



TOWN OF CARBONDALE  
511 COLORADO AVENUE  
CARBONDALE, CO 81623  
(970)963-2733

## BUILDING PERMIT APPLICATION CHECKLIST SINGLE FAMILY / DUPLEX / TOWNHOMES / MULTI-FAMILY

This checklist to be used for NEW construction of a Single Family Home, Duplex or Townhomes built to the International Residential Code.

- Please submit \$650 as a deposit for the plan review fee. The balance of remaining fees will be due when the review is complete and the permit is picked up.
- Submit completed copy of application and proof of ownership or authority to act as the owner's agent.
- Submit 2 copies of the Residential Efficient Building Program (REBP) checklist.
- For Tier 1 please provide 2 copies of the REScheck Report and provide on-site solar or provide a HERS Report with no on-site solar.  
Please note the Town amended the 2015 IECC to Climate Zone to 6B –Use Basalt as the Town to obtain the 6B zone.
- For Tiers 2-4 mandatory solar is required and a HERS Report to be submitted.
- Please have the HERS Rater provide the Projected Rating Report, the Building Specification Summary and the UA Compliance Report. The UA to meet the 2015 IECC minimally. Note: ADU's are not to be included in the HERS Report. A separate blower door test is required.
- A Manual J Report or other approved heating and cooling methodology is required for equipment sizing. If it is not submitted at with the Building Permit Application, it will be required at the Mechanical Permit Submittal.
- Note: Mandatory mechanical ventilation is required. Ventilation rate: CFM = (0.01 x total square foot area of house) + [7.5 x (number of bedrooms +1)]
- Provide a soils report for the specific lot.
- Provide cut sheets for the exterior lighting, shielded fixture required, shall not to be able to see the light source from the property line.

### PLAN REQUIREMENTS

Plans must be complete, identical, legible, to scale, and stapled together as **two separate sets**. All plans will be checked at the counter for completeness. If any of the required information is missing, the building permit application cannot be accepted. Sets to be stamped or signed by Design Review Board if applicable.

### SITE PLAN

- Legal Description -Township, Range, Sect., Subdivision, Lot, Block, Filing...
- Property lines—all existing property lines must be shown. If for a duplex, show party wall.
- Setbacks, Building Envelope(s), Easements, and Dimensions to be included. An Improvement Location Certificate (ILC) will be required prior to CO.
- North Arrow and Scale on each page.
- Driveway - Material, Slope (grade%), Culverts, Adjacent Streets and any Dimensions.
- Structures - Proposed/Existing, including sheds, barns, decks, patios & any other structure/building.

- Show square footage of impervious lot coverage on plans.
- Water Features -Streams, creeks, springs, ponds, ditches, etc.
- Existing and Proposed Contours - Grading/Drainage around structures, erosion control, etc.
- Drainage Plan - include directional indicators for positive drainage away from the building. Drainage to be contained on site. The contours must be shown in 2'-10' increments.
- Finish Floor Elevations - Shown on the building footprint.
- Connections from road right of way to the building-Water, sewer, gas, phone, electric, cable, etc.
- On duplexes both sides are to be shown
- Landscaping Plan - Existing plant materials, ground cover, sidewalks, snow storage, etc.
- Construction Parking / Staging.
- Retaining Walls - Materials, highest and lowest point; Engineer stamped detail required if retaining wall is over four feet.
- Provide a shadow analysis.

### **ARCHITECTURAL SHEETS**

- Floor Plans for Each Level, complete dimensions, drawing scale noted.
- Provide a breakdown of the square footages: living space, ADU, unfinished and garage
- Minimum Four (4) Elevations N,S,E,W. Please clearly show building height measured from pre-construction grade.
- Building Cross Sections and construction details. Please include damp-proofing, weather protective barriers, roof underlayment, insulation types and values, air barrier, continuous insulation on the exterior walls and radon mitigation.
- The air barrier is to be clearly specified on the plans and in the assemblies.
- Each Room is Clearly Labeled. (Ex. bedroom, living, kitchen etc.)
- Location of Mechanical Equipment is shown on the plans.
- Window Sizes, types and U value noted on floor plan or elevations. (Rough opening sizes and window operation clearly indicated.)
- Guardrail details shown.
- Roof Covering and siding specified.
- Roof Slope / pitch shown.
- Show all appropriate components of the REBP on the plans.
- Fireplaces labeled as gas or wood burning. (If wood burning model # and specs required.)
- Please provide a radon mitigation detail or statement on the plans.

### **STRUCTURAL SHEETS**

- The design is to meet prescriptive requirements of the IRC or all structural sheets of the plans are to be stamped / signed by Colorado State Licensed Engineer or Architect.
- Design Specifications Sheet including:
  - Roof Live Load (snow).
  - Floor/deck Live Load.
  - Wind Design.
  - Foundation Design per soils report.
  - Foundation Plan shows complete footing/foundation dimensions.
  - Footing / foundation reinforcement details provided and referenced on plan.
  - Dedicated Framing Plans for each floor level and roof framing. (All beams, joists, rafters clearly shown.)
- Provide Framing Details.
- Correction letters will be issued for incomplete applications or plans, and may delay the issuance of the permit.
- See “How to calculate Building Permit Fees” for appropriate fee.
- A “Street Cut Permit” is required for any work within the Town right of way. This includes driveways, utility connections, landscaping, etc.

- Contractors are required to be licensed by the Town. See licensing requirements.
- See "Utility Department Handout" for water connections, sewer connections and construction water billing.
- Current Codes - 2009 IRC, 2009 IBC, 2009 IMC, 2009 IPC, 2009 IFGC, 2015 IECC and 2017 NEC

I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will not be accepted.

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Applicant's Signature and Date