

## **Residential Plans Submittal Checklist**

### **1. Building Permit Application must be completely filled out, including:**

- Owner's name, mailing address and phone number.
- Contractor's name, phone number, address, and Castle Pines' license number.
- Specify a contact person: name and phone number.
- All subcontractor's names, phone numbers, and Castle Pines' license numbers.
- Project (job) address.
- The estimated value of the project (include all materials and labor).

### **2. Site (Plot) Plan: 2 sets.**

- Recommended scale: 1/8" = 1' - 0".
- Lot dimensions.
- Building footprint with all projections & dimensions to all property lines and/or other buildings.
- North arrow.
- Easements.
- Sewer and water lateral locations from street to house.
- Location of any and all retaining walls (which require separate permits).

### **3. Foundation Plan: 2 sets.**

- Recommended scale: 1/4" = 1' - 0".
- Soils report by an engineer.
- Structural and architectural details.
- Footings, foundation, piers, and grade beams designed by and engineer.
- Post and girder intersections.
- Reinforcing spacing and size.
- Fireplaces masonry or gas.
- Anchor bolt spacing and size.

### **4. Floor Plan: 2 sets.**

- Recommended scale 1/4" = 1' - 0".
- Full architectural plans, fully dimensioned and labeled.
- Include adjoining rooms, labeled as to their use with all window and door locations.
- All wall-to-wall dimensions.
- All room finished ceiling heights.
- All window operations to be on the plans (slider, single hung, fixed, casement, etc.).

### **5. Exterior Elevations: 2 sets.**

- Recommended scale: 1/4" = 1' - 0".
- Identify finish materials to be used.
- All four elevation views.
- Indicate finish grade location at building exterior.

- 6. Structural and Architectural Details: 2 sets (to include all applicable from following).**
  - Recommended scale  $\frac{1}{4}'' = 1' - 0''$ .
  - Roof, to include eaves, overhangs, rake and gables.
  - Structural framing details.
  - Structural section with details at foundation, floor and roof levels.
  - Cross section view in each direction specific to the structure, generic not acceptable.
  - Identify all materials, material sizes, spacing, etc.
  
- 7. HVAC Details: 2 sets.**
  - Location of HVAC equipment.
  
- 8. Plumbing Details: 2 sets.**
  - Show all plumbing fixture and water heater locations.
  - Show all floor drain locations.
  
- 9. Electrical Details: 2 sets.**
  - Service meter location and main breaker size in amps.
  - Sub-panel locations(s).
  
- 10. Stair Details: 2 sets. (specific to the plan, not generic)**
  - Stairway width, rise, run, landing length, and headroom height.
  - Handrail, guardrail, and baluster details.