



City of Florence

Florence Municipal Center
600 W.3rd Street, Florence, Colorado 81226.
(719) 784-4848 Fax (719) 784-0228
Email: building@florencecolorado.org
www.florencecolorado.org

Building Permit Application Submittal Checklist

The following information shall be submitted to the Florence Building Department prior to issuance of any building permit.

- **Building Permit Application** - Include a completed and signed Building Permit Application form.
- **Copy of Warranty Deed** - Title Commitment or other documentation showing property ownership. This should also include information about easements, etc.
- **Site Plan or Improvement Location Certificate** - Setbacks and dimensions to all lot lines shall be shown.
- **Floodplain Development Permit** - This is required when the subject structure is located within a recognized floodplain.
- **Proof of Water/ Water Tap Application** – this is to be submitted in the form of a paid receipt from the supplying water purveyor.
- **Proof of Sewer or Septic** - Septic systems are to be reviewed and approved by Fremont County, submit approved application. Sewer service can be submitted in the form of a paid receipt from the Fremont Sanitation District.
- **Site Plans** –
 - 1) Site orientation. (North arrow)
 - 2) Legal description and property address.
 - 3) Lot lines and property size in square feet.
 - 4) Adjacent road and street names.
 - 5) Easements, right of ways, building setbacks and building envelopes.
 - 6) Proposed and existing utility improvements. (Utility poles, transformers, culverts, etc.)
 - 7) Proposed and existing structures.
 - 8) Existing waterways and drainages.
 - 9) Drainage Plan – arrows indicating drainage direction and slope. (Projects larger than a single family home may require engineered stamped drainage plans.)
 - 10) Driveway access and location - their grades
 - 11) Sidewalks, paving and curb cut locations.
 - 12) Parking plan
 - 13) Square footage of all structure footprints.
 - 14) Backflow preventer location.
 - 15) Sidewalk Plans per Florence Municipal Code Section 17.68.025
 - 16) Landscaping and Screening Plan per Florence Municipal Code Section 17.64.150



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- **Commercial, Industrial, Multi-Family Off Street Parking Plan** – This plan must be submitted to the City Planner for review and approval. Plans must show the access to the parking, the number of handicap parking spaces and the type of paved surface.
- **Commercial, Industrial, Multi-Family Permit Plans – Construction plans must be prepared by an Architect or Engineer** – Floor and building plans. Signed and dated stamp / seal of the architect or engineer responsible for the preparation of the plans.
- **Residential Permit Plans** – Construction Plans must be legibly drawn or digitally drawn.
- **Engineered Foundation** - Required on new structures and additions, except small utility buildings not exceeding 576 square feet and containing only unheated space. A qualified registered professional engineer licensed in the State of Colorado must prepare foundation plans and the foundation design must be site specific.
- **Soils investigation & lab analysis report** – Required and must be site specific.
- **Two Sets of all building and foundation plans (large size) are required.**
- **Floor Plan** - to scale (preferably ¼” to the foot) showing:
 - 1) Use of all rooms.
 - 2) Dimensions and square footage of each room including closets, etc.
 - 3) Window, door sizes and locations and type and thermal values.
 - 4) Stair locations, state rise and run and number of risers, landing size.
 - 5) Smoke/Carbon Monoxide detector locations.
 - 6) Locations of fire rated walls and ceilings
 - 7) Header sizes for doors, windows and any other openings.
 - 8) Attic Access
- **Floor Framing Plan** - showing:
 - 1) Lumber size, grading and species. If plywood web joist are used state if TJI, BCI, LPI or other and which series (provide floor joist layout from manufacture).
 - 2) Span from support to support. On center spacing (12”, 16”, 19.2”, 24”)
 - 3) Girder size supporting floor system (if applicable) could be a knee wall.
 - 4) Header sizes for any openings (such as stairs to upper level, crawl space access).
 - 5) Stair hole framing
 - 6) Crawl space access and location
- **Elevation Drawings** - showing:
 - 1) All four sides (or all exposed elevations)
 - 2) Windows and doors
 - 3) Exterior wall coverings (Masonite siding, brick stucco, etc.)
 - 4) Foundation ventilation opening. State size and free opening area.



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- **Roof Framing Plan** - showing:
 - 1) Lumber size grade and species. If plywood web joist state if TJI, BCI, LPI, or other and which series.
 - 2) On center spacing (12", 16", 19.2", 24")
 - 3) If manufactured trusses are used, provide engineer's wet stamped details.
 - 4) Provide roof plan showing truss layout. Show truss number and location on plan.
 - 5) Show all roof bearing locations.
 - 6) Show plan view of roof (as if you were looking down from above).

- **Drawings of Structural Details** - such as:
 - 1) Connections at post and beam, beam to wall, footing and post, ledger and wall.
 - 2) Bathroom detail.
 - 3) Stairs, guardrail and handrails. This would show stairs in profile.
 - 4) Crawl space opening location and size.
 - 5) Foundation and Attic Ventilation.
 - 6) Mechanical layout – exhaust system for kitchen, baths and dryer, venting systems and combustion make up air for fuel-burning appliances.

- **Energy Code** – City of Florence adopts the 2006 Edition of the International Energy Conservation Code.

The above information is the minimum that is to be submitted, more information may be required as deemed necessary by the Building Department. If you have any questions please reach out to the Building Department at Florence City Hall, 719-784-4848.

Electrical and Plumbing permits and inspections are issued and scheduled by the State of Colorado Department of Regulatory Agencies (DORA). View DORA website for contact information:

<https://dpo.colorado.gov/Electrical>

<https://dpo.colorado.gov/Plumbing>

Notice to Homeowner

If you are a homeowner hiring an Electrical Contractor or Plumbing Contractor, your contractor is responsible for obtaining the required permit(s). As the homeowner, you should not continue with the permit application process. Be aware that it is a violation of state statutes for an individual (other than the homeowner) that is not a registered contractor to install an electrical or plumbing project on your property. In addition, homeowner's insurance may not cover the costs of repair for work performed by anyone without liability insurance who causes damage to your home.