

TOWN OF BERTHOUD

RESIDENTIAL NEW SINGLE FAMILY DWELLING SUBMITTAL REQUIREMENTS

	GENERAL
	One signed and dated Building Permit Application
	Valuation of the total value of all construction work including all materials, labor and profit. Essentially, the selling price of the house excluding the cost of the lot.
	1 Digital/electronic (flash drive or email if files are not too large) copy of plans to be drawn to scale on 11" x 17", 18" x 24" or 24" x 36"
	Any revisions to Town approved plans shall be resubmitted for Town approval. Before a Certificate of Occupancy can be issued all inspections shall be approved, a grading and drainage report needs to be prepared by a Colorado Licensed Engineer or Surveyor and provided to the Town, street trees need to be planted, cracks in sidewalks, curb and gutter need to be repaired, and Town Water Dept. approval of curb stop and meter pit.
	BLOCK DIVERSITY
	HOA/Metro District Architectural Approval Form (if in a covenant-protected development)
	Architectural Elevations, all 4 sides
	Color Palette
	Block Diversity Map (Updated)
	PLOT PLAN
	Property owner's name
	Subdivision name, lot, block and filing number
	Show dimensions of all property lines.
	Show square footage of lot.
	Drawn to scale. Identify scale used. Preferred scale is 1" = 20' or 1/16" = 1'
	Direction north identified.
	Show all easements including drainage and underground and overhead utilities.
	Show adjacent streets and street names.
	Show driveway location.
	Show vehicle parking areas.
	Show the location of the proposed structure showing appurtenances; decks, patios, porches, bay windows, window wells, etc.
	Show all existing structures and label as to their use.
	Show distance from the proposed structure to all property lines and road right-of-way.
	Show grade elevations at corners of lot.
	Show elevation at top of foundation.
	Show direction of drainage.
	Show location of any irrigation ditch, stream, lake or body of water within 100' of the structure. Note distance from structure to water.
	FOUNDATION PLAN
	Drawn to scale. Identify scale used. Minimum scale is 1/4" = 1'
	An engineered foundation plan is required for habitable buildings. The foundation plan must be wet stamped by a Colorado licensed engineer.

	Include subdivision name, lot, block and filing or phase number.
FLOOR PLAN	
	Drawn to scale. Identify scale used. Minimum scale is 1/4" = 1'

	Floor plan for each floor including basement stating the use of each room.
	Provide structural details including:
	Size and spacing of wall studs
	Direction, size, type and spacing of floor joists
	Engineered I joists, provided floor layout
	Direction, bearing locations, size, type and spacing of roof rafters or trusses
	Size of girders, beams and columns.
	Location and design of braced wall panels
	Diameter and depth of piers that are supporting decks or roofs.
	Show window and door sizes and locations and direction of door swing. Escape and rescue windows and window wells shall meet the requirements of IRC Section R310
	Show location of all bathroom fixtures and kitchen cabinets
	Show locations of smoke detectors. IRC Section 314.
	Show location of water heater and furnace and other mechanical equipment.
	Show location of fireplaces and/or wood stoves.
	EXTERIOR ELEVATION:
	Front view, preferred scale 1/4" = 1'
	Rear and both side views, preferred scale 1/8" = 1'
	Finished floor lines
	Finished exterior grade line at building.
	Exterior wall finish material
	DETAILS AND SECTIONS
	Cross section of exterior wall showing details from footings to roof. List materials used. Preferred scale is 3/8" = 1'
	Cross section of structure where floors are at various levels, fireplaces or finished attic space. Minimum scale 1/4" = 1'.
	2024 ENERGY CODE
	Submit Manual J or other approved heating and cooling calculation methodologies with Master Plans. Provide documentation on how the home will meet the prescription method, performance method or Energy Rating Index (HERS) method. Should a builder wish to use the performance or ERI method, a compliance report on the proposed design shall be submitted. Upon completion of the building, a compliance report shall be submitted to the building department, as well as posting a permanent certificate. All items must be completed before a Certificate of Occupancy (CO) can be issued.
	DARK SKY COMPLIANCE
	Documentation that all exterior light fixtures are dark sky compliant (have the IDA seal of approval).

Please note that the Town of Berthoud has adopted the 2024 IBC/IRC codes as well as the 2023 NEC.

In addition to these items please be prepared to show verification of Water Dedication for the lot you intend to build on or be prepared to pay that fee prior to permits being issued.