Community & Economic Development Department

www.adcogov.org



4430 South Adams County Parkway 1st Floor, Suite W2000 Brighton, CO 80601-8204 PHONE 720.523.6800 FAX 720.523.6998

RESIDENTIAL UNCOVERED DECKS AND PORCHES SUBMITTAL REQUIREMENTS

ALL DOCUMENTS SUBMITTED MUST BE IN (PDF FORMAT) AND SUBMITTED THROUGH THE E-PERMIT CENTER at https://permits.adcogov.org/

Applicants will be prompted to upload their files through an email link after submitting application payment (see pg. 4)

	Homeowner's Release Affidavit and Statement of Understanding (page 2)
	Address and Parcel number
	Site Plan - Showing All Setbacks (Must include dimensions of the structure and its relationship to existing buildings or structures on the property and the distance to existing property lines.)
	Foundation and Structural Plan including details
	☐ If the proposed design exceeds 600 sq ft, OR has more than a 10 ft wall height measured at the eave, OR exceeds the span requirements listed in the 2018 IRC, engineered stamped plans will be required.
	Complete plan view and elevations (Include post locations, spacing, joist and beam spans, stair and guard details, and details of how the proposed design will be attached to the existing structure/s.)
	 □ A CCICC building guide may be used provided that the proposed design does not require to be engineered. Here is a link to the building guide https://www.adcogov.org/residential-building-permits □ If the proposed design exceeds 600 sq ft, OR has more than a 10 ft wall height measured at the eave, OR exceeds the span requirements listed in the 2018 IRC, engineered stamped plans will be required.
	Complete Electrical plans and details (If applicable)
	FIRE DEPARTMENT APPROVAL MAY BE REQUIRED. Check with your local fire department.
FEES I	REQUIRED AT TIME OF SUBMITTAL
	Plan Review fee based on 65% of listed valuation at time of submittal by applicant. Note: During review of the plans, the valuation will be verified according to the Building SafetyJournal 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: Residental \$40.00.

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Homeowner Affidavit and Application Signature

and examined this permit application and the best of my knowledge and belief, true and cor(a_	information provided hereon is, to the rect for the property located at ddress). I further certify all provisions of
laws and ordinances governing this work shal this application and/or approved plans or not. authority to violate or cancel the provisions of ordinances or permits issued in error or based information or obtained by fraudulent means, suspension and/or revocation. I further unders request of the owner or County to verify the apreveals the actual valuation differs from the st reconciled. Where indicated, excess fees college.	I understand permits presuming to give County standards, regulations, and don inaccurate, incorrect, or incomplete shall be invalid and are subject to stand this permit is subject to audit by pplicant's stated valuation. Where audit ated valuation, the required fees shall be
Who is signing this application?	
☐ Homeowner☐ Contractor/Agent	(please print)
Applicant's Electronic Signature Please type your name below to electronically	sign this notice.
Homeowner Signature	General Contractor (if applicable) Phone #: AdCo License #:
Contractor/Agent Signature (if applicable)	Mechanical Subcontractor (if applicable) Phone #: AdCo License #:
Date Signed	Plumbing Subcontractor (if applicable) Phone #: AdCo License #:
Contact Phone	Electrical Subcontractor (if applicable) Phone #: AdCo License #:
Email Address	AUCU LICEIISE #

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Statement of Understanding

In addition to the above signature, please read and sign below if you are the homeowner and are requesting a permit.

Whenever a homeowner is issued a building permit for any construction within unincorporated Adams County, the homeowner listed on the permit carries the responsibility for all construction work, and for ensuring that all facets of the project confirm to the applicable regulations and code provisions of Adams County. In addition, the homeowner also carries the responsibility and liability of scheduling and providing necessary access for required inspections. Additional fees may apply for failure to properly schedule inspections. Types of inspections will vary, depending on the scope of work.

County approved plans and the inspection card must be kept on the jobsite during construction and be made available to the inspector. The work must be constructed as approved.

If you decide to hire a contractor to perform any portion of the work, the County recommends that the contractor obtain their own permit so the County can verify that the contractor is properly licensed, registered with the County, and has the required liability insurance.

Please write your name below to confirm and acknowledge that this is or will by your primary residence, that you will be personally performing the permitted work, and that you understand and agree to the responsibilities of a homeowner when obtaining a homeowner's permit.

Homeowner or Contractors Name		
ate Signed		
State of Colorado		
County of		
he foregoing instrument was acknowledged		
efore me thisday of		
0by		
lotary Public		

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4430 South Adams County Parkway 1st Floor, Suite W2000B Brighton, CO 80601-8218 PHONE 720.523.6880

fax 720.523.6967 EMAIL: epermitcenter@adcogov.org

IMPORTANT E-PERMIT CENTER UPDATE

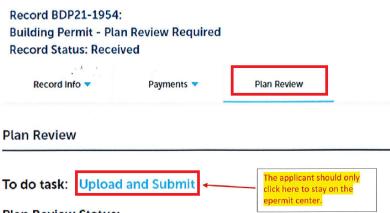
As of January 1st, 2022, we have a new plan review software. This document identifies the changes in the application submittal process and walk you through the new process.

- All new permit applications will initially be submitted without documents.
- You will receive an email after you submit instructing you to upload the documents.
- You will upload your documents through the "Plan Review" tab in stead of "Attachments".
- All permits submitted prior to January 1, 2022 will still follow the old process and use "Attachments".

NOTE: The email address you use to log into your E-Permit Center account must be the same as what is listed in the applicant field of the contacts (i.e., general email address to login, personal email in contacts). You will not be able to see the "Plan Review" tab if the email addresses are different. If you do not see the "Plan Review" tab, please notify us.

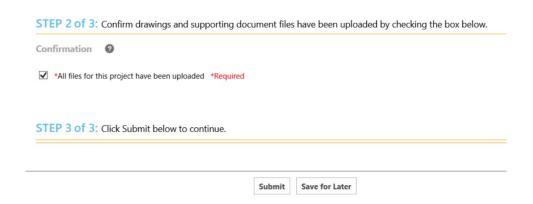
Instructions:

- 1. Login to your E Permit Center account
- 2. Click on My Records
- 3. Click on the Record Number
- 4. Click on Plan Review Tab



Plan Review Status:

- 5. Click on the Task: Upload & Submit
- 6. A second E-window will pop up with additional instruction to submit your documents.
- 7. Make sure to check the box that reads "All files for this project have been uploaded" (below)



Once that has been completed, the application will be ready for us to process through to review. Without doing this step, your permit(s) will not move forward in the application process. Let us know if you have any questions or concerns moving forward. We are available by phone (720.523.6800) or email (epermitcenter@adcogov.org) as well if you need additional help.