

# Town of Brookside, Colorado

1720 Brookside Ave.  
Canon City, CO 81212  
Office/Fax: (719) 276-3436

## SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATION

### *General Requirements:*

- **Address:** Required to be issued prior to beginning construction. Applications for issuance of an address are available at the Brookside Town Hall or through the planning and zoning committee. There is no fee for issuance of an address.
- **Evidence of Ownership:** \*A copy of an admin sheet from the Fremont County assessor's office containing complete legal description of the property and owner's name and mailing address.
- **Driveway Access:** \*Access permit from Colorado Department of Transportation for State highway access, access permit from Fremont County for county road access, or private access easement of record from a public road. (County access permits may be obtained from the Road & Bridge department and a fee is required.)
- **Evidence of Water:** \*Water tap contract or recent water bill from a public entity, or a well permit issued by the Colorado Division of Water Resources.
- **Evidence of Sanitation:** \*Sewer tap contract or recent sewer bill from a public entity, or an individual sewage disposal system (septic) permit issued by Fremont County Environmental Health Department. Septic permit costs and application information is available at the Fremont County Building Department.
- **Plot Plan:** \*\*May be prepared by applicant. Plot plan must contain the following:
  - a. Configuration of lot and all property dimensions.
  - b. Location on lot and dimensions of all structures. Identify each structure as "existing" or "proposed".
  - c. Setback distances from proposed structures to all property lines and to any existing buildings.
  - d. Location and name of any public or private roads which abut or encroach property.
  - e. Location that driveway enters property from public or private road. Driveways will determine "front" of property.
  - f. North arrow.

### *One and Two Family Dwellings:*

- **Foundation Design:** \*\*Must be prepared, signed, and sealed by an engineer or architect licensed by the State of Colorado. This requirement applies to all dwellings except mobile homes, as defined in the county zoning resolution. Mobile home placement applicants may submit manufacturers recommended set-up plan in lieu of foundation design.
- **Floor Plan:** \*\*May be prepared by applicant. Floor plan must identify the dimensions and intended use of all habitable floor space.
- **Construction Details:** \*\*May be prepared by applicant and may be drawn or in written form. Details must identify structural components such as floor support beam sizes, floor joist size and spacing, wall stud size and spacing, header sizes for all openings, roof assembly components or engineering from truss manufacturer, etc.
- **Manufacturers Engineered Truss Design:** \*\*Must be provided by truss manufacturer and be signed and sealed by an engineer or architect licensed in the State of Colorado.

### *Commercial/Industrial/Multi-Family:*

- **Site Improvement Plan:** \*\*Must include same information as "plot plan" above **plus** off-street parking provisions, exterior lighting, and buffering provisions.
- **Construction Plans:** \*\*Must be prepared, signed, and sealed by an engineer or architect, licensed by the State of Colorado, and must include foundation design, architectural drawings, structural details, mechanical plan, and roof truss design.
- **Drainage Study:** \*\*Must be prepared, signed, and sealed by a Colorado licensed professional engineer.
- **Fire Department Permit:** \*\*Required only if in Canon City Area Fire Protection District.

\*One copy required to be submitted.

\*\*Two copies required to be submitted.

All applicable fees, including Use Tax, are required to be paid prior to permit being issued.

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED** (11/05)

**Plot Plan:** \*\*May be prepared by applicant. Plot plan must contain the following:

- a. Configuration of lot and all property dimensions.
- b. Location on lot and dimensions of all structures. Identify each structure as “existing” or “proposed”.
- c. Setback distances from proposed structures to all property lines and to any existing buildings.
- d. Location and name of any public or private roads which abut or encroach property.
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- f. North arrow.

**Residential Building Permit—Application and Submittal Requirements**

Job Address: \_\_\_\_\_ Date: \_\_\_\_\_

Schedule Number: \_\_\_\_\_ Tax District: \_\_\_\_\_

Owner:  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

Contractor:  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_

Describe Work: \_\_\_\_\_  
\_\_\_\_\_

Cost of Material:  
\_\_\_\_\_

Building Permit Fee: \_\_\_\_\_ Paid: \_\_\_\_\_ Check No. \_\_\_\_\_

\$304.00 Impact Fee for Canon City Fire District: New Home Only Apply?  Yes  No

Telephone Contact #  
\_\_\_\_\_  
\_\_\_\_\_

One copy of the following:

- Address—must be issued by the Planning and Zoning Dept.
- Evidence of ownership—must be copy of *recorded* deed and admin sheet from the Fremont County Assessor's Office
- Driveway access—CDOT permit from State highway; County permit from County road
- Evidence of water—tap contract and payment
- Evidence of sanitation—septic permit

Two copies of the following:

- Plot plan—may be prepared by the applicant (please see sample plot plan)
- Foundation design—must be prepared by an engineer or architect licensed by the State of Colorado
- Floor plan—identify dimensions and intended uses of all habitable floor space
- Construction details—identify all structural components including header sizes
- Manufacturer's engineered truss design—if installing manufactured trusses

**Failure to submit all of the above information will result in delay of permit issuance.**