

Building Site Plan Checklist

All applicants for building permits are responsible for investigating and understanding the Town of Silt Municipal Code regulations, including zoning requirements that are applicable to placement of a structure on a lot in the Town of Silt. Failure to comply with setback, height, lot coverage or other requirements can result in serious problems that may be expensive to remedy. It is your responsibility to know and conform to these regulations.

This checklist is provided only for your assistance in complying with the zoning code. The checklist may not cover all situations for all permits. If you need assistance, you should ask for help.

Most of the site plan information you will need is included in Title 17 "Zoning" in the Silt Municipal Code. Other requirements are detailed in other sections of the code. Make sure you find the appropriate code sections to obtain the information you need. Do not guess at the requirement. **PLEASE ASK FOR HELP IF YOU NEED IT!**

1. Zoning – Identify the zone district or plan unit development (PUD) in which your property is located. Name of Zone District _____
2. Identify your proposed use _____
3. Is your proposed use/structure allowed on the zone district? Yes _____ No _____
4. List the specific use identified in your zone district from the municipal code _____
5. What is your lot size? _____ (**THESE DIMENSIONS SHOULD BE DRAWN ON THE SITE PLAN**)
6. Is this lot located in a designated flood zone? Yes _____ No _____ (If so, the foundation must be engineered per specific flood plan requirements and a licensed surveyor or engineer will need to certify that the elevation of the top of the foundation is at least one foot above the designated flood pool level.)
7. List the minimum zone district lot size _____
8. What is your proposed building height? _____
9. Identify the maximum building height in the zone district _____
10. What are your zone district setbacks? (**THESE DIMENSIONS SHOULD BE DRAWN ON THE SITE PLAN**)
11. Front Yard _____ Rear Yard _____ Side Yard _____
12. Are your property corners properly pinned and identified? Yes _____ No _____ (If not, a survey may be required. **It is your responsibility to verify property corners at time of footing or 1st inspection**)
13. Do you need to verify property corner locations by using a registered surveyor? Yes _____ No _____ (This is the recommended method of verifying proper property boundary locations even on newly created lots. If the Town deems it necessary, a site survey of this type may be required in order to complete the plan review)
14. Identify the anticipated parking requirements for the property. (See Title 17.52 of the Silt Municipal Code). Based upon the calculations in the Silt Municipal Code, I need _____ 9'X19' parking spaces, _____ handicap spaces and _____ loading and unloading spaces.
15. All required parking spaces must be hard surfaced with asphalt or concrete. Is compliance with this requirement identified in your plans? Yes _____ No _____ Please refer to §17.52 and § 17.56 of the Silt Municipal Code.
16. Is the proposed use an expansion or modification of a "non-conforming use"?
Yes _____ No _____ (See chapter 17.76 of the Silt Municipal Code)
17. Does your proposed use require a special use permit? Yes _____ No _____
18. Is your property or proposed use governed by subdivision covenants or PUD guidelines? Yes _____ No _____
19. Do you require approval from a subdivision or PUD architectural control authority? Yes _____ No _____

20. Are there any easements on your property? Yes _____ No _____
BE SURE THESE EASEMENTS ARE PROPERLY LABELED ON THE SITE PLAN
21. Are all improvements located outside any easements? Yes _____ No _____
ANY IMPROVEMENTS WITHIN EASEMENTS OR OFF THE PROPERTY MAY BE REQUIRED TO BE REMOVED.
22. Are you proposing to build a fence? Yes _____ No _____ (Construction of a fence requires a building permit and conformance with fence regulations in the Silt Municipal Code)
23. Are you providing a dumpster or other trash receptacle for construction waste? Yes _____ No _____

Building Plan Checklist

1. Do you have two (2) complete sets of construction plans (drawn to scale on substantial paper at least 8 1/2" x 11") and have site plans been submitted with the application? YES _____
2. Are the plans accompanied by a \$500.00 permit fee deposit for new construction or \$250.00 permit fee deposit for a small project? YES _____ which will be applied to the Building Permit Fees when the permit is picked up? (Note: *No plans will be reviewed until this fee is paid.*)
3. Do you understand that a plan review fee will be charged if this project is not able to be completed for any reason? YES _____
4. Do the plans include the **ORIGINAL** copy of the soils report wet stamped by a Colorado State licensed engineer for this specific lot? YES _____ No _____
5. Do the plans include the **ORIGINAL** copy of the engineered foundation drawings wet stamped by a Colorado State licensed engineer? Yes _____ No _____
6. Do your engineered plans reference the soils report, and indicate the size, location and spacing of all reinforcing steel? YES _____ No _____
7. Do the plans indicate that the bottom of the foundation is below the frost line? (This depth is 36 inches in the Town of Silt) YES _____ NO _____
8. Does the site plan show the location of the water meter that is to be located at the curb stop, within the front yard utility easement? YES _____
9. Do the plans include design loads as required by the International Building Code for roof snow loads and wind loads? (A minimum 40 pound snow load and 90 mph wind load are required in the Town of Silt) YES _____
10. Does the plan include a building section drawing indicating foundation, insulation, wall, floor and roof construction? (Insulation requirements include R-20 in the walls, R-38 in the ceilings and R-10/13 in the basement and crawl space walls. YES _____
11. Do the plans indicate the location and size of the ventilation openings for the under floor and roof structure spaces as required by the 2015 International Building Code? YES _____
12. Does the building section drawing include the size and spacing of floor joists, wall studs, ceiling joists, roof rafters or joists or trusses? YES _____
13. Does the building section drawing or other detail include the method of positive connection of all columns and beams? YES _____
14. Does the plan indicate the height of the building or addition from the highest point of the building or addition measured at mid span between the ridge and the eave down to the existing grade contours? YES _____
15. Does the plan include any stove or zero clearance fireplace planned for installation including make and model and Colorado Phase II certification? YES _____ No stove or fireplace included _____
16. Does the plan include a masonry fireplace with a section drawing indicating the design to comply with the current 2015 International Building Code? YES _____ No fireplace included _____

17. Does the plan include a window schedule or other verification that light and ventilation requirements per the IBC are met for all occupy-able spaces?? YES _____ NOT APPLICABLE _____
18. Do the plans indicate the location of glazing subject to human impact such as glass doors, glazing immediately adjacent to such doors, glazing adjacent to any surface normally used as a walking surface, sliding glass doors, fixed glass panels, shower doors and tub enclosures and specify safety glazing for these areas? YES _____ NOT APPLICABLE _____
19. If there is a basement, will it be finished or remain unfinished during the construction scheduled for this permit? (If unfinished during this construction, another building permit will need to be applied for at the time the basement is to be finished) FINISHED _____ UNFINISHED _____ NO BASEMENT _____
20. Is the location of all gas furnaces, boilers and water heaters indicated on the plan? YES _____ NOT APPLICABLE _____
21. Does the gas appliance have outside combustion air provided to it per the requirements of the IBC and IMC?
YES _____ NO _____
22. Do you understand that the signing of this permit application indicates that you will be responsible for the payment of a "Plan Review" fee, "Permit Fee", "Use Fee", "Impact Fee" and all applicable tap fees and water meter fees at the time the permit is issued? YES _____
23. Are you aware that construction may not begin on this project before the building permit is issued? YES _____
24. Are you aware that twenty four (24) hour notice (during the normal work week, holidays excluded) is required for all inspections? Failure to give twenty-four (24) hour notice for inspections may delay your inspection one (1) day. Inspections are to be called in to the Town of Silt. YES _____
25. Are you aware that you are required to call for all inspections required under the 2015 International Building Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code, Electrical Code (by State of Colorado inspector) and the Town's Municipal Code, including approval on a final inspection **prior** to receiving a Certificate of Occupancy and occupancy of the building? YES _____
26. Are you aware that the person signing the Permit Application, whether the "Owner", "Agent of the Owner", "General Contractor", "Contractor" or otherwise, is the party responsible for the project complying with the International Codes?
YES _____
27. Are you aware that the Town of Silt requires that all construction conform to the 2015 International Building Code, 2015 International Mechanical Code, 2015 International Plumbing Code, 2015 International Fire Code and the 2009 Energy Conservation Code? YES _____
28. Is any portion of your structure factory built? YES _____ (Trusses & Wall Sections exempted)
29. Do you understand that all electrical and plumbing work must be completed by a licensed electrician and plumber ?
YES _____
30. Will an irrigation system be installed in association with this project? YES _____ NO _____ If so, the Town must be notified and certain requirements will need to be fulfilled including but not limited to the installation of back flow prevention devices.
30. Are you aware that a backwater valve will be required in all drainage pipes serving fixtures that have flood level rims located below the elevation of the next upstream manhole? YES _____
31. Are you aware that most future changes to the building including but not limited to irrigation systems and remodel work will require additional permits? YES _____
32. Are you aware that you must maintain a licensed general contractor at all times during the building process? YES _____
33. Are you aware that this permit becomes null and void after 12 months from the date of issuance and that you must file for an extension at least 30 days prior to expiration? YES _____
34. Are you aware that Town of Silt Building Official rarely issues Temporary Certificates of Occupancy because they are only valid for thirty days? YES _____

35. Are you aware that you are responsible for calling UNCC for utility locates at 1-800-922-1987 at least 3 day prior to digging?
YES _____
36. Are you aware that your Sales Tax Exemption Certificate must be returned to the Town of Silt upon final inspection?
1. YES _____
37. Are you aware that your permit card **MUST** be posted in a highly visible location in order to get an inspection and that it must be returned to the Town of Silt upon final inspection? YES _____
38. Are you aware that lot identification (address) must be posted before construction starts on all lots and must be visible from the street for emergency purposes? YES _____
39. Are you aware that your permit may fall under Ordinance 18, Series 2001 Design Review Criteria for Commercial and Multi-family Structures? YES _____ (Would require application approval from Planning & Zoning and the Board of Trustees before construction can start)

**The following information shall be used as a format for submitted plans.
All drawings shall be scaled 1/8" = 1' minimum.**

SITE PLAN – Sheet One (1) shall be the site plan and shall describe, readily identify and definitely locate the structure or work. The required information will include the following:

- 1) North arrow & scale identified – scale shall be a minimum of 1/8" = 1'
- 2) Legal description of property and address if known
- 3) Use or occupancy for which proposed work is intended
- 4) Proposed location and size of structure
- 5) Lot dimension lines
- 6) Set backs from property lines on both sides, front and rear
- 7) Public walks and drives
- 8) All easements of record, including those filed by separate instrument
- 9) Site drainage plan
- 10) Proposed location of all utilities – water, sewer, electricity, gas, cable phone
- 11) Location of water meter
- 12) All required parking spaces with dimensions and backing distances indicated
- 13) Landscaping plan, including species of shrubs/trees, types of decorative rock and grasses

EXTERIOR ELEVATION PLAN – Sheet Two (2) shall be the exterior elevation that would show all four (4) outside walls of the structure. Measurements are mandatory on all items. The required information will include the following:

- 1) Door and window locations and sizes
- 2) Porches or Decks
- 3) Roof slope and overhang
- 4) Type of roofing
- 5) Roof vents
- 6) Brick veneer or siding
- 7) Height to mid-span and peak of roof

FOUNDATION AND FOOTING PLAN – Sheet Three (3) shall be the details of the foundation and footing requirements. The required information will include the following:

- 1) Plans shall reference a site-specific soils report
- 2) Size of footing
- 3) Size of foundation wall
- 4) Anchor bolts, size and spacing
- 5) Reinforcing when utilized
- 6) Beam pockets – minimum bearing
- 7) Depth of foundation (frost line compliance) 36" below grade

NOTE: LOWER LEVEL (BASEMENT) FLOOR PLAN MAY BE COMBINED WITH THE FOUNDATION AND FOOTING PLAN.

LOWER LEVEL & MAIN LEVEL FLOOR PLAN – Sheets Four (4) and Five (5) shall be the details of the floor plan. The required information will include the following:

- 1) Indicate the use of rooms
- 2) Bathroom, kitchen, laundry and mechanical room layouts indicating fixtures and dimensions
- 3) Room sizes, door sizes, smoke detectors, exhaust fans, crawl space access and attic access
- 4) Window locations, size of window headers, size of windows and window type
- 5) Door sizes, floor levels and landings outside of doors, swing direction fire rating (where applicable) and header size
- 6) Floor joist size and spacing, floor sheathing, species of lumber and grade
- 7) Size of wood or steel support columns
- 8) Beam size and lumber species, steel beam designation
- 9) Roof framing plan – location of all rafters and trusses, lumber size & species, bearing location, columns and beams

NOTE: IF PREFABRICATED FLOOR OR ROOF TRUSSES OR WALL PANELS ARE USED, PLEASE SUBMIT A COPY OF THE FACTORY ENGINEERED DRAWINGS PRIOR TO INSTALLATION.

WALL SECTION – Sheet Six (6) shall be a detail of the wall sections. The required information will include the following:

- 1) Footing / foundation detail
- 2) Anchor bolts and spacing
- 3) Sill plate and floor joist (size and spacing, species and lumber grade)
- 4) Truss (floor) detail where used
- 5) Type and thickness of insulation (R-value)
- 6) Size of studs, wall sheathing, plates, ceiling joist, rafters and spacing (species and lumber grades)
- 7) Stair detail, (rise, run, headroom, and handrail, guardrail)

Plan Review and Permit Processing Time

The amount of time quoted for the plan review process is an average that may vary depending upon workloads in various departments or on the complexity of your project. Also, please note that delays resulting from incorrect design and/or due to the failure to submit proper information will add time to the normal processing system.

If it is determined by the Building Official that additional information is necessary to review the application and plans to determine minimum compliance with the adopted codes, the application may be placed behind more recent applications for building permits in the review process and not reviewed until required information has been provided possibly causing delays in proceeding with construction

These checklists are intended as guides for complying with building permit requirements. While they may not cover all situations, it is your responsibility to obtain and understand all applicable adopted regulations of the Town of Silt. If you have any questions, please be sure to ask for assistance.

I _____ the undersigned do hereby acknowledge that I have read the aforementioned information and have provided accurate information in my responses to the best of my ability, based upon an investigation of the adopted regulations of the Town of Silt, Colorado.

Signature _____ Date _____

Phone _____ (days) _____ (nights)

Project Name _____

Project Address _____

Notes _____

THESE ARE THE MINIMUM APPLICATION REQUIREMENTS
FOR CONSTRUCTION IN THE
TOWN OF SILT, COLORADO