

We will not accept partial submittals. Please have all documents uploaded prior to hitting submit.

1. If you are the property owner and are building the structure yourself, please provide the attached **Homeowner Statement of Responsibility and Owner-Builder Declaration**.
2. If you are the general contractor, a notarized **Authorization from the Homeowner** or signed construction contract is required for you to apply and receive the building permit and **Licensed Contractor Declaration**.
3. Please include a plot plan a common engineering scale showing:  
The name of project, project address, a north arrow, and preparation date.  
The location of the driveway, roads, rights-of-way, access easements, and any parking spaces, including ADA parking, if the project is for commercial purposes.  
Location of the septic tank, leach field and well.  
The location and dimensions of all existing and proposed structures.  
Distance between all existing and proposed structures.  
All setback distances from each existing building(s), proposed building(s), septic tank, leach field, and well to all property lines (measured at 90°).  
Property line dimensions.  
Overhead utility lines.  
Any watercourses or wetlands (see the National Wetlands Inventory).

A recorded and current Warranty Deed showing the full legal description of the parcel. If there are multiple names on the current Warranty Deed demonstrating ownership other than in "Joint Tenancy", all other owners on the deed must either sign this application or provide a notarized letter of authorization stating approval for the project. If the property owner is an entity other than a person(s), supporting documentation to verify who is permitted to sign for that entity will be required.

Deed Requirements:

Agricultural zoned parcels less than 35 acres – a warranty deed prior to June 1, 1972 is required.

4. **A set of electronic** construction drawings to legible scale (i.e. ¼" = 1 ft., etc.) showing all items listed here: **Plans uploaded need to be combined as one PDF file. Please don't upload separate pages of plans. This creates issues in our system.**

[Park County Building Permit Application Plan Content Requirements.](#)

5. **Address, wind load, snow load**, live and dead loads, and clearly marked scale. **Plans will not be accepted without full stamped structural plans. Upload plans in the application in Civic Gov.**
6. Foundation plan showing footing and foundation sizes, rebar size and locations, and foundation details.
7. Floor plan showing size and use of areas, windows and window egresses, door locations and size, smoke and carbon monoxide detectors, stairways, and decks.
8. Floor framing plan indicating the headers, connections, lumber species, grade, size, spacing and span of all members including any deck framing.
9. Roof framing plan indicating the headers, connections, lumber species, grade, size, spacing, and span of all members. Roof trusses are an engineered product and as such, we require stamped engineered truss drawings to be submitted prior to or at the framing inspection.
10. Typical wall section indicating the types of materials and method of construction from the footing to the roof covering, size of walls, and steel placement in stem/basement walls.
11. Elevations showing all exterior views with construction details and grades of North, East, South, and West.
12. Any special construction details, etc.
13. If you are **remodeling, renovating, or demolishing** a structure, you must call the Colorado

Department of Public Health & Environment (CDPHE) (303-692-3100). They will inform you about testing and inspection requirements, require the applicable inspection report, and notify you whether no regulated asbestos materials will be impacted during the planned renovation, or if abatement is required. This report must be submitted to the Building Department prior to the permit being issued.

- 14.** Depending on which Fire District you are in you will need to contact the Fire District you are in for Mitigation Permits. If you are not in any of the below Fire Districts you will not need to do anything.
  - a) Platte Canyon Fire Department Mitigation Permit (if applicable) - 303-838-5853.
  - b) Jefferson/Como Fire Protection District – Fire Mitigation Survey/Impact Fee (if applicable) - 719-836-2082.
  - c) Hartsel Fire Protection District Impact Fee Receipt (if applicable) - 719-836-3500.
  - d) Southern Park County Fire Protection District sign-off required before final inspection - 719-689-9479.
  - e) Permit fee due at time of application.

# Park County Building Permit Application Plan Content Requirements

**This is a condensed list.**

**All plans must still meet the applicable 2018 ICC code and all local amendments.**

## Plan Basics

- Project Address and elevation
- Scale – standard architectural or engineering (i.e. 1/4" = 1') – all pages
- Snow Load (based on location and elevation; see <https://asce7hazardtool.online/> (Risk Category II)
- Wind Load (based on location and elevation; see <https://asce7hazardtool.online/> (Risk Category II)
- Live Loads
- Dead Loads
- Accurate square footage of all types of space – i.e., residential, garage, unfinished spaces, decks (covered and uncovered), etc.
- Floor plans, dimensions overall and each space, use for each space
- Locations for smoke and carbon monoxide detectors, exhaust fans, appliances and fixtures, fuel types for the appliances
- Window and door schedules, including dimensions, tempering and egress, and fire rated doors, walls/ceilings
- Elevations all sides of the structure including dimensions, approximate grade (existing and final)
- Chimney and stove stacks dimensions relative to surrounding elements

## Foundation plans

- Overall dimensions – exterior perimeter, footer/caisson locations etc
- Footing dimensions
- Caisson Dimensions
- Foundation wall dimensions
- Steel schedule for footings, foundation walls, and caissons including required clearances from forms and ground
- Anchor bolt sizes and spacing
- UFER location
- Damp proofing and drains
- Crawl space venting
- Slab information – reinforcement, control joints, vapor barrier (required for engineered structures unless specifically exempted on plans. Required in non-engineered heated accessory structures. Not required in non-engineered, unheated accessory structures.

## Framing Plans

- Floor Framing
  - rim size and type, floor joists, size, type
  - floor joists - size, type, spacing, connectors, and dimensions
  - floor girders - size, type, dimensions, and connectors
  - posts - attachment to pad/caisson/wall, attachment to girders
  - floor sheathing/decking – type, thickness, and joinery (i.e., tongue and groove)
  - squash and roll blocking
  - door and window headers
- Roof Framing Plan
  - beams - size, type, dimensions, and connectors
  - rafters - size, type, spacing, connectors, and dimensions
  - trusses - spacing, type (storage, attic, bonus room, scissor, flat), connection to walls
  - posts - attachment to beams, pads, floor
  - door and window headers

- underlayment
- roofing material
- dimensions(spans)

Sections (1 min. cut perpendicular to ridge; 2 preferred including cut parallel to ridge)

- Foundation
- Floor framing
- Roof framing
- Existing and final grade
- Demonstrate load paths
- Stairs

Details

- Connections
- Stairs

Additional requirements for Commercial Plans

- Occupancy types and loads
- Egress paths, widths, surfaces
- Door widths and landing dimensions
- Fire extinguisher locations and types
- Floor drain locations
- Code-required signage (occupancy-dependent)
- Types and locations of equipment
- Types and locations of chemical processes
- Locations and quantities of hazardous materials
- Parking locations and dimensions including ADA parking access
- Accessibility requirements – i.e., electronic doors, ramp dimensions and slope, surfacing, etc.

This is not an inclusive list of all the requirements for plans. Please refer to the ICC 2018 for all requirements.

**OWNER-BUILDER DECLARATION**

\_\_\_\_\_ I, as the owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale.

\_\_\_\_\_ I, as the owner of the property, am acting as general contractor and will abide by the building code for which this permit is issued and have a working knowledge of what is expected when each inspection is performed, and fully responsible as general contractor for any and all phases of subcontracted work, including any applicable insurance coverage requirement.

\_\_\_\_\_ I, certify that I have read this application and state that the information given is true correct, I agree to comply with all county ordinances and State laws relating to the aforementioned property for inspection purposes at any time and I make this statement under penalty of law.

**If a temporary construction dwelling is being occupied during construction, the property owner shall complete an Affidavit to Register and Occupy a Construction Dwelling as a Temporary Use.** This document can be obtained from the Planning Department to be kept on file during construction, and is effective only after a building permit has been issued.

\_\_\_\_\_  
Signature of Owner

**HOMEOWNER STATEMENT OF RESPONSIBILITY**

I understand that by signing this “statement of responsibility”, I, as the owner of the real property listed below, have assumed the responsibility for the work proposed herein. I also understand that as a Homeowner/Builder, I am required to have a working knowledge of the applicable codes and regulations and a working knowledge of what is expected when each required inspection performed. I am also fully responsible for code compliance of any and all work done on the project.

**PLEASE DO NOT CONTINUE COMPLETION OF THIS FORM IF YOU DO NOT UNDERSTAND THE ABOVE PARAGRAPH OR FEEL YOU ARE NOT QUALIFIED AS OUTLINED IN THE ABOVE PARAGRAPH.**

I, \_\_\_\_\_, being the owner of real property located at:  
Name

\_\_\_\_\_  
Address

I am accepting all of the responsibilities of acting as my own General Contractor and I acknowledge that I have read and fully understand all of the terms of this HOMEOWNER STATEMENT OF RESPONSIBILITY. I have applied for a permit(s) with Park County Development Services to build:

\_\_\_\_\_ on said property.  
Type of item i.e.: Septic, Dwelling, Garage etc.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

