



CITY OF CHERRY HILLS VILLAGE - GENERAL BUILDING PERMIT APPLICATION

JOB ADDRESS:	VALUATION: \$	Permit Number:
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LEGAL	Lot:	Block:	Filing:	1 st Floor Sq. Ft.:
	Subdivision:			2 nd Floor Sq. Ft.:
OWNER	Name:			Basement Sq. Ft.:
	Address:			Unfinished Basement Sq. Ft.:
	City:	State:	Zip:	Bonus Room Sq. Ft.:
	Phone:	Fax:		Garage Sq. Ft.:
	Email:			Deck/Patio/Stoop Sq. Ft.:
GENERAL CONTRACTOR	Name:			No. Fireplaces:
	Address:			No. Elevators:
	City:	State:	Zip:	No. Deck/Patio/Stoop:
	Phone:	Fax:		No. Stories:
	Email:			Type of Heat: Electric <input type="checkbox"/> ; Water <input type="checkbox"/> ; Forced Air <input type="checkbox"/> ; Gas <input type="checkbox"/>
ARCHITECT OR DESIGNER	Name:			Building Height (USGS Elevation):
	Address:			Adjacent to a watercourse or wetlands <input type="checkbox"/> yes <input type="checkbox"/> no
	City:	State:	Zip:	Total Disturbed Lot Area:
	Phone:	Fax:		Net Lot Area:
	Email:			Gross Lot Area:
Zone District: _____ <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Church <input type="checkbox"/> School <input type="checkbox"/> Private Club				City Staff Approval Checklist: <input type="checkbox"/> Building Init: _____ Date: _____ <input type="checkbox"/> Planning Init: _____ Date: _____ <input type="checkbox"/> Engineering Init: _____ Date: _____
<input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Recreational Structure <input type="checkbox"/> Recreational Use <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Other				
General Description of Work: 				
				Review Fees: Fee: \$ _____ Date Rcvd: _____

- No changes shall be made from that which is stated in this application, or in attached/submitted plans and specifications except by submitting a revised application, plans and/or specifications and receiving approval from City staff for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of either the Municipal or the 2018 International Family of Code(s) or any other state or local law regulating construction or the performance of construction. I hereby understand that this permit application does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Cherry Hills Village Zoning Ordinance. Special conditions and/or provisions stated on the issued building permit supersede any other information provided by the applicant, including information provided on the plans.
- All permits are valid for 18 months unless an extension is requested pursuant to 18-1-20(7) of the CHV Municipal Code. Permit applications that are not pursued in good faith are deemed abandoned after 90 days. Permits shall become invalid unless work is commenced within 90 days of issuance, or if work is suspended or abandoned for a period of 90 days after issuance.
- I hereby certify that the structure for which this building permit application pertains is outside of the 100-year flood boundary as outlined in the Federal Emergency Management Agency report entitled "Flood Insurance Study for Arapahoe County, Colorado and Unincorporated Areas", together with the accompanying Flood Insurance Rate Maps (FIRM).
- Please be advised that a separate sewer and/or water service permit may be required as part of the work proposed with this building permit. Applicant shall be responsible for contacting the applicable sewer and/or water district to obtain all necessary permits prior to commencing the work authorized by the building permit.
- I understand that this permit application does not constitute the right to begin construction prior to approval of the permit, final issuance and payment being received.
- I hereby certify that I have read and examined this application and know the same to be true and correct.

SIGNATURE OF APPLICANT OR PERMITTEE _____ DATE _____ PRINT NAME _____ CONTACT PHONE NUMBER _____

*Applications can be submitted electronically by email to buildingdepartment@cherryhillsvillage.com if no plan review is required. If plan review is required please submit online at cherryhillsvillage.com.

Applicant Submittal Checklist

- **Electronic Submittals – 1 copy of each required item**
- **In Person Submittals – 2 copies of each required item**

New Construction or Addition with 50% or More Sq. Ft.	Addition with Less than 50% More Sq. Ft.	Accessory Structure	Recreational Use	Remodel, Repair, or Alteration (No New Sq. Ft.)	<u>Submittal Materials</u>¹
					<ul style="list-style-type: none"> • Stamped Structural Plans (Electronic stamps accepted) • Architectural Plans • Gas Line Isometric • Electrical Plans for 400 Amp or greater service • Floor Plans and/or Other Necessary Plans or Specifications to Demonstrate Building Code Compliance
					<ul style="list-style-type: none"> • Site Plan Showing All Existing and Proposed Site Improvements, Easements, 1 ft. Contours in USGS Elevations, and Floodplain Boundaries
					<ul style="list-style-type: none"> • Completed Floor Area Ratio (FAR) Worksheet (R-1, R-2, R-3, R-4 and R-5 Zone Districts Only)
					<ul style="list-style-type: none"> • Site Plan Showing All Proposed and Existing Exterior Light Fixtures and Light Fixture Schedule Demonstrating Compliance w/ Sec. 16-4-120
					<ul style="list-style-type: none"> • Height Calculations and Building Elevations Demonstrating Compliance with Bulk Plane and Building Height Requirements in USGS Elevations
	2	2			<ul style="list-style-type: none"> • Soils Investigation/Report
					<ul style="list-style-type: none"> • Tree Survey and Tree Protection Plan
		3			<ul style="list-style-type: none"> • Energy Compliance Path (Select One): <ul style="list-style-type: none"> <input type="checkbox"/> Prescriptive <input type="checkbox"/> Total UA (ResCheck) <input type="checkbox"/> Performance Path
					<ul style="list-style-type: none"> • Manual J and Supporting Documents
				<i>No Plan Submittal, But All Staging Requirements Must Be Followed</i>	<ul style="list-style-type: none"> • Construction Staging Plan • Right-of-Way Photos and Right of Way Permit Application Submitted
	4				<ul style="list-style-type: none"> • Pre-application Neighborhood Input Meeting Requirements Completed
					<ul style="list-style-type: none"> • Phase III Drainage Report
5	5	5	5		<ul style="list-style-type: none"> • Stormwater Management Plan and a Completed Stormwater Construction Permit Application
					<ul style="list-style-type: none"> • Drainage Maintenance Agreement – To be notarized and completed when ready for Certificate of Occupancy (separate fee will be required for Arapahoe County Recording Fees)
6	6	6		6	<ul style="list-style-type: none"> • Proof of Sewer Permit or Sewer Release Form
7	7	7		7	<ul style="list-style-type: none"> • Approval from Colorado Department of Public Health and Environment for Removal of Materials
					<ul style="list-style-type: none"> • South Metro Fire Rescue Authority Submittal Receipt – *Approval Letter Will Be Required Prior to Issuance of Permit

¹ Represents minimum submittal requirements. Additional materials may be required by the plan reviewer.

² Soils investigation required on additions and accessory structures with a total building area greater than 1,000 square feet, unless otherwise determined by the plan reviewer.

³ Required for any conditioned space.

⁴ Required for second-story additions, regardless of percentage of new square footage.

⁵ Required for any construction disturbing 1 acre or more of land, or for construction adjacent to a watercourse or wetlands.

⁶ Required for accessory structures with plumbing; any upgrade to water tap size; or any other sewer line work associated with the permit.

⁷ Email or other form of approval from CDPHE for removal of dry wall or other materials that might contain asbestos. Separate demolition permit required for removal of entire structure.

Floor Area Ratio (FAR) Worksheet

- Applicants for new residential construction and additions in the R-1, R-2, R-3, R-4 and R-5 zone districts are required to complete and submit this worksheet with your building permit application.

Address: _____

Existing above-grade and walkout basement floor area: _____ sq. ft.

Proposed above-grade and walkout basement floor area: _____ sq. ft. +

Total Floor Area: = _____ sq. ft.

Net Lot Area (From Plat, Survey, etc.): _____ sq. ft.
Source: _____

Floor Area Ratio (FAR): $\frac{\text{Total Floor Area (sq. ft.)}}{\text{Net Lot Area (sq. ft.)}} = \text{FAR}$ (Round to hundredths)

I, the undersigned, take full responsibility for the accuracy and completeness of the above information. I understand that incomplete or inaccurate information may result in significant delays in the issuance of a building permit, or the possible revocation of a building permit.

Print Name: _____ Signature: _____

Title: (e.g. Owner, Architect, Contractor, etc.) _____ Date: _____

Net Lot Area (a) Generally, Lot area is the total area within the lot lines of a lot. (b) Addition to Lot Area. Areas outside of the lot lines of a lot may be counted towards lot area in certain zoning districts, as follows: (1) R-1, R-2, R-3, R-4, O-1, and C-1 Zoning Districts. In the R-1, R-2, R-3, R-4, O-1, and C-1 zoning districts, lot area may also include adjoining public street rights-of-way to the centerlines of the streets, or the area extending 30 feet into the right-of-way from the street lot lines, whichever results in less additional area. (2) R-3A Zoning District. In the R-3A zoning district, lots that are at least one-half acre in lot area may include (within the one-half acre or more) the area identified in subsection (b)(1), above, provided that such area does not exceed 20 percent of the total area of the lot.

Above-Grade Floor Area is calculated at 100% for rooms, mezzanine, loft and attic spaces where the distance between the floor and the ceiling or roof rafters directly above is greater than six (6) feet but not more than sixteen (16) feet; stairways with a maximum footprint of one hundred (100) square feet; utility areas; attached garages; roofed porches, balconies, loggias and breezeways that are enclosed on more than two sides; and walkout basements. Above-grade floor area is calculated at 200% for high volume spaces where the distance between the floor and the ceiling or roof rafters directly above is greater than sixteen (16) feet; and stairways with a footprint greater than one hundred (100) square feet.

Walkout Basement means any interior floor area on the same level as a basement, having a ceiling height of at least six (6) feet and bounded by an exterior wall that is exposed to a height of more than four (4) feet above the adjacent finished grade or by the interior perimeter of a standard basement.



Exposed areas 4 ft. or less (standard basement) shown in blue;

More than 4ft. (walkout basement) shown in orange

HOMEOWNERS ASSOCIATION **ACKNOWLEDGEMENT**

I acknowledge that I may be legally obligated to obtain the approval of the applicable homeowners association or its architectural review committee, if any, prior to commencing construction once a permit is issued.

Please contact your homeowners association for more information.

SIGNATURE OF APPLICANT OR PERMITTEE

PRINT NAME

DATE