

## Submittal Requirements for Building Permit Application Basement Finish:

- Evidence of Ownership:** \* A copy of a recorded deed from the Clerk & Recorder's Office.
- Itemization:** \* May be prepared by applicant. Please itemize in full detail the materials to be used & cost.
- Residential Energy Conservation:** \*\* There are 2 methods you can choose from. The first is called the Prescriptive Method, which requires you to purchase the 2006 IECC (International Energy Conservation Code) booklet (\$32.50 @ the Fremont County Building Department) and follow the requirements listed in Chapter 4. The second option is the Performance Method which means going online @ <http://energycode.pnl.gov/REScheckWeb/> & carefully submit the compliance worksheet - two copies of worksheet are required for submittal. If you choose the Performance Method, it is highly recommended you find someone who is familiar with this program. If you choose to do the ResCheck yourself, be sure to have your construction plans accessible & keep in mind that it might take several hours to accurately complete. Remember it's the complete envelope of your building project including all exterior walls, windows, doors & other various materials. **This is required whenever heating &/or cooling is involved.**
- Evidence of Water:** \* A recent water bill from a public entity is required. If a well is being considered, a Residential Water Well Permit Application needs to be submitted to the Colorado Division of Water Resources & an active well permit must be submitted with your building application. If an existing well is being considered & you do not have the permit information, you must submit a Well Permit Request Form to the Colorado Division of Water Resources Records Section. Both of these applications may be obtained at the Building Department. A Well Construction & Test Report or Driller's Log must be submitted as proof the well was dug prior to issuance of certificate of occupancy. **NEEDED ONLY IF WATER DISPOSAL WILL BE INSTALLED.**
- Evidence of Sanitation:** \* Sewer tap contract or recent sewer bill from a public entity, or an individual sewage disposal system (septic) permit issued by the Fremont County Environmental Health Department. Septic permit costs & application information is available at the building department. **NEEDED ONLY IF SEWAGE DISPOSAL WILL BE INSTALLED.**
- Floor Plan:** \*\* May be prepared by applicant. Floor plan must identify the dimensions & intended use of all space including any habitable floor space - including existing (floor plans before basement finish & floor plans after intended basement finish). Plans must be drawn to scale & indicate what measurement scale used. For identification purposes, every page must contain the client's name & construction address.
- Construction Details:** \*\* Details must identify structural components & must verify compliance with the 2006 International Residential Code &/or 2006 International Building Code & 2006 International Energy Conservation Code. May be prepared by applicant & may be drawn or in written form. Details must identify structural components such as floor support beam sizes, floor joist size & spacing, wall stud size & spacing, header sizes for all openings, roof assembly components or engineering from truss manufacturer, etc. Roof snow load depends on the construction elevation. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared, signed & sealed by an engineer licensed in the State of Colorado. For identification purposes, every page must contain the client's name & construction address.
- <http://www.dora.state.co.us/electrical/onlinepermitsystem.htm>
  - <http://www.dora.state.co.us/plumbing/forms.htm#info>
  - <http://water.state.co.us/default.asp>

**\*(1) / \*\*(2) - Indicates number of copies to be submitted.**  
**INCOMPLETE OR FAXED SUBMITTALS WILL NOT BE ACCEPTED.**