

NEW RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

New single family attached or detached

- Complete **permit application** on [eTRAKiT](#) for RESIDENTIAL NEW – Single Family Attached OR Detached.
- **Plot/ Site plan.** The plot plan must contain all information required by the **Residential Lot Survey Program** and must be stamped by a Colorado licensed professional engineer or land surveyor.
- Site specific **foundation plans** - Drawings to be stamped and signed by a registered Colorado Professional Engineer.
- Site specific **soils report** – Report to be signed and sealed by a Colorado Licensed Professional Engineer.
- **Architectural plans.** Plans shall include:
 - Floor Plans drawn to a standard scale
 - Framing plans
 - Building sections
 - Appropriate details such as hold-downs, shear walls, flashing, etc.
- **Structural plans.** If deviating from the prescriptive provisions of the 2021 International Residential Code, provide structural plans signed and sealed by a Colorado Licensed Professional Engineer. Structural plans shall indicate the design criteria used, including soil conditions, wind and snow loads. The design must meet the minimum design loads per the City’s Design Criteria for Structures, comply with the future solar provisions of the Colorado Model Electric and Solar Ready Code and specify the maximum weight to be used with the stated roof design. Structural drawings shall show braced wall lines and braced wall panel locations.
- **Energy plans.** Plans shall indicate the proposed compliance path per the residential portion of the International Energy Conservation Code and provide sufficient detail to illustrate minimum compliance. Energy plans shall include at a minimum:
 - Roof/ceiling, wall and floor/slab insulation levels and materials
 - Thermal envelope
 - Window and door insulating levels (U-factor)
 - HVAC Equipment efficiencies and sizing (Manual J, D, S)
 - Colorado Model Electric and Solar Ready Provisions

<https://energyoffice.colorado.gov/building-energy-codes-toolkit>
- **Electrical plans.** Plans should indicate all interior and exterior lighting, electrical receptacles and equipment. Plans should show all items required by the Colorado Model Electric and Solar Ready code.
- **Gas piping plan.** Refer to **Gas Pipe Plan Submittal Requirements**.
- **Fireplace information.** This includes manufacturer’s cut sheets with listing information.
- **Fire sprinkler plans.** A separate permit is required from the Westminster Fire Department for NFPA13D/13R systems. Deferred submittals are not accepted.
- **Truss Designs.** Truss drawings should be uploaded to the eTrakit permit and will be reviewed by the city inspection staff. This item is not required to be submitted at permit application and a paper copy should also be provided to the field inspection staff on site.