



RESIDENTIAL BASEMENT FINISH

All documents must be submitted in .pdf format online through the [E-Permit Center](#)

The following checklist has been compiled to assist in expediting the residential plan review and permit issuance process. Please review this checklist to verify all the required documentation included in your submittal. Failure to provide the required documentation in accordance with the *naming conventions* (*italicized* below) may result in delaying the review process prior to issuing a permit. All documents listed below are required. Incomplete submittals will not be accepted.

☐ **Narrative/Scope of Work**

☐ **Floor Plan – Floor plan.pdf**

Clearly indicate what is existing and what is proposed. Must include the following:

- ☐ Address of residence
- ☐ Room names and intended use or future use (recreation, living, bedroom)
- ☐ Dimensions and square footage of each room (added and existing) – *IRC Section 312*
- ☐ Ceiling height - *IRC Section R313*
- ☐ Window size/type (fixed/operable – please indicate if tempered)
- ☐ Locations of any egress window wells and/or walk-out basement – *IRC Section R319*
- ☐ Door location and swing

☐ **Wall Detail – Wall detail.pdf**

Can be included in the floor plan. Must include the following:

- ☐ Stud size and spacing
- ☐ Floating wall details
- ☐ Insulation location and R-value; include existing – *IRC Table N1102.1.3 (R402.1.3)*

☐ **Electrical Layout Plan – Electrical Plans.pdf**

Can be included in the floorplan. Must include the following:

- ☐ Ceiling/Wall lights and wiring
- ☐ Switches/Receptacles/Outlets
- ☐ Smoke Detectors – *IRC Section R310*
- ☐ Carbon Monoxide Detectors – *IRC Section R311*

☐ **Mechanical Layout Plan – Mechanical plans.pdf**

Can be included in the floorplan. Must include the following:

- ☐ Location of Furnace/Water Heater including duct layout o If fuel/gas-fired, please show plans for combustion air (direct-vented)
- ☐ Supply and Return vents – required in each habitable room

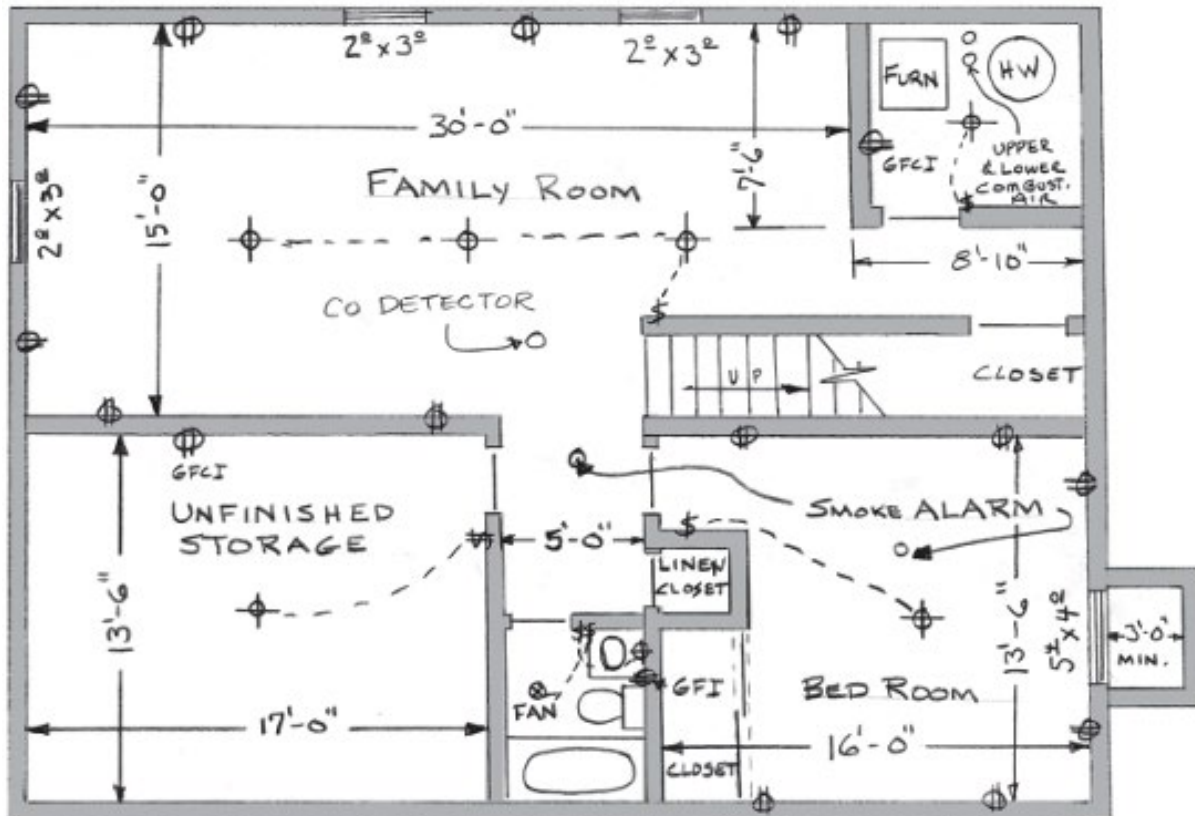
☐ **Plumbing Layout Plan – Plumbing plans.pdf**

Can be included in the floorplan. Must include the following:

- ☐ Fixture clearances and spacing – *IRC Figure 327.1*
- ☐ Bathroom vent/fan or operable window
- ☐ Gas line isometric drawing (if installing a new appliance)

☐ **Fire Department Approval may be required if fire suppression sprinklers are present on that level**

- ☐ Contact your local fire authority for additional permits. Must be submitted prior to approval and issuance of permit



*This checklist is intended to serve as a general guide for the project described. Depending on the specific scope of work, project requirements, site conditions, or client specifications, additional items may be required, or some listed items may not apply

FEES REQUIRED AT TIME OF SUBMITTAL

- ☐ **Plan Review fee based on 65% of listed valuation at time of submittal by applicant. (fee schedule)**

Note: During review of the plans, the valuation will be verified according to the Building Safety Journal Data (Feb. 2024) price per square foot and may be adjusted resulting in adjustment of the plan review fee and additional charge for the difference or a credit towards total permit fees.

- ☐ Development Review fees upon each submittal: Commercial **\$130.00**; Residential **\$40.00**

- ☐ **Traffic Impact Fees (fee schedule)**

Traffic Impact Fees based on use and square footage of building. The TIF will be calculated during the review of the plans. For questions regarding calculating this fee or an estimate prior to submitting, please contact **720.523.6800**. The TIF will be required to be paid prior to issuance of the building permit.

CONTRACTOR'S LICENSING

A General Contractor and Subcontractor(s) must be identified prior to issuance of permits. If the contractors are not registered, they must do so on the [E-Permit Center](#). Please see below for our requirements. Once the contractor is approved, Adams County requires the General Contractor to notify One-Stop at epermitcenter@adcogov.org. Any transfers will require written documentation between the new and old General Contractor and approval from the Adams County Building Safety Division

- **Class A:** Erect, add to, alter, or repair any building or structure, in all occupancy groups.
- **Class B:** Erect, add to, alter, or repair any building or structure not over two (2) stories in height, in group B, F, M, S, R, and U occupancies.
- **Class C:** Erect, add to, alter, or repair any building or structure of a non-structural nature, in group M and R occupancies
- **Class D:** Any specialty contractor including, but not limited to, plumbing, electrical, siding, fences, glass and glazing, insulation, and heating.

Adams County Building Safety requires the following documents to be successfully registered:

- Driver's License of Authorized Person(s)
- General Liability Insurance - [Requirements](#)
- Contractor license from any Colorado municipality OR ICC Certification
- Colorado State Contractor/Colorado Master License (Electrical and Plumbing Contractors ONLY)

APPLICATION REVIEW TIMELINE

- Initial review timeframe from application acceptance¹ = **15 business days**
- Second review and onwards = **10 business days ADDITIONAL REVIEW TIMELINE** (revisions after permit issuance)²
- Initial review timeframe from application acceptance = **15 business days**
- Second review and onwards = **10 business days**
- Plans will be charged a **\$100.00/hour** additional plan review fee

¹ Application acceptance means it has been processed through One-Stop and is not from receipt of plan check fee(s).

² **An Additional Plan Review must be requested through One-Stop to start a new workflow. 720.523.6800; epermitcenter@adamscountyco.gov**

INSPECTIONS

Once a permit has been issued, it is the responsibility of the applicant to schedule inspections. Please view our [Building Inspection Procedures](#) Inspections must be scheduled **48 hours in advance** online through the E-Permit Center or through the IVR phone system **720.523.6320**