



# RESIDENTIAL POLE BARN

Community & Economic Development Department

4430 South Adams County Parkway  
1st Floor, Suite W2000  
Brighton, CO 80601-8204  
PHONE 720.523.6800

**All documents must be submitted in .pdf format online through the [E-Permit Center](#)**

The following checklist has been compiled to assist in expediting the residential plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the **naming conventions in red** may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

- Narrative/Scope of Work**
- Address and Parcel number**  
If one does not exist, contact Development Services **720.523.6800**  
Plans will need to be updated to reflect property address
- Site Plan** - Showing all setbacks including well, septic tank and leach field (if applicable) – *Site-Plan.pdf*  
Must include dimensions of the structure and relationship to existing buildings and the distance to property lines.
- Foundation and Structural Plan** (WET STAMPED) – *Structural-Plans.pdf*
- Soils Report** (if applicable; see below) – *Soils-Report.pdf*
  - Only if there is no principal building on the property and or/vacant lot (contact Development Services for Zoning)
- Complete plan view and elevations** – *Floor-Plan.pdf*  
Include pole location, spacing, dimensions of the building; show direction, size and spacing of roof system, purlins, girts, beams and header sizes, and location of roof drainage
  - If heating and cooling the structure, thermal barrier must be indicated on plans and structure must comply with the 2018 IECC.
    - A REScheck can be used to show compliance with the Thermal Envelope requirements of the 2018 IECC and is available at [www.energycodes.gov](http://www.energycodes.gov).
- Complete Mechanical plans and details** (If Applicable) - *Mechanical-Plans.pdf*
  - 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** (If Applicable) - *Electrical-Plans.pdf*  
Include location of main panel and/or subpanel
- Complete Plumbing plans and details** (If applicable) - *Plumbing-Plans.pdf*
- Fire Department Approval may be required.** Check with your [local fire department](#). Must be submitted to County prior to permit issuance.
- Access and Culvert Permit** (separate permit, if additional access/driveway is proposed)  
Contact One-Stop Customer Center **720.523.6800**
- Erosion and Sediment Control Plan**  
(See “[Small Construction Site Sediment and Erosion Control Guidelines](#)” to prepare the plan, or contact [Adams County Engineering 720.523.6800](#))

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## 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**.
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## 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](mailto: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)
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## APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance<sup>1</sup> = **10 business days**
- Second review and onwards = **5 business days**

**ADDITIONAL REVIEW TIMELINE** (revisions after permit issuance)<sup>2</sup>

- 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

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

<sup>2</sup> **An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org)**

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## 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**

Missed inspections or something subject to a **\$100.00 Re-Inspection fee**