



New Construction and Additions Requirements Checklist

Residential Building Submittal Checklist for New Construction and Additions to Detached Single Family Buildings and Townhomes Including detached accessory buildings and garages

REFERENCES:

- [2018 International Residential Code \(IRC\)](#)
- [Boulder Revised Code, 1981 \(B.R.C.\) - Title 10 Structures](#)
- [Boulder Revised Code, 1981 - Title 9 Land Use Code](#)
- [2018 International Wildland-Urban Interface Code \(IWUIC\)](#)
- [2020 City of Boulder Energy Conservation Code \(COBECC\)](#)
- [2020 National Electrical Code](#)
- [City of Boulder Design and Construction Standards](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for an addition to an existing single family dwelling, construction of a new single family dwelling or construction of a detached garage or accessory building to be taken in for review. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

For more information on any of the application requirements, refer to the [Residential Building Detailed Requirements Attachment](#). For information on how to prepare an application for submittal, refer to the [Online Permit Application Guide](#).

REQUIRED APPLICATIONS, FORMS AND SUPPLEMENTAL INFORMATION:

- [Residential Building Permit Application for Detached One and Two-family Buildings, Residential Accessory Buildings and Townhomes](#)
- [Lot Area Declaration Form](#)
- [Maximum Floor Area Ratio \(FAR\) and Building Coverage Worksheet](#)
- [Stormwater & Flood Management Plant Investment Fee Calculation Form](#)
- [Plumbing Fixture Count and Irrigation Form](#)
- [Residential Housing, Development Excise Tax and Impact Fee Worksheet](#)
- Demonstration of [2020 City of Boulder Energy Conservation Code \(COBECC\) Compliance](#) (include in construction plan set)
- [Construction Waste Recycling Application](#) (required for construction of a new dwelling unit)

The following permits, approvals and supplemental information may be required based on the scope of the project and/or the location and development constraints of the property:

- | | |
|--|--|
| <input type="checkbox"/> Affordable Housing Compliance
- (AFH case number) | <input type="checkbox"/> Asbestos Inspection Report or Demolition
Approval Notice - (required if disturbing potentially
asbestos-containing materials, at the following trigger
levels: 32 SF of surfaces; 50 linear feet of pipes; or
creating waste equal in volume to a 55-gallon drum) |
| <input type="checkbox"/> Residential Growth
Management Allocation | <input type="checkbox"/> Grading and Drainage Plan - (integrated into
construction plan sets) |
| <input type="checkbox"/> Floodplain Development Permit | <input type="checkbox"/> Soils Report |
| <input type="checkbox"/> Stream, Wetland and Water Body Permit | <input type="checkbox"/> Wildland-Urban Interface Code compliance
information |
| <input type="checkbox"/> Historic Preservation Demolition Review
approval or Landmark Alteration Certificate | <input type="checkbox"/> Copies of Prior Approvals - (Notice of
Disposition and copies of any City-stamped
approved plans in the plan set, where required) |
| <input type="checkbox"/> Sustainable Deconstruction Plan (required when
scope includes full structure demolition) | |

CONSTRUCTION PLAN SET- (Minimum requirements for submittal):

Plan drawings shall be drawn to scale with a graphic scale bar on every page. A 3" x 3" square shall be provided in the lower right corner of the first sheet for the City's approval stamp. All sheets shall be the same size (oriented so that north is up) throughout the entire plan set, and of adequate size to clearly convey all information.

- | | |
|--|---|
| <input type="checkbox"/> Site Survey stamped by a Colorado
Licensed Land Surveyor | <input type="checkbox"/> Floor Plans |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Elevations |
| <input type="checkbox"/> Landscape and Street Tree Plan | <input type="checkbox"/> Building Cross Sections at relevant
locations |
| <input type="checkbox"/> Solar Access Plan | <input type="checkbox"/> Wall Section Details |
| | <input type="checkbox"/> Structural Drawings |

► I certify that I have reviewed this checklist and have incorporated the applicable requirements into my construction plans for this submittal. I certify that all plans are clear and legible. I understand that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

Applicant's Signature: _____

Date: _____

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IRC as amended, [Section 10-5.5 of the B.R.C.](#), as it applies to structures covered by the scope, relevant portions of the [2020 City of Boulder Energy Conservation Code](#) and [Title 9](#) of the B.R.C., and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IRC or the B.R.C.

Please contact the [Planning and Development Services Center](#) for more information.