



Building Submittal Checklist

Structural Roof 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.

Once the application is deemed “complete”, you will receive a phone call to pay the review fees. Then, the file will be released to all Community Development Departments for reviews. When all of the departments have approved the submittal, the Building Plans Examiner will reach out for permit payment and the permit will be issued.

You can check the status of your permit at any time using your address [here](#).

Applications receive 15 days for initial review.

After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

This checklist is for your reference only and is not required to be submitted.

BEFORE APPLYING FOR A 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 *****

LAND USE FORMS

All land use forms must be filled out completely or the application may not be accepted.

If you choose to apply online, you will fill these out virtually and do not need to fill out these PDF versions.

REQUIRED LAND USE FORMS	YES	NO	N/A
Building Permit Application			
Zoning Verification Form			
Construction Site Sanitation Agreement			
Landowner Authorization (if applicable)			
Temporary Building Acknowledgement Form (if applicable)			

CONSTRUCTION PLAN REQUIREMENTS

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ELEVATIONS – Click Here for an example of acceptable Elevations			
Common architectural scale (i.e. ¼" = 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 structural pages, edition of code, and design loads used			
Edition of code is 2015 IRC or later			
Design loads used (wind and roof snow load)			
Cross section(s) of structure to show all floor, wall and roof/ceiling components			
Complete detail for all engineered framing, including roof framing, wall bracing, stair detail if attic, etc.			
Location of all plumbing fixtures, water heaters, furnaces, boilers, wall heaters, gas, wood or pellet stoves, fire places or inserts, etc. if relevant to project			

COMPLETE

Minimum submittal requirements have been met and the submittal has been accepted. Individual departments may require additional information in order to complete the review. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.

INCOMPLETE

Minimum submittal requirements have not been met. The submittal is considered incomplete and is not released for department reviews at this time. Please see the above checklists for items marked "NO" and make the required changes prior to resubmitting any forms or revised plans. Any additional submittal conditions must be met within three months of notification or the application will be withdrawn automatically.

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[Click Here](#) to Apply Online