your [local fire department](#). Must be submitted to County prior to permit issuance. – ***only required when an automatic fire sprinkler system is being added and/or altered, bedrooms are being added, or a new access to the parcel is requested.***
 - P2904 system – Adams County Building Safety Review
 - NFPA 13D system – local Fire Department Review

FEES REQUIRED AT TIME OF SUBMITTAL

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant.** ([fee schedule](#))
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**.
- Traffic Impact Fees** ([fee schedule](#))
Traffic Impact Fees based on use and square footage of building. The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800**. The TIF will be required to be paid prior to issuance of the building permit.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
- General Liability Insurance - [Requirements](#)
- Contractor license from any Colorado municipality OR ICC Certification
- Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **10 business days**
- Second review and onwards = **5 business days**

ADDITIONAL REVIEW TIMELINE (revisions after permit issuance)²

- Initial review timeframe from application acceptance = **10 business days**
- Second review and onwards = **5 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² An Additional Plan Review must be requested through One-Stop to start a new workflow. **720.523.6800**; epermitcenter@adcogov.org

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#). Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**