

Building Plan Requirements

IMPORTANT NOTICE: The local Fire District has individual authority to enforce fire code standards beyond the county's requirements. Cooperation and coordination with your local fire district early in the process may prevent costly alterations to your project and ensure compliance with all applicable health and safety standards.

- All Building Permit Applications & Site Plans must be approved by the Planning & Zoning Division. Elevation above sea level must be marked on application.
- Please submit one electronic and one paper copy of plans approved by the Planning and Zoning Division. Plans and documents should be oriented, consistent and of sufficient detail to allow construction without any further information being required from the designer. Architectural and structural plans shall be drawn to an acceptable, approved, scale (1/4" residential scale and 1/8" min commercial scale), dimensioned & consisting of but not limited to the following:
- Title Block, on first page, consisting of:
 - Address of job
 - Name of person who prepared plans and design criteria per Table R301.2 (1)
 - Name of owner
- Engineered Footing and Foundation Plans shall require Colorado Engineer or Architect stamp. **Engineer stamp may be required per the Planning & Zoning Division or the Building Safety Division.**
- Framing Plans: (may require Colorado Engineer or Architect stamp)
 - When a Colorado Architect or Engineer stamp is required, it must be signature dated and must appear on each sheet of design drawings and all other documents submitted. Wind speed, roof & ground snow load and building code used in design must be on one page of the stamped documents.
- Include plan view, sections, note location, and sizes of all openings: (windows, doors, vents, beams, posts, joist, rafters, headers, trusses, etc.)
- Floor Plans should provide the following information:
 - Room usage, location and size of windows and doors, type and thickness of drywall used, location of lights, fans, outlets, GFI's, smoke detectors, fire rated walls and assemblies, exit corridors, and safety glazing. Basements should show location of above items plus, all means of egress, windows, stairs, furnace, water heater, crawl space access and any other pertinent information including sizes of windows and door schedules, water heaters, combustion air, ceiling heights and carbon monoxide detectors.

- Elevations:
Four (4) for new structures, (less for some additions), shall show dimensions, grade levels, windows, doors, roof coverings, identification of exterior materials, guardrails, steps, stairs, basement lines, decks, patio covers, and porches.
 - Building and wall sections:
Section through building showing framing details, flooring, decking, basement walls, insulation, U-factors, R-values, floor and foundation. A typical wall section should note all pertinent information and extend from foundation to roof.
 - Building thermal envelope
 - Stair detail:
Standard, winder, spiral or other special stairs.
Cross section drawing of each type of stair used showing the rise and run, nosing, headroom clearance from nose of tread and handrail and baluster details. Treads are measured nose to nose of treads.
 - Energy Calculations:

See Jefferson County Energy Handout
- Additions, Alterations or Repairs
Professional design
Prescriptive per 2018 IECC Chapter 4

Additional Information Required By The Plans Examiner If Applicable to Your Project

- Roof snow loads
- Wind speed
- Seismic design category
- Frost line depth
- Termite
- Ground Snow Load
- Winter design temperature
- Flood hazard
- Component and cladding loads
- Engineered soils test
- Class of soils material
- Engineered dipping bedrock foundation
- Engineered structural basement floor
- Engineered foundation drainage
- Engineered water proofing or damp proofing
- Engineered wood products design
- Engineered truss drawings
- Braced wall line locations & details and/or engineered calculations
- Roof tie downs
- Engineered structural plans
- Architectural plans
- Structural member size and spacing required for all structures
- Structural calculations
- Sheathing - roof and wall sheathing with nails and spacing
- Ridge boards
- Roof pitch
- Roof covering and underlayment
- All insulation, ie. walls, floors, ceiling, etc.
- Wall sections fully detailed
- Dead loads and live loads required for all engineer designs
- Point loads
- Truss designed by Colorado Engineer
- Square footage
- Window and door schedules
- Manual J & D required for all new homes
- Delineate building thermal envelope
- All connection details required for all new structures
- Under floor ventilation or conditioned space detail
- Vented or non-vented attic/rafter spaces

Letters from engineers or architects concerning roof dead loads on tile roofs, cantilevers, beams, steel beam sizes, post and beam construction or any additional information the plans examiner deems necessary to insure Code compliance.

When a Colorado Architect or Engineer stamp is required, it must be signature dated and must appear on each sheet of design drawings and on the first sheet of specification documents submitted.

Failure to provide required items could result in a hold on Permit issuance.

**Jefferson County Division of Building Safety
Supplement to the International Codes**

**SECTION R108
FEES**

Per the Jefferson County Supplement

Delete Section R108.2 in its entirety and substitute as follows:

R108.2 Schedule of permit fees. A fee for each building permit shall be paid to the building official as set forth in Table 108.2.1 of the 2018 Jefferson County Residential Code Supplement. The determination of value or valuation under any of the provisions of this Code shall be made by the building official. The value to be used in computing the building permit and building plan review fees shall be the total value of all construction work for which the permit is issued. All Division of Building Safety fees which contain a fraction of a dollar shall be rounded to the next highest dollar.

Add the following sentence:

R108.3 Building permit valuations.

The applicant for a permit shall provide an estimated value of all the work to be performed including mechanical, electrical, and plumbing at time of application. Final building permit valuation shall be as determined by the building official. Construction cost valuations may be adjusted accordingly based on recommendations as published in the "Buildings Safety Journal" by the International Code Council.

Residential Plan Review Fee

R108.4.4 Plan review fee. When submittal documents are required by Section 106.1, a plan review fee equal to sixty-five (65) percent of the permit fee shall be charged on all permits. This fee may be required at time of submittal of the documents for plan review. Plan review fees may be waived by the building official for projects with a valuation of less than \$75,000. Projects having received a Stop Work Order, may be charged a plan review fee regardless of valuation.

The plan review fees specified in this section are separate fees from the permit fees specified in Section 108.2 and are in addition to the permit fees.

Commercial Plan Review Fee

109.5.1 Plan review fee. When documents are required by Section 107, a plan review fee shall be charged on all permits. This fee may be required at time of submittal of the documents for plan review. Said plan review fee shall be 65 percent of the building permit fee as shown in Table 109.2 of the 2018 Jefferson County Building Code Supplement.