



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

Planning and Building Department staff assess application materials for compliance with locally adopted codes and amendments. To expedite the review process, please ensure application material are complete and all Town of Superior requirements are met. This checklist comprises minimum, not exhaustive, permit requirements. Additional documentation may be required based on the nature of the project.

To access information about Town codes, permit requirements, and contacting staff, please reference the following links:

[Superior Municipal Code](#)

[Planning and Building Department](#)

[Current Building Code Editions](#)

[Community Core](#) (apply for a permit or request an inspection)

[Public Works Department](#)

[Parks, Recreation, and Open Space Department](#)

Permit Application Checklist:

1. Application Form (this is electronic application form to be completed in Community Core)
 - Contact information (including name, address, phone number, and email address)
 - Property owner
 - General contractor
 - Subcontractors
 - Plumbers
 - Electricians
 - Mechanical specialists
 - Etc
 - Project address and legal description (lot and block)
 - Description of work

- Square footage
- Heat source
- Water source (public or private)
- Estimated valuation (cost of labor and materials)
- Signatures of property owner and contractor

2. **Compiled Plans** (please combine plans and upload as a single set to Community Core)

- Soils report (conducted by a Colorado licensed soils engineer)
- Foundation plans (stamped by a Colorado licensed engineer), showing
 - Footings
 - Foundations
 - Piers and grade beams
 - Post and girder sections
 - Reinforcing (spacing and size)
 - Fireplaces (masonry and gas)
 - Anchor bolts (spacing and size)
- Structural plans (stamped by a structural engineer)
 - Framing plans
 - Sections with foundation, floor and roof details
- Architectural/floor plans
 - Adjoining rooms
 - Labeled as to use
 - Window and door locations
 - Wall-to-wall dimensions and finished ceiling heights
 - Window operations and type
 - Roof details
 - Eaves
 - Overhangs
 - Rakes
 - Gables
 - Floor plans
- Building/electrical/mechanical plans (combined, may be included on floor plans), including
 - Electrical plans, compliant with the most current NEC, showing
 - Panel locations
 - Receptacles
 - 50% efficiency lighting plan
 - Etc.
 - Mechanical plans, showing
 - Equipment locations
 - Duct size and locations
 - Duct termination sizes and locations

- Manual J/D/S HVAC compliance (submitted as separate document if this information is provided as part of another submittal document, such as REScheck)
- Green Building Program compliance demonstrating plan to earn sufficient green points to satisfy requirement based on the home's square footage
- 2021 IECC Energy Code compliance for specific home being proposed, in one of the following forms
 - REScheck
 - Energy Compliance Report from an energy rating company
 - Plans proposing to prescriptively meet the IECC, such as a HERS, must show complete compliance with the IECC prescriptive method
- Building elevations -- scaled and dimensioned drawings of all four sides of proposed building, identifying
 - Exterior materials proposed for all building elements
 - Roof pitches/slopes
 - Building height in accordance with the Municipal Code (peak roof height (-) average grade (=) building height)
 - Location of all openings (doors and windows) and wall-mounted light fixtures
 - For certain Planned Developments, building colors are also required to be shown to demonstrate compliance with development approval
- Plot or site plan (stamped, signed, and sealed by a licensed professional), inclusive of
 - Property address, lot, block, subdivision and filing number
 - Parcel boundaries/property lines, including dimensions and bearings and location of property corners
 - Easements (dimensioned and labeled)
 - Setbacks and building separations (must include distance from lot line to structures, not just a generic setback boundary)
 - Building envelope(s) and associated improvements, such as covered porches, balconies, and overhangs (dimensioned)
 - Lot coverage percentage, comprised of the sum area of all covered structures (including sheds, barns, decks, and patios) divided by the lot area
 - All projections such as stairs, balconies, decks, cantilevers
 - Location of driveway improvements (dimensioned)
 - Location of window wells and counterforts (dimensioned)
 - Location of water meter, and water and sewer connections
 - Off-street parking facilities – indicate number of spaces and material proposed

- Location of natural features such as floodplains ditches, detention areas, and wetlands
- Location and extent of all wet and dry utilities (labeled existing and proposed)
- Location of any retaining walls – note, walls over 4 feet require a building permit and engineering letter, and may require safety railing on top of wall
- Grading and drainage information, including
 - Existing and proposed grades at property lines and where building improvements are proposed
 - Proposed top of foundation elevation
 - Finished floor elevation
 - Proposed top of slab for garages and walkouts (as applicable)
 - Proposed top of window well elevation
 - Back of curb or sidewalk elevation
 - Grading contours and slope percentages to reflect how proper site drainage is achieved – 5% downward slope is required within first 10' of building foundations, with 2% minimum required beyond 5'
 - Drainage may not be directed over adjacent sidewalks. If necessary, chase drains may be required to avoid adverse impacts on public improvements and ensure compliance with Section 11-1-40 (c) of the Town Code
- Erosion Control BMPs (best management practices), including
 - Waddles and/or silt fencing 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
 - Concrete washout basin
 - Stabilized staging area
- Path of 100-year storm runoff flow (where applicable)
- Existing and proposed curb & gutter, sidewalk, crosspans, driveway

Critical Information

- At all times, the builder is required to have a large format (22" x 34' or 24" x 36"), copy of the approved plan set on the job site until final inspections are passed. Failure to comply with this requirement will delay the inspection process.
- Town Code Section 18-14-40 Minimum Efficiency Requirement: Construction waste recycling. An applicant for a building permit for

construction of a new residential structure shall demonstrate that a minimum of fifty percent (50%) of construction waste is recycled. Waste diversion calculations and tracking spreadsheet forms must be provided to the Town at project completion to demonstrate that the minimum recycling requirements have been met. An applicant for an addition or remodel that is greater than five hundred (500) square feet is encouraged to divert as much construction waste as possible.

- The Town of Superior will retain a copy of the approved site plan and any other necessary documents for the property file.
- Survey documents may be required based on proposed improvements (setbacks and building height), so engaging a surveyor prior to construction design is recommended.
- If additional information is necessary to complete the plan review, the applicant will be contacted by the Town of Superior or SAFEbuilt staff.