



## **TOWN OF SUPERIOR NEW RESIDENTIAL APPLICATION CHECK LIST:**

Updated 10/18/22

**This list provides submittal requirements for SAFEbuilt Colorado, with specifics upon site plan and in building plans regarding Town of Superior Requirements will be utilized to ensure compliance for zoning compliance review.**

**To expedite review process, please ensure the following requirements are met.**

**Reference Superior Municipal Code where applicable.**

**[https://library.municode.com/co/superior/codes/municipal  
code?nodeId=CH10GEOF\\_ARTVPUHESA\\_S10-5-](https://library.municode.com/co/superior/codes/municipal_code?nodeId=CH10GEOF_ARTVPUHESA_S10-5-100MAOC)**

**100MAOC**

- **Completed permit application form:** Must include correct property owner information, contractor/subcontractor's names and contact information, engineer name and contact, architect name and contact (if applicable), Project address and legal description, detailed description of work included square footage, type of heating source, water source, sewer system, estimated project valuation (cost of labor and materials). Building permit application must be signed by the property owner.

**Town of Superior has moved to Electronic Submittal for building permitting.**

- **Electronic Copy of Plans** –
  - **PDF copies of plans** --- All Structural, Architectural, Floor plan, Building/Electrical/Mechanical plans as one set.
  - **Stamped, signed and scaled plot plan with**
    - Property Address/Legal Description (lot and block) – If vacant/unaddressed, property will be addressed during building permitting process
    - Property/Lot dimensions,
    - Proposed structure(s) (dimensioned) to be built upon subject property and setbacks to property lines,
    - Topographical information that clarifies elevation grades of lot, foundation corners, top of foundation, and demonstrates grade and slope requirements for drainage, driveways, etc.
    - Lot coverage (inclusive of all building footprints, covered porches, decks and walkways),
    - Parking – indicate number of spaces proposed both within garages and onsite (within driveways. Clarify material proposed (concrete, asphalt, gravel),
    - Location of natural features such as floodplains ditches, detention areas, and wetlands.
    - Location and extent of all utilities (water, sewer, gas, electrical, fiber optic, etc.) Label existing and proposed
    - Location and dimension of all easements
    - Location of any retaining walls – walls over 4 feet require a building permit and engineering letter
    - Erosion Control BMPs (best management practices) - properly installed silt fence and/or straw waddles around the perimeter of the lot, a vehicle tracking pad at the point of vehicle entry/exit to

- the lot, solid waste containment, sanitary facilities, and a concrete washout basin on the lot
- If applicable, show path of 100-year storm runoff flow
- Existing and proposed curb & gutter, sidewalk, crossspans, driveway cuts

*Survey documents may be required based on proposed improvements (setbacks and building height), so engaging a surveyor prior to construction design is recommended.*

*Separate (Multiple) Plan sheets may be prepared to clarify information above.*

- **Scaled and dimensioned building elevations are required for all four sides of a proposed residence. These drawings need to identify**
  - Exterior materials proposed for all building elements.
  - Roof pitch/slopes.
  - Building height measured in accordance with the Municipal Code.
  - Locations of all openings (doors & windows) and all wall-mounted light fixtures
  - For certain Planned Developments, building colors are also required to be shown to demonstrate compliance with development approval.
  - Please note that properties within Planned Development may have other criteria to meet, necessitating additional building application components. Property owners/building should consult the [Marshall Fire Rebuilding Resource](#) page or contact [planning@superiorcolorado.gov](mailto:planning@superiorcolorado.gov) to ensure application completeness.
- **Electronic Plans - 2018 International Code Council IBC or IRC compliance and most current NEC compliance including the following:**
  - **Architectural/Floor Plans** – fully dimensioned and labeled; include adjoining rooms labeled as to use with all window and door locations; indicate wall to wall dimensions and finish ceiling heights; show all window operations and type; roof to include eaves, overhangs, rakes and gables; structural framing plans; structural section with details at foundation, floor and roof levels,
  - **Soils report by a Colorado licensed soils engineer**
  - **Engineered Foundation Plans stamped by a Colorado licensed engineer.** Show structural and architectural details: footings, foundations, piers and grade beams designed by engineer; post and girder sections; reinforcing spacing and size; fireplaces masonry or gas; anchor bolt spacing and size
  - **Electrical Plans compliant with most current NEC** – showing panel locations, receptacles, 50% efficiency lighting plan, etc. (This information may be on the floor plan.)
  - **Mechanical Plans** – show location of all mechanical equipment, duct sizes and locations and duct termination sizes and locations. (This information may be on the floor plan.)
  - **Fire Protection Plans** – For fire alarm, sprinkler, commercial building, tenant finishes, kitchen hoods, haz-mat and IGH piled storage please have them complete out plan review application and email to [prevention@mvfpd.org](mailto:prevention@mvfpd.org).
    - **Manual J/D/S compliance calculations**
    - **2021 IECC Energy Code Compliance in one of the following forms:**
      - Completed ResCheck specific to the home proposed
      - Energy Compliance Report from an energy rating company.

- Any plans that propose to prescriptively meet the IECC must submit sufficient documentation in their construction drawings to show complete compliance with the IECC prescriptive method.
- Proposed Green Points

**Code Editions:**

- **2021 IECC**
- **2020 NEC**
- **2018 IRC**
- **2018 IBC**

**Note:** If necessary, the applicant will be contacted by SAFEbuilt Colorado for any additional information that may be needed to complete the plan review.

**You will need to print the approved set of plans in large format 2’x3’ IN COLOR. The approved plans must remain on the job site until final inspections are passed. Failure to have the printed approved color plans may delay the inspection process.**

**The Town will print a copy of the Approved Site Plan and any other necessary documents for the property file.**