

**Town of Pitkin
P.O. Box 188
Pitkin, Colorado 81241**

Information Submittal Checklist

In the interest of issuing permits in as timely a manner as possible the following information shall be submitted to the Town of Pitkin Building Inspector prior to the issuance of a building permit.

1. **Plot Plan** with dimensions showing proposed structure to be built. This plan should also include the location of existing structures, well, septic tank, leach field, easements, etc.
2. **Floor plan to scale** (preferably $\frac{1}{4}$ " to the foot) showing:
 - a. Use of all rooms.
 - b. Dimensions of each room including closets.
 - c. Window and door sizes and locations.
 - d. Stair locations state rise, run and number of risers.
 - e. Header sizes for doors, windows and any other openings.
 - f. Location of fire rated walls. (separation between house and garage)
3. **Floor framing plan** showing:
 - a. Lumber size, grade and species. If plywood joist state if TJI, BCI, LPI or other and which series.
 - b. Span from support to support.
 - c. On center spacing. (12", 16", 19.2", 24")
 - d. Girder size supporting floor system.
 - e. Header sizes for any opening. (crawl space access, stair opening)
4. **Elevation drawing** showing:
 - a. All four sides.
 - b. Windows and doors.
 - c. Exterior wall covering. (Cedar siding, log, board and batt, etc.)
 - d. Foundation ventilation openings. State size and free area.
5. **Roof framing plan** showing:
 - a. Lumber size grade and species. If plywood web joist state if TJI, BCI, LPI or other and which series.
 - b. On center spacing. (12", 16", 24")
 - c. If manufactured trusses.
 - d. Roof plan showing truss layout.
 - e. Roof plan showing purlin layout if log structure.
 - f. Show all roof bearing locations.
6. Provide drawings of **structural details** such as:
 - a. Connections at post and beam, beam to wall, footing and post, ledger and wall.
 - b. Stairs, guardrail and handrail.
 - c. Foundation height, width, stemwall construction (concrete block, Ice block, poured concrete, etc.)
 - d. Footer height and width.
 - e. Cross-section if a monolithic concrete slab.
 - f. Size and number of rebar and location of rebar.
 - g. Size and location of anchor bolts.
7. **Proof of water.** Could be submitted in the form of a well permit.
8. **Proof of septic.** This is to be shown in the form of an approved septic permit for a new structure. For an addition to an existing structure the current system will need to be reviewed and inspected. If the system needs enlarged or upgraded it will have to have a septic permit approved before a building permit will be issued.

FOOTER INSPECTION

Building Permit No. _____

Date _____

Contractor _____

Owner/General Contractor _____

Address _____

Legal Description _____

- _____ Proper setbacks (Zoning Code)
- _____ Reinforcing steel as per plans No. 4 or 1/2 inch Minimum Section R403
- _____ Placement and reinforcing in bearing pads Section R403
- _____ 30" deep minimum frost cover Section R 403.1.4
- _____ Soil at bottom firm, free of ice, water & foreign material
- _____ 8" X 16" min. size for non engineered footing Section R403.1.1
- _____ Temperature at time of pour suitable for concrete placement with admixtures and/or air entrainment (if required)
- _____ Monolithic slab 3 1/2 inches minimum thickness with integral footing (W) based on load-bearing value of soil, #4 reinforcing steel or 6 X 6 wire mesh Section 403
- _____ Ufer ground – concrete encased electrode installed for electrical grounding NEC 250.52 A (3)

Inspection: Approved _____ Failed _____ Reinspection needed _____

Inspector

FOUNDATION INSPECTION

Building Permit No. _____

Date _____

Contractor _____

Owner/General Contractor _____

Address _____

Legal Description _____

- _____ Check plans for steel requirements Section R403
- _____ Anchor bolts 1' from end of plate 6' max. Distance between bolts Section R403
- _____ Plates (if in) pressure treated, redwood, black locust or cedar R319
- _____ 8" min. thickness
- _____ Beam pockets (if required)
- _____ Top of foundation minimum 6" above finished grade
- _____ Forms properly constructed, free of foreign matter
- _____ Temperature at time of pour suitable for concrete placement with admixtures and/or entrainment (if required)
- _____ Foundation vents = 1 sq. ft. for every 150 sq. ft. of area
- _____ Insulating concrete form (ICF) Section 404

Inspection: Approved _____ Failed _____ Reinspection needed _____

Inspector

FRAME INSPECTION

Building Permit Number _____ Date _____

Contractor _____

Owner/General Contractor _____

Address _____ Legal Description _____

- ___ Rough plumbing and electrical inspections completed.
- ___ Check plans for architectural requirements.
- ___ One 3' door minimum (entry).
- ___ Stairs roughed in with correct width, maximum rise, minimum tread, minimum headroom per code.
- ___ Corners nailed, 3 studs minimum, wall nailed together.
- ___ Rafter hold down or hurricane anchors at plates and studs at 4 ft intervals minimum.
- ___ Hold downs and anchor posts correctly attached to foundation, bottom plate, mud sill and studs with appropriate washers, bolts or nails.
- ___ Shear walls and bracing installed for racking and wind-bracing with code required nailing patterns.
- ___ Check floor system (joists, opening for stairs, bearing walls, 1½" minimum bearing on mud sill, hangers).
- ___ Header nailed into studs on ends.
- ___ Vapor and air sealing barrier and energy-tight details are addressed.
- ___ Crawlspace access (18" x 24" minimum).
- ___ Attic access (22' x 30" minimum).
- ___ Fire blocking, each floor, every 10', along stairs, top and bottom of run and in line with run in wall,
- ___ Plates pressure treated, redwood, black locust or cedar when in contact with concrete R319
- ___ Walls plumb.
- ___ Check for notching and holes from plumbing (bearing walls and joists), holes closer than 5/8" to edge and sole and top plates to have FHA straps.
- ___ Joist hangers completely nailed.
- ___ No openings between bedrooms and garage.
- ___ Beams and headers are supported.
- ___ Split, cracked, bowed framing members should be replaced.
- ___ Solid blocking on floor joists at bearing points.
- ___ Blocking,
- ___ Floor level at doors.
- ___ Access to, and egress from, Section 310.4

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Inspector _____

FINAL BUILDING INSPECTION

Building Permit Number _____ Date _____

Contractor _____

Owner/General Contractor _____

Address _____ Legal Description _____

- ___ House numbers up – Premises identification.
- ___ Driveway and culvert completed and/or acceptable.
- ___ Woodstove listed and labeled with clearances (according to manufacturer's specifications)
- ___ Crawlspace insulated.
- ___ Walls and ceilings between garage and house one-hour fire resistive
- ___ Enclosed usable space under stairs, walls and soffits of enclosed space shall be covered as required for one-hour fire-resistive construction.
- ___ Solid-core door between garage and house, self closing, tight fitting, 1 3/8" solid core.
- ___ Deck railings up (minimum 36" in residential, 42" in other.
- ___ Balusters, 4" maximum spacing.
- ___ Stair railing (34" – 38" above nose of tread).
- ___ 30" minimum clearance above range to combustibles.
- ___ 6'8" minimum clearance headroom on stairs.
- ___ Stairways having more than four risers need handrails (exterior stairs into house follow interior guidelines unless noted).
- ___ One complete bathroom with venting operable.
- ___ Kitchen complete, sink, cooking appliance, refrigeration facilities, light and ventilation.
- ___ Environmental Air Ducts, Ducts used for domestic kitchen range exhaust, and domestic type clothes dryer exhaust shall be of metal and shall have smooth interior surfaces.
- ___ Combustion air available for heating appliance.
- ___ Ground-Fault Circuit Interrupters (GFCIs) and Arc-Fault Circuit Interrupters (AFCIs) are installed as to code. NEC 210.8, 210.12
- ___ Smoke detectors in each bedroom and in corridor giving access to sleeping areas; detectors shall sound an alarm audible in all sleeping areas.
- ___ Carbon dioxide detectors (CO2) located in sleeping areas and rooms with gas fired heaters and stoves.
- ___ Single Propane Tank set back location = 10 feet from all buildings, 10 feet from adjoining property that may be built upon.
- ___ ISDS system approved and connected to house and DVW system functional.
- ___ Septic tank inspection access ports located and marked for inspection
- ___ Potable water system (well) connected to house and functional.
- ___ Electrical final.
- ___ Plumbing final.
- ___ Ramps. Maximum slope of 8-1 (12.5% slope) with landings not less than 3 ft. X 3 ft. top and bottom. Handrails required on slope exceeding 12-1 ratio (8.33 %)

Inspection: Approved _____ Failed _____ Reinspection needed _____

Inspector _____