



Building Submittal Checklist

Additions & Attached Garages Permit

Included in this checklist are the **minimum standards** for department review.
 This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Applications receive 15 days for initial review.
It may take 2 weeks or longer to be reviewed by all departments

BEFORE APPLYING FOR A SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT

You **MUST** have these items completed to apply for a Building Permit

Required Permits to obtain before applying for Building Permit	YES
Has your Driveway/Excavation Permit been approved/issued?	
Has OWTS Permit been issued? <input type="checkbox"/> N/A - On public sanitation <input type="checkbox"/> N/A - CDPHE Permit <small>(If OWTS is permitted through CDPHE additional requirements may apply after submittal)</small>	

If you need assistance obtaining either of these permits please reach out to:

Driveway/Excavation – Site Development – sitedev@clearcreekcounty.us

OWTS Permits – Environmental Health – EH@clearcreekcounty.us

*****Once you have obtained the applicable permits above, you may continue the checklist and submit your application *****

SITE PLAN REQUIREMENTS

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Site Plan is drawn to scale – common engineering scale (maximum of 1" = 60')		
Title block, written and graphic scale, north arrow designating true north		
All items on Site Plan are labeled & identifiable <input type="checkbox"/> Legend/Key provided due to Plan not being labeled		
Property boundary(s) of the subject property(s), indicating front, rear and side lines; with dimensions <input type="checkbox"/> Secondary Site Plan submitted to show all property boundaries and dimensions (for large properties)		
Location and dimensions of any existing and proposed buildings/structures and retaining walls		
Foundation elevations – (BOF) Bottom of foundation, (TOF) Top of Foundation		
Topo lines		
Final grade elevation (all four corners)		
Stamped by a land surveyor (if >1000 sqft)		
All existing and proposed buildings and structures (all sides), are measured (in feet) to the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest to the eaves or projections from the building or structure (decks included). <input type="checkbox"/> Large property, boundaries not shown at scale/dimensions missing (secondary Site Plan required)		
SITE DEVELOPMENT – Building Submittal Site Plan Requirements		
Driveway must be shown from access road up to existing and proposed structure(s)		
Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> None present on property		

ENVIRONMENTAL HEALTH – Building Submittal Site Plan Requirements <input type="checkbox"/> N/A – On Public Sanitation			
Location of proposed and/or existing water supplies on property (wells)			
Location and dimension of any existing or proposed On-site Wastewater Treatment System components (tanks, sewer lines, clean-outs, soil treatment area, trenches, etc.) <input type="checkbox"/> On public sanitation			

CONSTRUCTION PLAN REQUIREMENTS

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ELEVATIONS			
Common architectural scale (i.e. 1/4" = 1') or common engineering scale (i.e. 1" = 40')			
North, south, east, west elevations are included and labeled			
Proposed final topography where the buildings/structures intersect with the proposed final grade			
BUILDING DEPARTMENT			
Wet stamp of PE or architect on ALL pages, edition of code, and design loads used			
Edition of code is 2021 IRC or later			
Design loads used (wind and roof snow load)			
Floor plans of all floors, finished or unfinished			
Cross section(s) of structure to show all floor, wall and roof/ceiling components			
Complete Detail of Engineered Foundation System			
Complete detail for all engineered framing, including floor framing for all floors, roof framing, wall bracing, stair detail, decks, etc.			
Location of all plumbing fixtures, water heaters, furnaces, boilers, wall heaters, gas, wood or pellet stoves, fire places or inserts, etc.			