



Building and Neighborhood Services | 1100 37th Street, Evans, CO 80620  
 (970) 475-1120 | www.evanscolorado.gov

**Permit #**

**Residential/Commercial New Building Permit Application**

|  |                    |  |
|--|--------------------|--|
| Property Owner   |                    | Phone  |
| Mailing Address  |                    |  |
| Contractor - General   | Business License # | Phone<br>Mobile                                |
| Contractor Mailing Address   |                    | Fax<br>Email                                   |
| Electrical   | Address            | Business License#                              |
| Plumbing   | Address            | Business License#                              |
| Job Site Address   |                    | Year Original Structure Built                  |
| Subdivision  | Filing             | Lot<br>Block                                   |
| Distance to Property Lines (closest structure, including decks and covered patios):<br>N _____ E _____ S _____ W _____ |                    | Corner Lot? Yes / No<br>Walkout Bsmt? Yes / No |

|  |   |  |
|--|---|--|
| <p><b>Type of Improvement</b></p> <p><input type="checkbox"/> New Building</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Remodel</p> <p><input type="checkbox"/> Other _____</p> <p><b>Type of Construction</b></p> <p><input type="checkbox"/> Wood Frame</p> <p><input type="checkbox"/> Structural Steel</p> <p><input type="checkbox"/> Other _____</p> | <p><b>PROPOSED USE:</b></p> <p><u>Commercial / Industrial</u></p> <p>Business Name: _____</p> <p><input type="checkbox"/> New Building \$ _____</p> <p>Construction Type: _____</p> <p>Construction Group: _____</p> <p><input type="checkbox"/> Shell Only</p> <p><input type="checkbox"/> Remodel / Addition</p> <p><input type="checkbox"/> Tenant Finish \$ _____</p> <p>Electrical Valuation: \$ _____</p> | <p><b>Office Use Only</b></p> <p>Valuation: \$ _____</p> <p>Lot Square Feet: _____</p> <p>Zoning: _____</p> <p>Open Space: _____</p> <p>Use: _____</p> <p>Plot Plan:</p> <p>To Engineer: _____</p> <p>From Engineer: _____</p>   |
| <p><b>Estimated Value</b><br/>(Materials and labor)<br/>\$ _____</p> <p>Type of Heat _____</p> <p>Type of Mechanical _____</p> <p>Type of Sewage Disposal</p> <p><input type="checkbox"/> Public <input type="checkbox"/> Septic</p> <p>Water Supply:</p> <p>Tap Size _____</p> <p>Supplier? _____</p>   | <p><b>New Residential Structures</b></p> <p><input type="checkbox"/> One Family</p> <p><input type="checkbox"/> Duplex</p> <p><input type="checkbox"/> Multi-Family # Units ____</p> <p><input type="checkbox"/> Hotel/Motel</p> <p><input type="checkbox"/> Garage</p> <p><input type="checkbox"/> Other _____</p> <p># Bedrooms _____</p> <p># Baths – Full: ____ ¾: ____ ½: ____</p>                         | <p><b>Residential Master Plans</b></p> <p>New Master Plan Review? Yes ____ No ____</p> <p>Same-As Plan Review? Yes ____ No ____</p> <p>Miscellaneous:</p> <p>Number of stories _____</p> <p>Building Height _____</p> <p>Total Land Area _____</p> <p>Parking Spaces _____</p> |
| <p><b>Square Footage</b> (Must be completed by applicant prior to submittal):</p> <p>Main Floor: _____</p> <p>Add. Floors: _____</p> <p>UF Basement: _____</p> <p>Fin. Basement: _____</p> <p>Crawlspace: _____</p> <p>Covered Porch: _____</p> <p>Decks: _____</p> <p>Garage: _____</p>   |   |  |

Other Information: Describe in detail the proposed use, type of construction, dimension, square footage, and materials, etc.

The applicant, his agents and employees shall comply with all the rules, restrictions and requirements of the City and Building Codes governing location, construction, and erection of the above proposed work for which the permit is granted. The City or its agents are authorized to order the immediate cessation of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the applicable codes or regulations may result in the revocation of this permit.

Buildings MUST conform with plans, as submitted to the City. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be approved prior to proceeding with construction.

The applicant is required to call for inspections at various stages of the construction, and in accordance with the aforesaid requirement, the applicant shall give the building inspector not less than one working days' notice to perform such activities.

By my signature below, I acknowledge (1) that I am responsible for the payment of the plan review fee and the administrative review fee associated with this application regardless of whether I obtain the building permit or not, and regardless of any lapse in building permit approval; and (2) that before I am entitled to obtain a building permit for this property, I must pay any delinquent building permit fees associated with this property. Please see page 2 for additional notices regarding this building permit application.

|                        |      |
|------------------------|------|
| Signature of Applicant | Date |
|------------------------|------|

# NEW CONSTRUCTION APPLICATION CHECKLIST

**ONLY COMPLETE SUBMITTALS WILL BE REVIEWED.**

**Current adopted code is 2018 IRC, IMC, IFGC, IPC, IFC; 2017 NEC; 2012 IECC**

**Completed and signed application packet.**

## **One (1) Plot Plans**

Each plot plan **must** provide the following information:

Property Address

North arrow and scale

Building envelope

Lot dimensions and setbacks

Width of driveway

*\*Must be in compliance with section 3.12.11 of the Evans Design and Construction Standards and Specifications and no wider than 20' at the intersection of the ROW*

All projections such as stairs, balconies, decks, cantilevers

**NEW:** Location and type of backflow preventer

Legal description of property – subdivision name if applicable

Full lot corner elevations, top of foundation elevations,

Submit one (1) sets of the following:

**Architectural/Floor Plans** (show door and window schedule). Work performed by and Architect or their firm must be stamped.

**Designed or Engineered structural plans** (showing headers, beams, posting, blocking, portal framing, wall bracing sheathing for floors, walls and roof. Show all connectors, brackets and fasteners and fastening patterns). All work done by an Engineer or their firms must be stamped.

**Foundation Plans / Soils Report** (both engineered stamped)

**Electrical Plans** – showing panel locations, receptacles, etc.

(This information may be on the floor plan.)

**Mechanical Plans** – show location of all mechanical equipment

(This information may be on the floor plan.)

**Fire Protection Plans** – stamped

(Only if sprinkler system is part of the design.)

**Submit one (1) copies of Energy Code Compliance (new residential only):**

Completed REScheck specific to the home proposed **OR**

Energy Compliance Report from an energy rating company

Submit one (1) copies each of following (new residential only):

**Manuel D Compliance Documentation**

**Manuel J Compliance Documentation**

**Manuel S Compliance Documentation**

*Note: If paper plans are allowed by the jurisdiction 2 sets of all documents above will be required.*

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

When the permit is issued, applicant will be given an approved set of plans and documents that must remain on the job site throughout the construction process, including final inspections.

**CITY OF EVANS**  
**BUILDING PERMIT PLOT PLAN COMPOSITION AND REQUIRED INFORMATION**

**GENERAL**

- Plot plans must be drawn to scale (typically 1" = 20') on letter or legal size paper. Ledger size (11" X17") is acceptable only for large lots that will not fit on legal size at 1"=20'. Submit 2 copies of the plot plan for single family and two family residential structures.
- Address, lot, block and subdivision on the plot plan as well as the building permit application.
- Street name(s) for all streets adjacent to the property.
- North arrow.
- Driveway location and width.
- Lot boundary dimensions.

**PLANNING DEPARTMENT ITEMS**

- Dimension the shortest distance from the structure to all property lines. Typically, property lines are not located at the sidewalk or street.
- Show all existing and proposed structures.
- Show, label and call out the width of all existing or proposed easements on the lot.
- All proposed porches, decks, patios, window wells, and cantilevers must be shown and labeled as such. Porches, decks and patios must be noted as "covered" or "uncovered".

**ENGINEERING DEPARTMENT ITEMS**

- All elevations shall be on the same datum as the subdivision grading plan.
- Lot corner spot elevations and any high point spot elevations on side lot lines or in the back yard, all in accordance with the approved final grading and drainage plan for the subdivision.
- Top of foundation elevation for the building and slab elevation at the front of the garage.
- Minimum opening elevation if specified on the subdivision grading plan.
- Drainage arrows to indicate the direction of flow to facilitate positive drainage away from the building and off the lot without being a detriment to adjacent property
- If a walkout basement is proposed identify the elevation of the walkout and grading to provide a minimum of 2% slope away from the walkout and off the lot.
- Some lots on collector streets have restrictions to prevent vehicles from backing out onto the street. These require either a horseshoe driveway or a "hammerhead" turnaround on the lot. Restrictions are noted on the plat and/or grading plan.
- Elevations and drainage patterns are not required on plot plans for additions.
- Driveways shall not exceed 10% slopes unless approved by the City.
- Maximum slopes without retaining walls shall be 4 feet horizontal to 1-foot vertical. This may require stepping down the foundation on the sides of the building or installing siding down the foundation to provide for flatter slopes.
- If retaining walls are necessary or proposed shown them on the plot plan and include top and bottom of wall elevations.

**ADDITIONAL ITEMS FOR ESTATE LOTS**

**(1 Acre and up)**

- Existing edge of pavement location shown and labeled for any streets adjacent to the lot.
- Existing elevation of the edge of pavement at the points where the projected lot lines would intersect the edge of pavement and at the points of curvature on corner lots where the two streets intersect.
- Driveway culvert(s) shown and called out as specified on subdivision grading plan. Example — "18" RCP Driveway Culvert with Flared End Sections". Typically, these are to be located between the existing edge of pavement and the property line.
- Driveway extension from the property line to the existing edge of pavement.
- Typical lot grading minimums:
  - 1) Determine the existing ground elevation at a point 10' away from the corner of the foundation that is at the highest existing ground. Set this as the high point for drainage around the house.
  - 2) Set the top of foundation a minimum of 1.5' above the high point elevation determined in No. 1. This provides 0.5' from the top of foundation to the ground at the foundation (UBC Code) and at least 1' of fall away from the foundation.
  - 3) Show spot elevations around the house to define a swale to carry flows around the house to where they can be daylighted back to existing ground.
  - 4) Provide at least 2% slope in the swales around the house if there is adequate natural slope. If the natural slope is less than 2% provide at least 1% slopes in the swales to a point where the swale can be daylighted to natural ground.
  - 5) Provide spot elevations and secondary culverts for the driveway if necessary to define any sag points in the driveway or secondary culverts necessary to carry flows across or under the driveway within the lot.

# CERTIFICATION OF RAW WATER DEDICATION

The undersigned hereby certifies that the appropriate and required water for development of the below-described property has been dedicated. This certification may be recorded with the property for which development approval has been given by the City. The undersigned further agrees that, in the event it is discovered that appropriate water has not been dedicated for this parcel of the land, the undersigned, as owner of such property, warrants that he/she or his/her heirs, successors, and/or assignees will provide the appropriate water for development of this property to the City of Evans.

## PROPERTY DESCRIPTION:

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
DATE

NOTARY BLOCK

STATE OF COLORADO )

) ss.

COUNTY OF WELD )

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:

\_\_\_\_\_  
WITNESS my hand and official seal.  
My commission expires \_\_\_\_\_

# EQRs (or equivalent) required for above-described property \_\_\_\_\_

EQRs (or equivalent) were transferred from account \_\_\_\_\_

EQRs (or equivalent) were dedicated to above-described property on this date \_\_\_\_\_

**Please attach documentation of EQR dedication.**

Source of documentation of EQR dedication \_\_\_\_\_

FORM MUST BE COMPLETE. INCOMPLETE FORMS WILL NOT BE ACCEPTED AND A RESUBMITTAL OF THE PERMIT APPLICATION IN ITS ENTIRITY WILL BE REQUIRED.

**EVANS FIRE PROTECTION DISTRICT IMPACT FEE  
FORM**

|  |  |  |                        |
|--|--|--|------------------------|
| <b>Developer Information</b>   |  |  |                        |
| Development Company  |  |  | State of Incorporation |
| Address  |  |  |                        |
| Telephone  |  | Fax  |                        |
| <b>Contact Person</b>  |  |  |                        |
| Name   |  | Title  |                        |
| Telephone  |  | Cell Phone   |                        |
| Email Address  |  |  |                        |
| <b>Development Information</b>   |  |  |                        |
| Name of Development  |  | Location (Address or Cross Streets)                  |                        |
| <b>Residential Units</b>   |  | <b>Non-Residential Square Footage</b>                |                        |
| Single Units<br><b>(\$995.00 per unit)</b>   |  | Commercial<br><b>(\$1.07 per square foot)</b>        |                        |
| 2+ Units<br><b>(\$776.00 per unit)</b>   |  | Office/Industrial<br><b>(\$0.42 per square foot)</b> |                        |
| Manufactured Homes<br><b>(\$773.00 per unit)</b>   |  | Industrial/Flex<br><b>(\$0.27 per square foot)</b>   |                        |
| <b>Impact Fee</b>  |  |  |                        |
| Check one: <input type="checkbox"/> No impact fee owed* <i>or</i> <input type="checkbox"/> Impact fee owed in the amount of \$_____  |  |  |                        |
| *No impact fee will be assessed if the amount of the impact fee would be less than that assessed on a manufactured home.   |  |  |                        |
| If applicable: <input type="checkbox"/> An in-kind contribution will be made in lieu of paying an impact fee.<br>Description of the in-kind contribution (attach additional information if necessary): |  |  |                        |

The developer and the Evans Fire Protection District ("**District**") hereby attest that they conferred regarding whether, under the District's applicable Impact Fee Schedule: (a) an impact fee is owed in connection with the developer's proposed new development; (b) if owed, the amount of the impact fee; and, (c) whether the developer will make an in-kind contribution to the District instead of paying an impact fee.

The developer must submit this signed Impact Fee Form with the other documentation required by the City of Evans ("**City**") as part of its development permit application process. If the City denies the application, the developer is not required to pay the impact fee or make an in-kind contribution to the District. If the City grants the application and issues a development permit, the developer must pay the impact fee or make the in-kind contribution to the District within seven business days of the date the development permit is issued.

**DEVELOPER:**

**EVANS FIRE PROTECTION DISTRICT:**

\_\_\_\_\_  
**By:** \_\_\_\_\_

\_\_\_\_\_  
**By:** \_\_\_\_\_, **Fire Marshal**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

