

PAONIA BUILDING DEPARTMENT – CHECKLIST FOR RESIDENTIAL APPLICATIONS

- Complete the Building Permit Application / Provide H.O.A approval when applicable.
- Provide a copy of your recorded deed (Typically not required for interior remodel work)
- Provide a Site Plan (aka Plot Plan) **for additions and for new structures**. A formal survey is occasionally needed, but an accurate (to scale) representation of your property showing the footprint of existing structures and the location of your addition or new structure is often adequate. Your plan should include lot dimensions, distances from your addition or new structure to your property lines, and to other structures on your property. Please include a North Arrow and show street access.
- Foundation design stamped by a Colorado Licensed Engineer. Discussion of design conditions (soils) must be included by your Engineer of Record (P.E.). A formal Soils Report by a Geotechnical Engineer should be requested by your P.E. if conditions warrant (A Geotechnical Report could be required by the Building Official depending on design information provided by P.E.). Include site-drainage details as well as recommendations on stormwater capture and discharge (gutters/downspouts).
- Floor plans – please label each room for proposed use, show location of plumbing fixtures, cabinets, crawl-space access, attic access, smoke alarms, carbon-monoxide alarms, etc. Draw to scale, show both sides of walls and include all dimensions.
- Floor-framing plan; roof-framing plan (or truss layout with engineered details), wall-framing details including header sizes.
- Sectional Drawing(s) to include all weather-resistive information (roof-sheathing, roof-covering, flashing details, wall-sheathing, house-wrap, siding, stucco, masonry, etc.), wall insulation, interior finishes (walls, ceilings, floors, bathing areas), crawlspace and attic insulation and ventilation.
- Provide Elevation Drawings – show decks, landings, exterior stairs, final grading, etc.
- Egress components are to be detailed. Stair geometry (rise/run), handrails, bedroom emergency-egress, doors, landings, guard-rails, etc.

Additional considerations when applicable: Water taps and sewer taps (County OWTS?); Excavation permit if digging in Town Right of way; Floodplain Development Permit; STATE permits are required for Electrical work and for Plumbing work.

Electronic submittals are preferable and must include your application (PDF format only – **for all documents**). Paper submittals are subject to office-time fees for scanning (30-minute minimum charge). Please submit to: Town of Paonia - paonia@townofpaonia.com

A copy of final “approved” plans to be printed by applicant and available on site for inspections.