

## **ADDITION PLAN REVIEW**

*This packet is provided to assist in assembling a successful residential plan review submittal. The information is a summary of plan review requirements and is not intended as a substitute for the Code. Consult government departments in the jurisdiction of the site for additional criteria to meet their requirements.*

### **UNCONVENTIONAL CONSTRUCTION**

Residential plans that differ from conventional construction must be sealed and signed by a design professional licensed by the state of Colorado. Examples of unconventional construction include:

- Block or poured concrete walls, including approved insulated concrete forms (ICF), that extend beyond foundation
- Earth-sheltered or bermed
- Steel stud or post-and-beam
- Pre-engineered metal
- Structural Insulated Panel (SIP)
- Log
- Adobe or masonry brick
- Straw or tire bale
- Pole barns

### **PLAN REVIEW FEES**

The plan review fee is paid when the submittal is checked in at the front counter or online prior to completing an electronic submittal. Residential additions cannot be reviewed as a walk-thru, and must be submitted. The fee is calculated as a percentage of the building permit fee that is based on the square footage of the proposed construction (refer to the current permit fee schedule). Regional Building Department may also assess additional fees in the following circumstances:

- Review of changes to an approved and permitted plan is \$50 per hour; payable prior to the next inspection. See *splice procedures*.
- After the third review of a plan, a \$50 per hour fee is assessed for each additional review.

*Plan review or other fees may be charged by the zoning department in the jurisdiction where the site is located*

### **PREPARING THE PLAN PACKAGE**

One complete plan is required. After approval and the permit is issued, the plan will be scanned and the original returned to the permit holder. You must keep the plan on the building site at all times and accessible to the inspectors. The scanned image will be retained at Pikes Peak Regional Building Department. Electronic submittals will need to be printed and on site at all times.

### **HOMES WITH MORE THAN ONE KITCHEN**

If the scope of the work includes the addition of a second kitchen or kitchenette in which a permanent 220v or gas cooktop, stove, or range is being installed, approval through the Zoning Authority is required. Depending on the property location and current zoning, a second kitchen may be prohibited or require additional modifications. Please contact the property's Zoning Authority for additional information.

### **DRAWINGS**

The plan must be in a clear and legible format on substantial paper, plastic or fabric material, or electronic means as approved by the Regional Building Official. With the exception of the site plan, plans are drawn to a scale no smaller than 1/8 inch = 1 foot, (1/4 inch = 1 foot is preferred). Lettering must be no smaller than 1/8 inch in height. Clarity is important for accurate review and transfer of plans to public record. Plans that do not meet these criteria can be rejected.

### **ATTACHMENTS**

*Staple the following items to your plans. All documents can be reached at (<https://www.pprbd.org/Download/ResidentialHandout#residentialHandouts>) :*

- International Energy Conservation Code Certificate (or REScheck printout from Dept. of Energy website)
- Residential HVAC Equipment Certificate
- Duct layouts and associated calculations for large additions and Heat Loss Calculations for small additions

### **RESUBMITTAL PROCEDURES**

Plans are required to go through the entire initial review process before they can be checked back out to the applicant. Once that initial review has occurred, the applicant will need to pick the plans up from our office. If corrections are needed in order to complete the plan approval, the corrections can either be done as markups or page replacements. If the corrections needed are minor and can be done with a handwritten note, the DESIGN PROFESSIONAL OF RECORD can make the change then date and initial the change on the existing sheet. If the correction warrants a page replacement, the new page is to be inserted into the plan set and the old page removed. ALL old pages are to be returned with the corrected set upon plan resubmittal, regardless of the reason the page was replaced. This procedure is to occur PRIOR to the plan being resubmitted

### **SPLICE (PLAN CHANGE) PROCEDURES**

Plans may be modified after construction begins. This is referred to as a splice. To process a splice, bring in two copies of the already revised plan and check them in prior to review. Most splices can be reviewed during walk-thru hours. There will be a fee to process a splice, with the minimum being \$50.

# PLAN REQUIREMENTS

## PLOT PLAN

Scaled to standard engineer's scale (1" = 20' recommended)

A site/plot plan review is required for all new construction plans. Contact the zoning department having jurisdiction for additional information.

- **Complete street address.**
- **Legal description of property.**

El Paso County	719-520-6300	Colorado Springs	719-385-5982
Fountain	719-382-8521	Manitou Springs	719-685-4398
Monument	719-481-2954	Palmer Lake	719-481-2953
Green Mountain Falls	719-684-9414	Woodland Park (City limits)	719-687-5202

- **Property lines and dimensions.** Include side, front and rear yards.
- **All site improvements,** including existing and proposed new construction (deck, patio enclosure, garage, etc.)
- **Tax Schedule number** (County Clerk & Recorder)

## FOUNDATION PLAN

- Type of foundation
- Type of under floor space
  - Basement
  - Crawl space (specify conditioned or vented)
  - Not excavated

## FLOOR PLANS

Complete architectural floor plan for each level, including basement of the addition along with the adjacent spaces of the existing structure, that identifies:

- All interior dimensions
- Intended use of each room or area
- Location and dimension of each door
- Location and dimension of each window and type:
  - Single hung, double hung, slider, etc.
- Window well size
- Safety glass (tempered) where required
- Mechanical equipment location specified as:
  - Furnace/boiler, gas or electric indicated with thermal input values in BTU/hr
  - Water heater, gas or electric indicated
  - Floor drain
  - Vent stack
- Attic access, location and size
- Crawl space access, location and size
- Fireplaces as listed appliances
- Smoke and carbon monoxide detector locations
- Area in square feet of each habitable room

## EXTERIOR ELEVATIONS

Illustrate all sides of the addition along with enough of the adjacent structure to provide adequate context. Include:

- Finished grade (if known)
- Floor and plate heights
- Roof slope or pitch
- Roof material
- Exterior finish (wood, stucco, etc.)
- Attic ventilation information
- Crawl space ventilation information
- Chimney heights & distance to roof
- Roof drainage requirements

## INTERIOR SECTIONS/DETAILS

A minimum of one dimensioned section through the addition is provided that identifies:

- Foundation
- Elevations of each level
- Framing material/description
- Floor levels
- Number of plates
- Finish grades, if known
- Insulation (match or exceed Energy Certificate)
- Stairs
  - Material
  - Rise/run dimensions
  - Handrail, guardrail
  - Head clearance
  - Landing
  - Stringer connection detail
  - Fire protection on underside, if any

## FLOOR FRAMING PLAN

Complete structural plan of the addition, per floor, that identifies:

- Framing material:
  - Dimensioned lumber
  - Engineered product (I joists)
  - Pre-manufactured product (floor trusses)
- If engineered material, include manufacturer and model description
- Spacing
- Post, beam and header size and locations
- Bearing walls, indicate stud size and spacing
- Number of trim & king studs for beams and headers
- Hangers and tie downs (either at location on plans)
- If framing involves any steel to steel connections, provide details. Drawings may require the seal of a design professional licensed by the state of Colorado.

## ROOF FRAMING PLAN

Complete structural plan of the addition, and any portion of the adjacent structure being modified due to the addition, that includes:

- Framing material:
  - Rafters
  - Engineered product (I joists)
  - Pre-manufactured product (roof trusses)
- Spacing
- Over-framing shaded and noted
- Post, beam and header locations, size & material
- Bearing walls, indicate stud size and spacing
- Number of trim & king studs for beams and headers
- Hangers and tie downs (either at location on the plans or as a schedule on the plans)
- If engineered wood trusses are used, provide the following information. (**Note: Truss manufacturer layouts are not accepted in lieu of framing plans.**)
  - Detail of each truss component produced by the manufacturer, stamped by a Colorado licensed design professional
  - Label all trusses on the roof framing plan with alphanumeric labels corresponding to the details
  - Label all girder trusses with the number of plies
  - Indicate size and species of bearing chord or web