



**Department of Community Development
Building Division**

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Plan Submittal Requirements – Residential Permits

AS OF 12/14/2016 – ALL PERMIT PACKAGES MUST BE SUBMITTED ELECTRONICALLY THROUGH THE CITY’S WEBSITE; USING THE ONLINE PERMIT PORTAL – TRAKiT.

NEW SINGLE FAMILY (DETACHED OR ATTACHED): Submittals must include:

- All online application fields completely filled out.
- Plot/ Site plan showing all proposed setbacks. The plan must contain all information required by the “2013 Residential Lot Survey checklist”.
- Architectural plans, to include:
 - Floor Plans drawn to a standard scale.
 - Framing plans.
 - Building sections.
 - Appropriate details.
 - Building envelope location
- Electrical plans
- Structural plans: Drawing set to be stamped and signed by registered Colorado Professional Engineer. Drawings shall include floor joist, beams, headers, and structural roof plans. Provide notation on the structural plan indicating the design loads used, including the wind design. The design must meet the minimum design loads in Westminster per the City provided “Design Criteria for structures”. Specify the maximum tile weight to be used with the stated roof design. Structural drawings to show braced wall lines and braced wall panel locations.
- Site specific foundation plans - Drawings to be stamped and signed by a registered Colorado Professional Engineer.
- Site specific soils report – Report to be sealed and signed by a Professional Engineer.
- Documents related to compliance with the energy conservation provisions of the code. The submittal must contain all information required by the City’s “*Energy Submittal Guideline*” handout. Documents must indicate which path is being utilized (prescriptive, UA trade off, or performance method).

- Fire sprinkler system submittal IF system is a multi-purpose / combination system

The submittal shall include all the required items per the City's residential multi-purpose fire sprinkler submittal guideline handout.

Fire sprinkler systems are NO longer allowed to be handled as deferred approvals.

Stand-alone (or passive purge) systems are to be submitted, plan reviewed, and inspected by the City's Fire Department. Stand-alone systems are to be submitted at the same time or immediately after the building permit has been submitted. **BUILDING PERMITS WILL NOT BE ISSUED UNLESS THE FIRE SPRINKLER PERMIT HAS BEEN SUBMITTED.**

- Manual J calculations *
- Manual D drawings and calculations *
- Fireplace information * - this includes manufacturer's cut sheets with listing information
- Gas piping plan *
- Elevator submittal documents * - This includes information related to structural and electrical elements of the system. The City requires that a City approved independent 3rd party inspector perform the inspections on the elevators themselves.
- Other detail information. *

*** THESE ITEMS CAN BE HANDLED AS DEFERRED SUBMITTALS AND CAN BE SUBMITTED AFTER THE BUILDING PERMIT IS ISSUED.**

The following item is handled by the city inspection staff. This item is not to be submitted to the building division front office/ plan review staff but is to be provided to the City field inspection staff on site.

- Truss designs: One copy of truss shop drawings; bearing an original wet stamp from the truss Engineer. Truss drawings must also bear an original review stamp or be accompanied by a review letter from the structural engineer of record. Minimum design criteria TCLL 30#, TC DL 8#.**

ADDITIONS: Submittals must include the following:

- All online application fields completely filled out.
- Plot/ Site plan showing all proposed setbacks.
- Architectural drawings, to include:
 - Floor Plans drawn to a standard scale. For room additions show existing areas adjacent to the proposed construction.
 - Framing plans.
 - Building sections.
 - Appropriate details.
- Electrical plans
- Structural drawings stamped and signed by registered Colorado Professional Engineer. Drawings shall include floor joist, beams, headers, and structural roof plans. Provide notation on the structural plan indicating the design loads used including the wind design. The design must meet the minimum design loads in Westminster per the attached Design Criteria for structures. Specify the maximum tile weight to be used with the stated roof design.
- Site specific structural foundation drawings stamped and signed by a registered Colorado Professional Engineer
- Documents related to compliance with the energy conservation provisions of the code - the submittal must contain all information required by the City's "Energy Submittal Guideline" handout. Documents must indicate which path is being utilized (prescriptive, UA trade off, or performance).
- Manual J calculations* (Only if a new independent system is being installed)
- Manual D calculations* (Only if a new independent system is being installed)
- Fireplace information (if applicable)*. This includes manufacturer's cut sheets with listing information
- Gas piping plan (if applicable)*

*** THESE ITEMS CAN BE HANDLED AS DEFERRED SUBMITTALS AND CAN BE SUBMITTED AFTER THE BUILDING PERMIT IS ISSUED**

The following item is handled by the city inspection staff. This item is not to be submitted to the building division front office/ plan review staff but is to be provided to the City field inspection staff on site.

- Truss designs: One copy of truss shop drawings; bearing an original wet stamp from the truss Engineer. Complicated truss designs may require review by the engineer of record.*

INTERIOR RESIDENTIAL REMODEL: Submittals must include the following:

- All online application fields completely filled out.

- Architectural plans, to include:
 - Floor Plans drawn to a standard scale.
 - Framing plans if proposing structural modifications.
 - Appropriate details.

- Electrical plans

- Fireplace information and gas piping plan.

- Other detailed information as applicable.