



Town of Basalt
 101 Midland
 Ave.
 Basalt, CO 81621
 (970) 927-4701

BUILDING PERMIT APPLICATION CHECKLIST

SINGLE FAMILY, DUPLEX or TOWNHOMES

New Construction, Remodel, Addition

This checklist to be used for new construction, remodel or addition of a single-family home, duplex or townhomes built to the International Residential Code (IRC). For a remodel or addition, not all items listed will be applicable; please mark these items as “N/A.”

DOCUMENT REQUIREMENTS

All documents must be submitted electronically (emailed to mitch.miller@basalt.net) and plans and the Permit Application must ALSO be submitted in print, one (1) full size copy required. Documents and plans must be complete, legible and to scale. If any of the required information is missing, a correction letter will be issued, delaying the permit process.

- [Town of Basalt Permit Application](#)
 - Total Square Footage - please include both gross and net square footage.
 - Note that a Parcel Number is required on the application.**
- Plan Submittal Fee - 50% of plan review fee calculated at submittal (nonrefundable).
- HOA Approval / Willits Design Review Board Approval (if applicable)
- Water and Sanitation Approval
 - Eagle County Mid valley (sewer and water): [Mid Valley Metropolitan District](#)
 - Old Town, Southside, Elk Run, Roaring Fork Club (sewer): [Basalt Sanitation District](#)
 - Basalt Sanitation District - Required approval documents include original tap permit or permit exemption form signed by District Staff.
 - Old Town, Southside, Elk Run, Roaring Fork Club (water): [Town of Basalt](#)
- [Public Works Street Cut / Right of Way Permit](#)
- Verification of Town of Basalt Contractor Licensing
 - [Contractor's License Application](#)
 - Current on [SBR Certification](#) - 5 hours within 18-month period preceding submittal is required.
 - Note this certification is only needed if the project is subject to the SBR requirements.

ENERGY / SUSTAINABLE BUILDING REGULATIONS

- Sustainable Building Regulations Checklist ([Type I](#)) - Architect or contractor to fill out Column A in the Checklist. Please note the IECC Mandatory Requirements and minimum point thresholds per Part.
 - If needed, the [presentation here](#) explains the process and requirements.
 - [SBR Ordinance](#)
- [REMP Fee Spreadsheet 2023](#) -All new projects and R3 remodels need to submit this spreadsheet with the project's conditioned floor area and any exterior energy uses, if applicable.

- New Construction 2,000 SF and greater – HERS Projected Rating (includes HERS Certificate, Building Spec Report and the Building Summary Report) from a [certified energy rater](#).
- New Construction < 2,000 SF – [REScheck](#) (Climate Zone 6B; showing minimum 5% exceeding compliance) with Inspection Checklist or a HERS Projected Rating (optional)
- Level 2 and 3 Remodels – [Energy Assessment](#) and Baseline Blower Door Test
- Additions > 500 SF – Electric-Ready items and Solar incorporated into drawings (per Part 5.0 of the SBR Ordinance)
- Level 3 Remodel (**and > 750 SF**) - [Energy Assessment](#), Baseline Blower Door Tests, Electric Ready and Solar incorporated into drawings (per Part 5.0 of the SBR Ordinance)
- Mechanical Load Calculations (Manual J) and Equipment Specs (Manual S)
 - An [ACCA-approved](#) Manual J calculation and Manual S report (equipment specs) for heating and cooling equipment sizing is required. Note the [Manual J & S Requirements](#). A Manual S Reference Spreadsheet can be [found here](#) and on the Building Department webpage.
 - Note: Mandatory mechanical ventilation is required. Ventilation rate required can be calculated using the following equation: $CFM = (0.03 \times \text{conditioned floor area}) + [7.5 \times (\text{number of bedrooms} + 1)]$
 - Note: The Manual S Spreadsheet is only to be used for gas fired forced air furnaces and split air conditioners; it will not work for hot water heat systems or any kind of heat pump.

SITE PLAN / CMP / LANDSCAPING

- Legal Description - Parcel Number, Township, Range, Sect., Subdivision, Lot, Block, Filing
- Property Lines - All existing property lines must be shown. If for a duplex, show party wall.
- Setbacks, building envelope(s), easements, and dimensions to be included. An Improvement Location Certificate (ILC) will be required prior to CO.
- North arrow and scale on each page.
- Driveway - material, slope (grade%), culverts, adjacent streets and any dimensions.
- Structures - proposed and existing; includes sheds, barns, decks, patios & any other structure or building.
- Show square footage of impervious lot coverage on plans.
- Water Features - streams, creeks, springs, ponds, ditches, etc.
- Existing and Proposed Contours - grading / drainage around structures, erosion control, etc.
- Drainage Plan - include directional indicators for positive drainage away from the building. The contours must be shown in 2'-10' increments.
- Finish Floor Elevations - shown on the building footprint.
- Utility connections from road right of way to the building - water, sewer, gas, phone, electric, cable, etc.
- Retaining Walls - materials, highest and lowest point; Engineer stamped detail required if retaining wall is over four feet.
- Construction Management Plan - must include construction parking, staging, fencing, material storage, construction debris / recycling containers, portable toilets, job trailer, etc.
- Landscaping Plan – list existing / proposed plant materials (list native species where used), ground cover, sidewalks, snow storage, etc. Include irrigation method.

STRUCTURAL SHEETS

- All structural sheets to be stamped / signed by Colorado State Licensed Engineer.
 - [Town of Basalt Codes and Loads Reference](#)
 - Design Specifications Sheet must include:

- Roof Live Load (snow) + add'l loads if solar is to be installed
- Floor / Deck Live Load
- Wind Design
- Foundation design per soils report (or open-hole type accepted).
- Foundation plan shows complete footing / foundation dimensions.
- Footing / foundation reinforcement details provided and referenced on plan.
- Framing plans for each floor level and roof framing. All beams, joists, rafters clearly shown.
- Framing Details

ARCHITECTURAL SHEETS

- Wildfire Construction for all land within the Town of Basalt per [Ordinance 16](#).
- Floor Plans for each level with complete dimensions.
- FAR Calculations; breakdown of the square footages: living space, ADU, unfinished and garage.
- Plans must clearly indicate the IECC code and method of compliance used.
- The primary air barrier must be recognized on the plans by the materials that compile it, and these must be continuous and must be shown on construction drawings with a red line.
- Minimum Four (4) Elevations: N, S, E, W. Clearly show building height measured from pre-construction grade.
- Each room should be clearly labeled, i.e., bedroom, living, kitchen, etc.
- Building Cross Sections and Construction Details - Please include damp-proofing, weather protective barriers, roof underlayment, insulation types and values, air barrier and radon mitigation.
 - The exact location of the building thermal envelope (including vapor retarder) must be marked out on the plans, details, and cross-sections per R103.2.1.
 - Provide all insulation R-values or u-factors, materials, and locations to be installed (walls, ceilings, cantilever floors, floors over garage, crawl space, basement walls, etc.).
 - Provide air sealing details showing how all areas listed in Table R402.4.1.1 will be protected against air leakage. If ZIP sheathing is utilized, please note that this product, when properly taped, is a continuous air barrier and confirm continuity to below-grade construction.
- Window Schedule: Window Sizes, types and u-value noted. (note window operation)
- Location of Mechanical Equipment
- Include mechanical and service water-heating system equipment types, sizes and efficiencies; must match with the Manual S.
 - o Hot water piping $\frac{3}{4}$ " or greater requires R3 insulation, minimum.
- Include HVAC duct layout, if utilizing ductwork.
 - Indicate duct insulation R-values. Insulation is not required if ductwork is completely within the building thermal envelope.
 - Indicate duct sealing methods per the IRC or International Mechanical Code (IMC).
 - Sealing with mastic is recommended over UL tape.
- Equipment and system controls: include note indicating that operating and equipment maintenance manuals will be supplied to the owner, that air and hydronic systems will be balanced and that the control system will be tested and calibrated.
- Guardrail details shown and applicable code referenced.
- Roof covering and siding specified.
- Roof slope / pitch shown.

Correction letters will be issued for incomplete applications and/or plans and may delay the issuance of the permit. Resource links and information include:

- [Basalt Building Permit Fee Schedule](#)
- [Excavation and Street Cut Guidelines](#)
- [Codes and Loads](#)

I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will be delayed.

Applicant's Signature and Date

Printed Name