

**CITY OF CHERRY HILLS VILLAGE - GENERAL BUILDING PERMIT APPLICATION**

|  |  |          |                         |   |                         |
|--|--|----------|-------------------------|---|-------------------------|
| <b>JOB ADDRESS:</b>  |  |          | <b>Valuation:</b><br>\$ | Review Transaction No:  | Permit No:              |
| <b>LEGAL</b>   | Lot  | Block    | Filing                  | 1 <sup>st</sup> Floor Sq. Ft.:  |                         |
|  | Subdivision  |          |                         | 2 <sup>nd</sup> Floor Sq. Ft.:  |                         |
| <b>OWNER</b>   | 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.:   |                         |
| <b>GENERAL CONTRACTOR</b>  | 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"/>                                 |                         |
| <b>ARCHITECT OR DESIGNER</b>   | Name   |          |                         | Building Height (USGS Elevation):   |                         |
|  | Address  |          |                         | Max. Allowed Building Height (USGS Elevation):  |                         |
|  | City   | State    | Zip                     | Adjacent to a watercourse or wetlands <input type="checkbox"/> yes <input type="checkbox"/> no  |                         |
|  | Phone  | Fax      |                         | Total Disturbed Lot Area:   |                         |
|  | Email  |          |                         | Net Lot Area:   |                         |
| <b>USE</b>   | Zone District  |          |                         | Gross Lot Area:   |                         |
|  | Single Family Residence <input type="checkbox"/> ; Church <input type="checkbox"/> ; School <input type="checkbox"/> ; Private Club <input type="checkbox"/> |          |                         | <b>Approval Checklist:</b><br><input type="checkbox"/> Building<br><input type="checkbox"/> Planning<br><input type="checkbox"/> Engineering<br><input type="checkbox"/> Public Works | Init: _____ Date: _____ |
|  | Occupancy Group  | Division |                         |   | Init: _____ Date: _____ |
|  | Type of Construction   |          |                         |   | Init: _____ Date: _____ |
| 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 <input type="checkbox"/> |  |          | Init: _____ Date: _____ |   |                         |
| <b>General Description of Work:</b>  |  |          |                         | <b>Review Fees:</b>   |                         |
|  |  |          |                         | Fee: \$ _____   |                         |
|  |  |          |                         | Date Rcvd: _____  |                         |
| <b>Notes to Applicant:</b>   |  |          |                         |   |                         |
| 1) Do not complete shaded sections.  |  |          |                         |   |                         |
| 2) A plan check fee may apply. Call the Community Development office for more information (303) 783-2721.  |  |          |                         |   |                         |
| 3) Payment is due and signature required on the permit at the time of issuance.  |  |          |                         |   |                         |
| 4) Make check payable to Cherry Hills Village.   |  |          |                         |   |                         |
| 5) Approval letter from South Metro Fire Rescue Authority may be required prior to issuance of permit.   |  |          |                         |   |                         |

- 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 2015 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 supercede any other information provided by the applicant, including information provided on the plans.
- All permits are good for 18 months unless an extension is requested pursuant to §18-2-20(5) of the CHV Municipal Code. Permit applications that are not pursued in good faith are deemed abandoned after ninety days. Permits shall become invalid unless work is commenced within ninety days of issuance, or if work is suspended or abandoned for a period of ninety 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" dated December 17, 2010, together with the accompanying Flood Insurance Rate Maps (FIRM).
- 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

## Applicant Submittal Checklist

- If submitted in person, initial below to verify the required number of copies of each item are included with your submittal. Only one copy of each item is required for electronic submittals.

| 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.)                  | <b><u>Submittal Materials</u></b> <sup>1</sup>  |
|---|--|---------------------|------------------|--|---|
|   |  |                     |                  |  | Stamped Structural Plans, 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 – 2 Copies |
|   |  |                     |                  |  | Site Plan Showing All Existing and Proposed Site Improvements, Easements, 1 ft. Contours in USGS Elevations, and Floodplain Boundaries – 2 Copies   |
|   |  |                     |                  |  | Completed Floor Area Ratio (FAR) Worksheet (R-1, R-2, R-3, R-4 and R-5 Zone Districts Only)   |
|   |  |                     |                  |  | Site Plan Showing All Proposed and Existing Exterior Light Fixtures and Light Fixture Schedule Demonstrating Compliance w/ Sec. 16-16-50  |
|   |  |                     |                  |  | Height Calculations in USGS Elevations – 2 Copies   |
|   |  |                     |                  |  | Building Elevations Demonstrating Compliance with Bulk Plane and Building Height Requirements in USGS Elevations – 2 Copies   |
|   | 2  | 2                   |                  |  | Soils Investigation – 1 Copy  |
|   |  |                     |                  |  | Tree Survey and Tree Protection Plan – 2 Copies   |
|   |  | 3                   |                  |  | Energy Compliance Path (Select One):<br><input type="checkbox"/> Prescriptive<br><input type="checkbox"/> Total UA (ResCheck) – 2 Copies of Calcs<br><input type="checkbox"/> Performance Path – 2 Copies of Calcs                |
|   |  |                     |                  |  | Manual J and Supporting Documents – 2 Copies  |
|   |  |                     |                  | No Plan Submittal, But All Staging Requirements Must Be Followed | Construction Staging Plan, Right-of-Way Photos and Right of Way Permit Application Submitted, – 3 Copies of Plan (One Copy Must be 11" x 17" or Smaller) and 1 Copy of Right-of-Way Photos  |
|   | 4  |                     |                  |  | Pre-application Neighborhood Input Meeting Requirements Completed   |
|   |  |                     |                  |  | Phase III Drainage Report – 2 Copies  |
| 5   | 5  | 5                   | 5                |  | Stormwater Management Plan – 2 Copies and Completed Stormwater Construction Permit Application  |
| 6   | 6  | 6                   |                  | 6  | Proof of Sewer Permit or Sewer Release Form – 1 Copy  |
| 7   | 7  |                     |                  | 7  | Approval from Colorado Department of Public Health and Environment for Removal of Materials   |
|   |  |                     |                  |  | South Metro Fire Rescue Authority Submittal Receipt – 1 copy *Approval Letter Will Be Required Prior to Issuance of Permit  |

<sup>1</sup> Represents minimum submittal requirements. Additional materials may be required by the plan reviewer.

<sup>2</sup> Soils investigation required on additions and accessory structures with a total building area greater than 1,000 square feet, unless otherwise determined by the plans analyst.

<sup>3</sup> Required for any conditioned space.

<sup>4</sup> Required for second-story additions, regardless of percentage of new square footage.

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

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

<sup>7</sup> 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 means the area of a lot contained within the lot lines, and excluding adjacent public right-of-way and any other area outside the lot lines.

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 surrounded by an exterior wall that is exposed by more than four (4) feet above the adjacent finished grade.

