



City and County of Broomfield

Community Development
303.438.6370

1 DesCombes Drive
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Building Division

Broomfield, CO 80020
www.broomfield.org

SUBMITTAL REQUIREMENTS FOR NEW RESIDENTIAL PERMITS

In order for the Building Department to issue permits rapidly and efficiently, the following items are required at the time of submittal for plan review.

*****Incomplete submittals will not be accepted*****

- Building permit application completely filled out. Three (3) complete sets of drawings, one to be returned to the contractor, one for the building division, one for Planning Division review.
- A separate scaled plot plan showing the building footprint, including window wells, cantilevers, decks and porches; least dimensions from the structure to the property line on all sides; and any easements on the property. The size of the plan for standard lots should be 8½" x 11" or 8½" x 14". For estate size lots the dimensioned plan should be 11" x 17" or of sufficient size to be readable.
- A separate scaled site drainage plan showing: direction of flow; top of foundation elevation, grade elevations at 4 lot corners and other locations sufficient to show percent of slope along property lines, swales, and away from the house; and conformance with the overall subdivision drainage plan. Minimum slope of 2% is required throughout, with a minimum slope of 5% for the first 10 feet away from the house. The size of the plan for standard lots should be 8½" x 11" or 8½" x 14". For estate size lots the dimensioned plan should be 11" x 17" or of sufficient size to be readable. **The plot plan and the site drainage plan may be combined in one plan.**
- A wet-stamped copy of the site-specific soils report with recommendations for foundation design.
- An engineer designed foundation plan wet-stamped and signed by a Colorado licensed professional engineer or architect based on the submitted soils report. Wet-stamped basement structural floor plans shall be submitted that show framing, sheathing, and special bracing conditions. Structural plans shall be wet-stamped and signed for lateral design, including design criteria of 110 mph wind speed, location of braced wall lines, sheathing nailing patterns, and required hold-downs or anchors.
- One set of truss design drawings and truss layout sheet.
- Water and Sewer License application form filled out. If no public sewer is available, the applicant shall submit a complete individual sewage disposal system (ISDS) permit application, which must include an engineer designed ISDS and corresponding data, along with a scaled plot plan showing the primary and reserve areas. The ISDS application and scaled plot plan must be submitted directly to Broomfield Environmental Health Division at 6 Garden Center, Broomfield. Please contact Michael Wallingford, 720.887.2236, for more information.
- Signed acknowledgment of Services Expansion Fee.
- Calculations and other documentation indicating compliance with the International Energy Conservation Code. This shall include ACCA Manual J equipment sizing calculations, REScheck building envelope compliance calculations, and Manual D duct sizing calculations; or RESNET/HERS approved software printouts. See energy code options handout for more information. Plans shall indicate specific locations of the required 50% high efficacy light bulbs.
- ALL FEES ARE REQUIRED TO BE PAID AT ISSUANCE OF THE BUILDING PERMIT: (permit fee, sewer/water fees, use tax, plan review fee, with the exception of the Services Expansion Fee, which must be paid before the Certificate of Occupancy will be issued.)