

Applicant Submittal Checklist

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
9	9	9	9	9	<ul style="list-style-type: none"> Manual J and Supporting Documents
					<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
8	8	8			<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 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.

⁸ For residences with an existing fire suppression system, new additional square footage must also be protected with a fire suppression system. For residences without an existing fire suppression system, a fire flow analysis is required from SMFR.

⁹ Required for change of equipment that is not "like for like".