

Residential Building Plan Submittal Guide

How to use this guide:

This document answers the “*how do I?*” and “*what do I need?*” to apply for a residential building permit in Jefferson County. Reading this and using the checklist points for each item will help you move through the process quickly and help ensure your plans are ready to be reviewed by staff. No guide fits every project, so always contact our office with questions after reading.

✓	How to apply for a building permit
	Create an account at http://citizenportal.jeffco.us/
	Login and Select “Apply for Permits”
	Select the type of permit you need and follow the prompts for necessary permit information and to upload your documents.
	Required documents are marked mandatory while other documents may be added that are supplementary. If you have trouble uploading documents, contact our office number above.
	Documents should be in an unlocked .pdf format

PLAN DOCUMENTS (SPECIFIC TO PROPOSED CONSTRUCTION)

	Permit Application (first page filled out in full)
	If a contractor has not been selected, please write “TBD” on the line for contractor
	Valuation is the cost of the job and includes labor and material costs.
	All plan sheets to contain address, number of sheets (i.e. #2 of 4), scaled and dimensioned (1/4” inch per foot preferred), PLANS MAY BE HAND DRAWN ON GRAPH PAPER IF CLEAR AND LEGIBLE
Foundation Plans should include:	
	Foundation Layout
	Section or Detail View
Exterior Elevations should include:	
	Each exterior side of the building with cantilevers, windows, doors, decks, vents, roof covering, and any other projections shown, along with grade lines.
	Additions should be clearly marked as different from existing construction.
Floor Plans (a.k.a. Architectural Plans) should include:	
	Existing or As-Built Floor plan to show what the space is like currently, including room uses.
	Proposed Floor Plans (label room uses, wall layouts, fixtures, appliances, stairs, crawlspaces, etc.)
	Plans should show work areas and adjacent rooms, and note areas with no work.
Frame Plans (a.k.a. Structural Plans) should include:	
	Floor Frame Plan (Should show windows, doors, headers, beams, girders, joists, stair openings and posts so load paths can be traced through the structure to foundation)
	Remodels and additions should be marked as different from existing construction.
	Roof Frame Plan (Should show pitch, type [trusses, rafters, etc.] spacing, sheathing, etc.)
	Wall Cut Detail or Section View (Should show siding, exterior sheathing, wall construction, insulation, and interior finish from foundation to roof)

Design Professional Stamped Plans

- Plans may need a Colorado State licensed design professional approval for several reasons including high snow loads (over 70 psf), large cantilevers (greater than 2', depending on what is being canted) or use of certain materials. Staff can help determine if you need a design professional for your plans.
- **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.**
 - Wind Design criteria (page 15) along with all adopted code information can be found [here](#).
 - Site specific ground and roof snow load can be found using the address lookup tool [here](#).

Other Documents

While not always required, any of these may be requested if needed:

Wall Bracing/Shear Wall Plan	Steel/Glass Shop Drawings
Firewall Details	Thermal Envelope with Insulation Values
Rated Wall and Soffit Details	Door and Window Schedule

Depending on the project, other whole documents may be required to meet other provisions of the building code such as energy efficiency or wildfire safety. This list will cover the most common other documents necessary for plan submittal.

Manual J, D, and S (NEW HOMES ONLY)	These documents size heating appliances and give the layout of the heating system. REScheck is a free online tool to produce a compliant plan and can be found here .
Appendix Z Verification Form (ANY EXTERIOR PROJECT)	Above 6400 feet in elevation, Jefferson County requires non-combustible or ignition-resistant materials to be used for siding, decks, roofs, soffits, doors, and fascia (see section Appendix Z). Alternative materials approved by the CalFire Building Material Listing Service may be used (see categories 8110 for Decking, 8140 for Siding and Sheathing and 8160 for Under Eaves and Soffits)
Site Plan (ANY EXTERIOR PROJECT)	Structures within 5' of a property line and/or within 3' of another structure on the same lot can have requirements for fire separations per IRC R302.1 . Staff may need a site plan to clarify these requirements.

In addition to this checklist, if you'd like to see some sample plans, check out these **building guides** for typical code information, example plans and details for basic residential projects using these links:

[Basement Finishes](#)

[Open Decks, up to 14' high](#)

[Enclosing Patio Covers](#)

[New Patio Covers and Carports](#)

[Single Story Home Additions](#)

[Single Story Detached Garages](#)