



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.

- Upon processing of the building permit application we will email the fee sheet for the plan review, payment will be required prior to zoning or building review.
- Submit completed copy of application and proof of ownership or authority to act as the owner's agent.
- Submit 1 copy 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.
- Heating systems winter design temp is -5 degrees dry-bulb (T db) and indoor heat design temperature is maximum 72 degrees dry-bulb (T db) at 30% relative humidity (RH). Heating temp difference is 77 degrees (Delta T 77 degrees). Cooling systems summer design temp is 87 degrees dry-bulb (T db) and indoor cooling design minimum temperature is 75 degrees dry-bulb (T db) at 50% relative humidity (RH). Cooling temp difference is 12 degrees (Delta T 12 degrees). Once heating and cooling load calculations are completed as described above, equipment shall be sized in accordance with Manual S for conventional heating and cooling equipment, or Manual H for heat pump systems.
- Note: Mandatory mechanical ventilation is required. Ventilation rate: $CFM = (0.01 \times \text{total square foot area of house}) + [7.5 \times (\text{number of bedrooms} + 1)]$
- 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, legible, scaled, and digital. All plans will be checked at time of submittal. If any of the required information is missing, the building permit application cannot be accepted. Plans to be stamped or signed by Design Review Board digitally if applicable.

If any there are revisions proposed during the project we will require revised plans to all applicable pages submitted digitally for review and approval PRIOR to further construction. In addition, if any revised exterior changes are proposed, plans to be stamped or signed by Design Review Board digitally 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 TCO.
- 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, with GROSS and NET floor areas listed.
- Provide a breakdown of the square footages for each level including: conditioned 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.)
Note: wood burning is not allowed in River Valley Ranch.
- Please provide a radon mitigation detail or statement on the plans.
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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 permit review.
- 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 the most current electrical code adopted by the State of Colorado.

TEMPORARY CERTIFICATE OF OCCUPANCY (TCO) REQUIREMENTS

- **Backflow preventor test report.**
- **Improvement Location Certificate (ILC) showing all impervious areas on the lot.**
- **All of the above TCO requirements emailed digitally will be required.**
- **TCO Agreement and deposit required for all new construction.**
- **\$100 per day fee for every day after the TCO expiration as determined by the Building Official.**
- **Solar permit submitted w/Interconnect agreement and all requirements for solar installations on our website, under solar permit.**

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.

Applicant's Signature and Date