

## Residential Remodel Building Permit Guide

### Important notes about building permit request submissions

- All permit applications must be submitted online using the [Customer Access](#) portal.
- There is no need to email us when you submit documents. Staff is notified automatically within one business day of your submission.
- Submit documents as PDF file type only.
- Please include the following:
  1. List the site address on all documents and plans.
  2. Include the owner's name on all documents.
- Permit review will be delayed if the required documents are not submitted online, if they are not submitted as PDFs, or if the documentation is missing information.
- All submitted documents will become a public permanent record of the property. It is in your best interest that the submitted PDFs are of the highest quality and detail, in case you or somebody else needs to refer to them in the future.

### General guidelines

- Depending on the scope of work, additional details may be required. Please refer to and use other permit guides as applicable.
- Include with this permit submittal all associated new Mechanical, Plumbing, and Electrical scopes of work. Separate permits may be allowed with approval by the Chief Building Official.
- Basements and each sleeping room must have a fully compliant egress window or door in place.
- Code-compliant combustion air for all fuel-fired appliances must be installed if currently not existing or inadequate.
- Gas appliances shall not be located in sleeping rooms, bathrooms, toilet rooms, storage closets or in a space that opens only into such rooms or spaces. (Exceptions may apply).
- Ground Fault Circuit Interrupter (GFCI) protection is required for all outlets (see 2020 National Electrical Code (NEC)).

- Smoke detectors and/or Combination Smoke/CO detectors must be installed on each story, in all sleeping rooms, and in the immediate vicinity directly outside sleeping rooms, as per requirements of the 2021 IRC, Section R314.
- Carbon Monoxide (CO) Detectors and/or Combination Smoke/CO detectors must be installed outside and within fifteen feet of the entrance to each sleeping room, as per requirements of 2021 IRC, Section R315 and Colorado HB09-1091.
- Walls must be provided with a minimum of three inches of “float” space (less than three inches float requires approval by geotechnical (soils) report or engineer’s letter) when built on concrete, though an increased gap may be required due to the actual site (soil) conditions.

## Required documents

Attach the following to the online application:

1. A Site Plan, if the proposed remodel includes an addition, new exterior access, egress stairway or window well. Please contact the Zoning Division for more specific requirements.
2. A detailed narrative:
  - a. Include the scope of work, explaining all proposed construction, installation, alterations, and demolitions.
  - b. Indicate if there are any structural alterations.
3. Construction Plans:
  - a. Provide complete sets of construction plans. Drawn to scale (e.g., 1/4” = 1’0”) and specified on the drawing.
  - b. Include a layout of the entire floor or level with adjacent spaces.
  - c. Include the square footage of the area being finished, clearly showing the dimensions for each room and its intended or possible use.
  - d. Show all proposed work in context with the existing layout, including all demolition work.
  - e. Show locations of stairs, walls, doors, windows, elevations, etc. and indicate existing or new construction.
    - i. Show the stairway location and whether the under-stair area is to be

finished or not.

- ii. Show the location of all required emergency escape and rescue openings (windows or doors), along with documentation showing code compliancy for the window well and egress ladder when required.
  - f. Indicate the finished ceiling heights for all areas.
  - g. Include a thermal envelope depiction and energy compliance details.
  - h. Show access to attic and crawl spaces.
  - i. Show electrical, plumbing and mechanical system alterations and indicate new or existing.
    - i. Show the location of lights, fans, outlets, GFCIs, carbon monoxide and smoke detectors, and electrical panels.
    - ii. Show all plumbing fixtures and clearances.
    - iii. Show the location of mechanical appliances and equipment, including clearances and access.
    - iv. Identify all fuel-burning appliances.
4. Structural Plans:
- a. Structural alterations must indicate member size, spans, support conditions, attachment details and specify connections/hardware and load path. Structural alterations may require a design sealed by a Colorado-registered design professional.
5. Foundation Plans and Geotechnical (soils) test report, if applicable.
6. Roof Truss Calculations and Layouts, if applicable.
7. Gas Pipe Schematic Drawing:
- a. Provide a complete isometric diagram and an [“Adding or Replacing Gas Appliance questionnaire”](#) when new or replacement gas appliances are installed.
    - i. If existing gas appliance(s) are replaced as “like-for-like”, you must

provide the existing BTUH<sup>1</sup> rating plate and the new appliance BTUH rating plate.

- ii. When a new furnace is provided, an Air Conditioning Contractors Association (ACCA) Manual J, S & D may be required. Contact the Building Division to confirm.

8. ACCA Manual J, S & D, if applicable.

- a. Include determination of overall heat loss and equipment sizing, duct sizing calculations and layouts.
- b. Heating and Cooling design temperatures shall be 1°F and 91°F.
- c. Identify the method of whole house ventilation, exhaust, supply, balanced and energy recovery (i.e., whole house fan, Heat Recovery Ventilation (HRV), Energy Recovery Ventilator (ERV)).

9. An asbestos report, reviewed by the Colorado Department of Public Health and Environment (CDPHE), might be required. Please see additional notes on how to do this, at the end of this document.

### **Important additional requirements for a successful inspection**

Download, print and have the following documents ready for the inspector from the [Customer Access](#) portal:

- A color copy of all final stamped permit documents (i.e., all the ones reviewed and approved – these documents are found in the Customer Access portal and will have the file name marked as “FINAL”).
- A copy of the review comments.

## **Residential dwelling code compliance and mandatory requirements when remodeling.**

Please ensure the residential dwelling abides by the following code requirements:

### **Asbestos**

1. Pursuant to CRS 25-7, Part 5, Asbestos Control and Regulation No. 8 Part B, by the Colorado Air Quality Control Commission, it is the responsibility of the owner/builder to apply and procure all necessary permits for any renovation or demolition and/or provide the necessary notification for any demolition or renovation.
2. The applicant must refer to the [CDPHE Asbestos Permitting Process Guide](#) to provide the report made by a licensed asbestos contractor to CDPHE.
3. Verification of compliance by the CDPHE according to the State of Colorado Statute is provided to the Arapahoe County Building Department once their review is complete (no action on your behalf is required).
- If permits are not required, the State Air Quality Control Commission will forward proof of such to the Building Department.