



RESIDENTIAL ADDITION SUBMITTAL REQUIREMENTS
ALL DOCUMENTS MUST BE IN PDF FORMAT AND SUBMITTED THROUGH THE E-PERMIT
CENTER AT <https://permits.adcogov.org/>

Address and Parcel number

Site Plan - Showing all setbacks including well, septic tank and leach field (if applicable)
Must include dimensions of the structure and relationship to existing buildings and the distance to property lines.

Engineered Foundation Plans and details (WET STAMPED)
Must comply with frost protection requirements of section R403.1.4.1 of the 2018 IRC.

Engineered Structural Plans and details (WET STAMPED)
Must include floor, wall, and roof assembly details

Complete Architectural plans and details
Code summary, Design conditions, building height, total square footage of addition and square footage of each level (if applicable), list type of fire suppression system (if applicable), location of roof drainage
Thermal barrier- Location and Rvalue of insulation, air barriers, vapor barriers
Window and Door schedule- To include U factor and SHGC of windows and doors
Provide plans that conform to one of the three approved energy compliance paths in the 2018 IECC or the IRC. (Prescriptive, Performance, ERI)

Complete Mechanical plans and details (WET STAMPED)
As an alternative to stamped engineered plans; include mechanical load calculations, mechanical layout, and diagrams of duct fittings (Manual JD&S or equivalent)

Complete Electrical plans and details

Tri-County Health (Septic Permits)
Commerce City - 303.288.6816
Aurora - 303.341.9370

Colorado Division of Water Resources (Water Well Permits)
303.866.3581

FIRE DEPARTMENT APPROVAL MAY BE REQUIRED. Check with your [local fire department](#).

P2904 system – Adams County Building Safety Review
NFPA 13D system – local Fire Department Review or State of Colorado

Erosion and Sediment Control Plan (See “[Small Construction Site Sediment and Erosion Control Guidelines](#)”) to prepare the plan, or contact Adams County Stormwater Management **720.523.6400**

CONTINUED ON NEXT PAGE

FEES REQUIRED AT TIME OF SUBMITTAL

Plan Review fee based on 65% of listed valuation at time of submittal by applicant. ([fee schedule](#))

Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Aug. 2014) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.

Development Review fees upon each submittal: Residential **\$40.00**.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
 - General Liability Insurance - [Requirements](#)
 - Contractor license from any Colorado municipality OR ICC Certification
 - Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)
-

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **10 business days**²
- Second review and onwards = **5 business days**

ADDITIONAL REVIEW TIMELINE (revisions after permit issuance)³

- Initial review timeframe from application acceptance = **10 business days**
- Second review and onwards = **5 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² The Adams County Buildings are closed on Mondays. On the event a holiday falls on a Monday, the Tuesday after will be closed too.

³ An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; epermitcenter@adcogov.org

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#). Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system 720.523.6320