



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

Applicants will be prompted to upload their files through an email link after submitting application payment (see pg. 5)

- Homeowner's Release Affidavit and Statement of Understanding (page 3)**
- Address and Parcel number**
- Site Plan - Showing All Setbacks**
(Must include dimensions of the structure and its relationship to existing buildings or structures on the property and the distance to existing property lines.)
- Soils Test and report by an Geotechnical Engineer (WET STAMPED)**
(Must be referenced on Engineered Foundation Plans. Must be current to within 2 years of date of application)
- 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)
 - 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.
- Complete Electrical plans and details**
- Complete Plumbing plans and details**
- Tri-County Health (Septic Permits)**

Commerce City - 303.288.6816 4301 E. 72 nd Avenue Commerce City, CO 80022	Aurora - 303.341.9370 15400 E 14 th Place Ste. 115 Aurora, CO 80010
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- Please check with the local water and sanitation district for any additional fees or requirements
Colorado Division of Water Resources (Water Well Permits) 303.866.3581
1313 Sherman Street, Room 818
Denver, CO 80203
- FIRE DEPARTMENT APPROVAL MAY BE REQUIRED.** Check with your local fire department.
 - P2904 system Building Safety Review
 - 13D system Fire Department Review

Incomplete submittals will not be accepted

- Access and Culvert Permits**
Contact One-Stop Customer 720.523.6800
- Erosion and Sediment Control Plan** (See Adams County Pamphlet “Small Construction Site Sediment and Erosion Control Guidelines”) to prepare the plan, or contact **Adams County Stormwater Management 720.523.6400.**

FEES REQUIRED AT TIME OF SUBMITTAL

- Plan Review fee based on 65% of listed valuation at time of submittal by applicant.**
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.**



Homeowner Affidavit and Application Signature

I _____ (owner – please print) hereby give permission to _____ (agent name, if applicable) and certify that I have read and examined this permit application and the information provided hereon is, to the best of my knowledge and belief, true and correct for the property located at _____ (address). I further certify all provisions of laws and ordinances governing this work shall be complied with whether specified on this application and/or approved plans or not. I understand permits presuming to give authority to violate or cancel the provisions of County standards, regulations, and ordinances or permits issued in error or based on inaccurate, incorrect, or incomplete information or obtained by fraudulent means, shall be invalid and are subject to suspension and/or revocation. I further understand this permit is subject to audit by request of the owner or County to verify the applicant's stated valuation. Where audit reveals the actual valuation differs from the stated valuation, the required fees shall be reconciled. Where indicated, excess fees collected shall be refunded, or additional

Who is signing this application?

- Homeowner
 Contractor/Agent _____ (please print)

Applicant's Electronic Signature

Please type your name below to electronically sign this notice.

Homeowner Signature

General Contractor (if applicable)
Phone #: _____
AdCo License #: _____

Contractor/Agent Signature (if applicable)

Mechanical Subcontractor (if applicable)
Phone #: _____
AdCo License #: _____

Date Signed

Plumbing Subcontractor (if applicable)
Phone #: _____
AdCo License #: _____

Contact Phone

Electrical Subcontractor (if applicable)
Phone #: _____
AdCo License #: _____

Email Address



Statement of Understanding

In addition to the above signature, please read and sign below if you are the homeowner and are requesting a permit.

Whenever a homeowner is issued a building permit for any construction within unincorporated Adams County, the homeowner listed on the permit carries the responsibility for all construction work, and for ensuring that all facets of the project confirm to the applicable regulations and code provisions of Adams County. In addition, the homeowner also carries the responsibility and liability of scheduling and providing necessary access for required inspections. Additional fees may apply for failure to properly schedule inspections. Types of inspections will vary, depending on the scope of work.

County approved plans and the inspection card must be kept on the jobsite during construction and be made available to the inspector. The work must be constructed as approved.

If you decide to hire a contractor to perform any portion of the work, the County recommends that the contractor obtain their own permit so the County can verify that the contractor is properly licensed, registered with the County, and has the required liability insurance.

Please write your name below to confirm and acknowledge that this is or will be your primary residence, that you will be personally performing the permitted work, and that you understand and agree to the responsibilities of a homeowner when obtaining a homeowner's permit.

Homeowner or Contractors Name

Date Signed

State of Colorado

County of _____

The foregoing instrument was acknowledged
before me this _____ day of _____
20____ by _____

Notary Public



IMPORTANT E-PERMIT CENTER UPDATE

As of January 1st, 2022, we have a new plan review software. This document identifies the changes in the application submittal process and walk you through the new process.

- All new permit applications will initially be submitted without documents.
- You will receive an email after you submit instructing you to upload the documents.
- You will upload your documents through the **“Plan Review”** tab in stead of **“Attachments”**.
- All permits submitted prior to January 1, 2022 will still follow the old process and use **“Attachments”**.

NOTE: The email address you use to log into your E-Permit Center account ***must be the same*** as what is listed in the applicant field of the contacts (i.e., general email address to login, personal email in contacts). You will not be able to see the **“Plan Review”** tab if the email addresses are different. If you do not see the **“Plan Review”** tab, please notify us.

Instructions:

1. Login to your E – Permit Center account
2. Click on My Records
3. Click on the Record Number
4. Click on Plan Review Tab

Record BDP21-1954:

Building Permit - Plan Review Required

Record Status: Received



Plan Review

To do task: **Upload and Submit**

The applicant should only click here to stay on the epermit center.

Plan Review Status:

5. Click on the Task : **Upload & Submit**
6. A second E-window will pop up with additional instruction to submit your documents.
7. Make sure to check the box that reads **“All files for this project have been uploaded”** (below)

STEP 2 of 3: Confirm drawings and supporting document files have been uploaded by checking the box below.

Confirmation ⓘ

*All files for this project have been uploaded *Required

STEP 3 of 3: Click Submit below to continue.

Submit

Save for Later

Once that has been completed, the application will be ready for us to process through to review. Without doing this step, your permit(s) will not move forward in the application process. Let us know if you have any questions or concerns moving forward. We are available by phone (720.523.6800) or email (epermitcenter@adcogov.org) as well if you need additional help.