



Plan Submittal checklist for Single Family Residences

This is a list of the minimum information required to be a part of the plans to submit for a building permit. **All plans and details shall be drawn to scale and the scale noted on the drawings.**

SITE PLAN: No submittals accepted without topography in 2-foot contours and proposed grade.

- Site plan to engineering scale 1:10 or 1:20 with Legal Description and Physical Address
- Plan features - north arrow, calculations of site coverage, property lines, lot dimensions, proposed changes, existing conditions including streams/wetlands*, title block/dates/pages, contact info. and all easements.
- Setbacks –platted building envelopes, plat note limitations, special zoning (PUD, Backcountry etc.), standard zoning setbacks, all structures, decks, stairs, eaves, architectural accents and sheds with dimensions to lot lines
- Utilities –all proposed connections to existing transformers or poles for electric, gas, cable, telephone, sewer/septic with leach field, and water/well
- Grading and Drainage: proposed grade, maximum 2:1 side slopes, retaining walls, foundation drain daylight, culverts and indicate direction of drainage flow, swales, intermittent or dry surface drainages and ditches
- Height Calculations: outline of building, roof dripline with corresponding elevation for eaves, roof ridgelines with elevation, roof appendages with elevation
- Landscaping – existing and proposed vegetation, hardscape and landscape features.
- Parking Areas –minimum of two parking spaces, parking pad if used in lieu of meeting 8% driveway grade for subdivisions created prior to October 1, 1986.
- Driveway –all accesses, locations, connections to the road, grade, width, turnouts, turn-arounds, tracking control, neighbors' driveways, any intersections, appropriate snow storage calculations and locations.
- Trails –any existing trails or proposed connections
- Significant Natural or Historical Features –any potential features
- Topography with a Colorado Licensed Surveyor stamp is required for lots with 10% or greater slope or when the proposed building height is within 5 feet of the maximum.

*Note – Any subdivision that was platted prior to February 26, 1996 did not address any wetlands or steep slopes within the subdivision process. For complete information go to the Engineering Department website at www.co.summit.co.us and select Single Family Grading and Excavation Permits.

ARCHITECTURAL PLANS:

- Floor plans for each floor with all dimensions shown and room uses labeled

*Note – Basement floor plan needs to be a separate sheet from the foundation plan.

- Locations and dimensions of all exterior decks/porches, and garages
- Locations and sizes of all windows and doors
- Locations of fixtures, appliances, including refrigerators, stoves, wet bars, and hot-tubs and spas
- Location and fuel type of all furnaces, boilers, and water heaters
- Location and cut sheet of exterior lighting and details of exterior materials (colors, types, stains etc.)

BUILDING ELEVATIONS:

- All four exterior elevations, with elevation points for garage slab, finished floors, ridge height and chimneys
- Finished grade levels and height of finished floor levels and deck heights above grade

FOUNDATION PLAN & DETAILS:

- Foundation plan showing all dimensions and steps in walls and footings
- Location and size of all interior and exterior footings, pads and piers

- Location and size of all opening in foundation walls
- Locations and construction of all bearing walls and interior columns
- Location and section views of all retaining walls outside the building; over 4 feet high requires engineering
- Section view of all footings, walls, pads, and piers indicating all reinforcement grades, sizes & spacing

STRUCTURAL FRAMING PLANS AND DETAILS:

- Framing plans for each floor and roof including all decks
- Type, size and spacing of all joist and rafters and plywood grades and thicknesses
- Layout and spacing of all pre-manufactured trusses
- Type, size and location of each beam, header, purlin, and posts/columns
- Details of major framing connections and post base/cap anchors
- Specify all species and grade of wood framing members
- Field-built trusses require a stamped, signed design by a state licensed engineer
- A soils report by a licensed geotechnical engineer may be required depending on the site conditions

*Note - Slope stability shall be addressed independent of bearing capacity by a qualified geotechnical engineer.