RESIDENTIAL INTERIOR REMODEL CHECKLIST

Use this checklist for projects with NO increase to existing building envelope, deck additions, covered roof projections and/or porch extensions

A Building Permit Application Form

Filll out following items on your building permit application:

- **Job address** (physical site address) and 12-digit tax parcel number (from County Assessor's Office 970-328-8640)
- **Legal description** (subdivision lot block filing or tract sect township range)
- **Owner name** and contact info
- **Contractor name** and contact info
- **Contact Person's name** and contact info (contact person is responsible for handling all correspondence regarding the permit)
- **Use of building** (residential)
- **Class of work (**alteration, addition *if remodel results in increased F.A.R.*)
- **Description of work**
- **Valuation** (labor and material cost for new work, shall include all building, plumbing mechanical electrical improvements)
- **Type of heating** (natural gas, propane, electric, other)
- **Water source** (public or private see 'Other Items' listed below)
- **Sewer system** (public or private see 'Other Items' listed below)
- **Lot size** (in acres or square feet)

Identify proposed change in lot coverage, impervious coverage, floor area, stories, building height, # units, # bedrooms, and parking spaces as applicable to the project scope *or* specify "same as existing".

- **Signature and date** (contractor or owner/owner's representative) bottom of application form

OTHER ITEMS:

- **Proof of Legal Water and Wastewater** In the form of paid tap-fees; 'availability of service' letter from provider; or valid State well permit. Building applicant shall contact provider before submitting their application to Building Dept. This item will not apply to remodels unless remodel results in creation of an A.D.U. or other change in land use on property.
- **On-Site Wastewater Treatment System (OWTS)**. The building division will not release your building permit until Environmental Health reviews and approves an OWTS permit application or certifies that modifications to an existing OWTS are unnecessary.
- **Wildfire Hazard Assessment Rating.** This item should not apply to interior remodels. IF your project includes deck / porch / roof extensions / increases in the building envelope, THEN submit your application utilizing the Residential Addition / Alteration checklist found on county's website: www.eaglecounty.us.

- **ECObuild Checklist** May apply if remodeling more than 50% of the existing floor area and/or plans include exterior energy uses such as snowmelt, spas, and pools listed in Section 4-8. Where applicable, the ECObuild checklist must be submitted along with the subject permit application. For more information call (970) 328-8730 and ask for the ECObuild Specialist
- **Permit to Construct Within the Public Way** may apply if project includes re-configuration of existing driveway and connection to public way. For more information, contact Eagle County Engineering at (970) 328-3560.
- **Separate permits required for plumbing, mechanical, electrical and/or fire sprinkler/alarm systems (R-3 occupancies).** Peripheral permits shall be submitted and require approval prior to commencing work in that given trade. Permit application forms available on county's website: www.eaglecounty.us
- **Design Review Board / Architectural Control Committee / HOA letter or approval stamp on submitting drawings.** While Eagle County Building Division does not have powers to enforce local covenants, we encourage homeowners to work with local associations to ensure project compliance. This will help minimize civil disputes between parties and may eliminate unnecessary project costs and delays when re-designing a project.
- **Outstanding compliance issues**: If your property has an open code enforcement case, expired building permits, or other existing compliance issues, issuance of your permit may be delayed. Contact Code Enforcement (970) 328-8755 for questions concerning existing compliance status for your property.

Shall submit two sets of the plan submittal packet required (**three sets** for the Roaring Fork / El Jebel Office):

B. Site Plan

Site plan should not apply to interior remodel UNLESS project scope includes modification to the existing OWTS, water, electric, natural gas, propane service utility systems, re-configuration of driveway or existing parking, or the addition of outdoor snowmelt / pool / hot tub or spa.

SITE PLAN shall depict:

- **Legal Description, property lines, setbacks**
- **North Arrow, Scale**
- **Fire Hydrants**
- **Driveway**
- **Existing / Proposed Building Structures** (label and identify each use)
- **Water Features**
- **Existing / Proposed Contours**
- **Drainage Plan**
- **Finish Floor Elevation**
- **Existing and Proposed well, septic tank, leach field**
- **Utility connections from road right of way to building (gas, propane, electric, phone / cable), specify above- and below-grade propane tanks**
- **Landscape Plan**
- **Construction Parking / Staging**
- **Retaining Walls**

ARCHITECTURAL SHEETS

- **Floor Plans for each floor level.** Include drawing scale & complete dimensions. Clearly label / cloud areas to be altered. Depict both *existing* and *proposed* floor plan layouts. Identify, if any, existing walls to be demolished. Identify existing and proposed room uses. Label each story level.

- **Building Cross Sections** and construction details

- **Elevation Drawings** (include if remodel results in a change in building height or creates new window / door opening to outdoors)

- **Each Room is Clearly Labeled** (ex: existing bedroom, new kitchen, etc.)

- **Location of Mechanical Equipment** (specify existing and new equipment)

- **Window Sizes** & types noted on floor plan pages (or elevation drawing details)

- **Guardrail** detail shown if adding stairways or replacing existing handrail / guard systems

- **Roof Covering** and siding specified if replacing / altering existing roof and siding

- **Attic Ventilation** and crawl space ventilation details if remodel affects such

- **Minimum Insulation** shown where remodel effects walls / floors / roof assemblies

- **Fireplaces**. Include existing and proposed appliance locations. Label fuel type of each (i.e. natural gas, propane, pellet, woodburning). When installing woodburning fireplace and /or pellet stove, specify model and include manufacturer's specifications.

STRUCTURAL SHEETS

All Sheets of the Structural Plans wet stamped / signed by a Colorado State Licensed Engineer or Architect. Any altered footing, foundation, framing details require licensed professional stamp on *each set* of drawings submitted.

- **When remodel results in alteration/addition to existing floor / wall / roof assemblies, provide DESIGN SPECIFICATION SHEET** include:
  - roof live load (snow)
  - floor/deck live load
  - wind design
  - soil bearing capacity

- **Soils Report.** Submit two (2) copies of the soils report for the specific lot. Alternately, the structural design professional may list an assumed soil bearing capacity in their foundation design and geotechnical engineer will supply copy of an 'open hole soils report' at time of footing inspection.

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STRUCTURAL SHEETS CONTINUED

- **Foundation Plan where remodel results in new foundation systems.** Show complete footing / foundation dimensions, reinforcement details on plan.

- **Framing Plan & details** for each floor level and roof framing specified where affected by remodel. (All beams, joists, rafters, wall stud framing, bolting, hangers, connection details clearly shown)

Correction letters will be issued for incomplete applications & may delay issuance of permit.

Building permit and plan check fees due at application submittal. Fees based on valuation of labor and materials for new work. Call (970) 328-8730 or ask our Front Counter Professional Staff for exact permit fees for your project.

Building Permits or projects necessitating Planning Commission, Board of County Commissioners, or administrative review, will not be reviewed until final approval from the reviewing bodies is awarded. For questions regarding the projects compliance with planning and zoning regulations, call (970) 328-8730 and ask for the "Planner On Duty".

Any applicable Road Impact Fees, Fire and Ambulance District Fees will be determined for each application during plan review. Permits will not be released until applicable impact fees payment has been made. NOTE: Not all building permits generate fees. Call (970) 328-8730 for more information.

Applicants must sign & date the checklist for the application to be accepted.

I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will not be accepted.

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Applicant's Signature & Date