

Submittal Requirements for Building Permit Application ONE & TWO FAMILY DWELLINGS:

Proof/Issuance of Legal Address: * Required prior to beginning construction. To apply for an address, the cost of the permit is \$75.00 & permits can be obtained at the Building Department. Questions may be directed to the Planning & Zoning Department @ (719)-276-7360.

County Driveway Access Permit & Inspection Report Approved by District Supervisor: * Required prior to beginning construction. The cost of the permit is \$55.00 & permits can be obtained at the Building Department. If there's an existing driveway, it's required that a driveway inspection be performed by a Road & Bridge designee. Questions may be directed to the Road & Bridge Department @ (719)-276-7320.

State Highway Access Permit: * Required prior to beginning construction. If access is taken from a state highway, questions may be directed to the Colorado Department of Transportation, Region 2 Access Management Unit @ (719)-546-5407.

Evidence of Ownership: * A copy of a recorded deed from the Clerk's & Recorder's Office – Questions may be directed to the Clerk & Recorder's Office @ (719)-276-7336.

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.**

Flood Elevation Certificate: * * Does the property lie within an area indicated as having a potential flood problem by the current Federal Emergency Management Agency's (FEMA.), National Flood Insurance Program (NFIP.), Flood Insurance Rate Maps (FIRM), & accompanying studies? If yes, please provide an Engineered Wet Stamp Pre-Construction Elevation Certificate. Upon construction completion, an Engineered Wet Stamp Finished Construction Elevation Certificate must be submitted prior to issuance of certificate of occupancy/completion. This information can be obtained from Planning & Zoning @ (719)-276-7360. FEMA questions may be directed to (719)-276-7367.

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. Questions may be directed to the Colorado Division of Water Resources @ (719)-542-3368 or (303)-866-3581. If a water tap application/contract is submitted, a copy of the recent water bill from a public entity must be submitted to building department prior to issuance of certificate of occupancy/completion.

Evidence of Sanitation: * A 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. If a sewer tap contract is submitted, a copy of recent sewer bill from a public entity must be submitted to building department prior to issuance of certificate of occupancy/completion.

Plot Plan: * * May be prepared by applicant & must be legible & not microscopic. Any questions regarding the property set-backs, please call Planning & Zoning @ (719)-276-7360. Plot plan must contain the following:

- Configuration of lot & all property dimensions.
- Location on lot & the dimensions of all structures. Identify each structure as “existing” or “proposed.”
- Setback distances from proposed structures to all property lines & to any existing buildings.
- Location & name of any public or private roads which adjoin or trespass property.
- Location that driveway enters property from public or private road. Driveway will determine “front” of property.
- North arrow clearly visible.

Foundation Design: * * Any & **all** foundation designs must be prepared, signed, dated & sealed by an engineer or architect licensed by the State of Colorado & must identify the client & construction address on each page submitted. Two original wet-stamp copies are required.

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. Every page must contain the client’s name & construction address.

Floor Plan: * * May be prepared by applicant. Detailed floor plan must identify the dimensions & intended use of all space including any habitable floor space. Every page must contain the client’s name & construction address.

Manufacturers Engineered Truss Design “Wet Stamp”: * * Must be provided by truss manufacturer & must be signed, sealed & dated by an engineer or architect licensed in the State of Colorado & must contain the client’s name & construction address on every page submitted. The roof truss layouts (2 copies) must be legible, not microscopic & match the job. **NEEDED ONLY IF TRUSSES ARE USED.**

- <http://www.dora.state.co.us/electrical/onlinepermitsystem.htm>
- State Electrical Inspector: Robert Brant – (719)-275-2816
- <http://www.dora.state.co.us/plumbing/forms.htm#info>
- State Plumbing Inspector: Gary Hartsuiker – (719)-269-1255
- Colorado Division of Water Resources: <http://water.state.co.us/default.htm>

**Log Home Information:
Timber Products Inspection**
105 S.E. 124th Avenue
Vancouver, WA 98684
(306)-449-3840
Fax: (360)-449-3953
<http://www.tpinspection.com/>

**LOG HOMES COUNCIL
National Association of Home Builders**
1201 15th Street
Washington, D.C 20005
800.368.5242, Ext. 8576
FAX: (202)266-8576
<http://www.loghomes.org/>

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

Revised 07/17/2008 