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## Accessory Dwelling Unit – Submittal Checklist

Submittals must be in electronic format. Electronic documents shall be sent by email or hand delivered for USB drive. Files shall be separated by document type (Architectural, Structural, Plot Plan, Soils Report, and Energy Reports. Do Not send each Plan Sheet as a single file. Please contact Building Inspections if you need an additional means of submittal.

**NOTE:** Incomplete submittals will not be accepted.

### NEW/EXISTING STRUCTURES

#### 1. General requirements for all sheets:

- a. Owner of plans
- b. Plan name or address
- c. Date of plan (and revisions)
- d. Identify optional items
- e. Original stamp and signature of licensed design professional
- f. Distances from lot lines and any existing buildings or structures on plot plan.
- g. If not drawing to scale - everything should be dimensioned and scale of each drawing noted on plans.

#### 2. Plot Plan

- a. Can use an existing ILC — Utilities will extend from existing Primary Dwelling (no new taps allowed), show utility lines on plot plan. (Plot plan may not be required if a second story or basement renovation) Keep in mind that a new ILC will be required once construction is complete.

#### 3. Architectural Plans

- a. Floor plans – Label all rooms – show locations of all mechanical equipment, show appliances & fixtures - if using existing portion of existing dwelling or structure please provide an existing floor plan,
- b. Sections – show at least one complete building section (not needed if using existing structure)
- c. Elevations – Show all new sides (not needed if using existing structure)

#### 4. Structural Plans – stamped by a State of Colorado Licensed Structural Engineer –

(Structural may not be required if using an existing detached structure or primary dwelling – unless adding or removing structural wall or floors).

- a. Foundation
- b. Floor Framing,
- c. Roof Framing,
- d. Hold downs and Bearing Walls.

#### 5. Energy Code Certification - Prescriptive or Performance path compliance – two reports are required:

- a. Manual J, D, S – If there is no ductwork – such as mini-split system then a manual D is not required. (Manual J & S is required when doing Prescriptive path – or show mechanical calcs for equipment sizing).
- b. HERS report or ResCheck (not required with a prescriptive path)
- c. Blower Door Testing is a mandatory requirement on the individual Dwelling Unit once structure is air tight.

6. Soils report – To be completed by a Geotechnical Engineer. (Soils report not required if there is no new foundation.

7. **Truss Engineering** – Truss Drawings and specifications are required to be on-site for inspector's inspections. (Truss drawings/specs not required if using an existing accessory structure or primary dwelling).

## MISCELLANEOUS REQUIREMENTS

1. **St. Vrain Valley School District Fee** – all new residential dwellings require this fee – however this fee requires you to pay the fee directly to the St. Vrain Valley School District. A copy of the receipt - you receive from SVVSD shall be included with the building permit submittal.

*How to acquire your school fees:* contact Kailey at [tucker\\_kaileyalyssa@svvdsd.org](mailto:tucker_kaileyalyssa@svvdsd.org) for directions on how to get your school impact fees / CIL paid. She will give you directions on where to mail your completed paperwork and checks for the finance department. If you include an email address, they can email the paperwork back; alternatively, they can snail mail it.

2. **Asbestos Report** – when remodeling an existing structure and removing more than 32 sf. of material – an asbestos testing will be required by State of Colorado – if asbestos is found then a clearance report will be required – before the permit can be issued. So the asbestos work should be done before the permit is issued.

## APPLICABLE CODES (effective 01/2019)

1. **International Residential Code**, 2018 Edition
2. **City of Longmont Amendments.** For a copy visit our web site <http://longmontcolorado.gov/departments/departments-a-d/building-inspection/building-codes>

### NOTE:

More information may be requested to complete the plan review process.

Permits cannot be issued prior to approvals from other City departments including Planning, LPC, Public Works, Fire Support Services, Building Inspection Division, Boulder County Health Department (if applicable), and any other City Departments with concerns.

**Licensed City of Longmont Contractors (Active) shall be submitted before any inspections will be allowed.**

For additional information, visit our website:

<http://longmontcolorado.gov/departments/departments-a-d/building-inspection>