

Residential Interior Remodel Submittal Guide

Do I need a permit to do an interior remodel?

The answer to this question is usually yes! Even when not modifying bearing walls, a building permit is required when you strip drywall, or move or add interior walls in a home. Providing plans helps us ensure that your proposal meets building code requirements.

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.
	Documents should be in an unlocked .pdf format

PLAN DOCUMENTS

	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
Floor Plans (a.k.a. Architectural Plans) should include:	
	Existing or As-Built Floor plan to show what the space is like currently
	Proposed Floor Plans (label room uses, wall layouts, fixtures, appliances, stairs, crawlspaces, etc)
	Remodels and additions should be marked as different from existing construction.
	Plans should show work areas and adjacent rooms, and note areas with no work

If you are changing something structural like moving a wall, adding a window or door, adding a beam to open a room or changing where the stairs are located, you will also need to provide structural plans

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)
	Remodels and additions should be marked as different from existing construction.

In addition to this checklist, our [Basement Finish Building Guide](#) has great code information and a sample plan to help guide you.

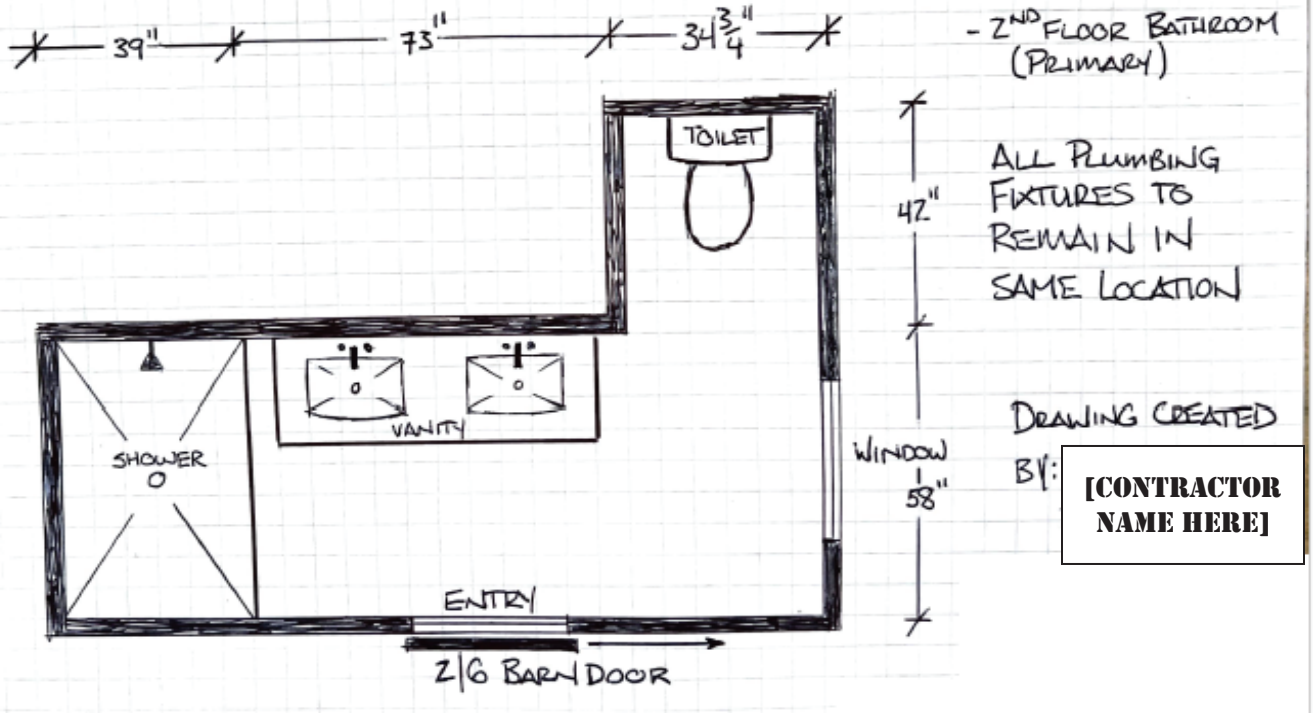
EXAMPLE BATH REMODEL PLAN

Mr and Mrs Smith

1234 Main Street, Evergreen, CO, 80444

MAIN FLOOR BATH REMODEL

SCALE 1/4" inch per foot



UPSTAIRS BATHROOM LAYOUT

