



COMMUNITY DEVELOPMENT: BUILDING DEPARTMENT

One DesCombes Dr • Broomfield, CO 80020 • Office 303.438.6370 • Fax 303.438.6207 • buildingpermits@broomfield.org

NEW SINGLE FAMILY DWELLING PERMIT SUBMITTAL SHEET

2024 IRC and 2023 NEC (2026 NEC effective August 1, 2026)

This completed sheet shall be submitted with EVERY permit application for a new home.

Submitted	Approved	Address:	Builder:
		Lot:	Block:
		Model:	Elevation:
		Color Scheme:	Body color:
		Stone or Brick Color:	Stucco Color:
		Siding Type:	Roof Type:
			Subdivision:
			Enhanced Elevation: Left Right Rear
			Trim Color:
			Garage Color:
			Roof Color:
Digital Submittals (Hard Copy Submittals Per Analyst Discretion) Please see the descriptions below & how to name.			
Documents to be 20 Mb max file size; label part 1, 2, 3, etc. if split.			
		Permit application fully completed	For all homes
		Water & sewer license application.	For all homes
		Septic System: Individual Sewage Disposal System Approval From Health Dept.	For homes on private sewage disposal systems (septic)
		Fire Department Access approval from North Metro Fire Rescue District. (NMFRD)	New SFD fire area > 3,600 SF; SFD is > 200' from the public road; Fire Hydrants >600' away from property; Fire sprinklers.
		SEF (Service Expansion Fee) acknowledgement form; Unless paid in full at permit issuance.	For all homes
		Soils Report (Stamped site-specific copy) reviewed per the 2024 IRC.	For all homes
		Grading/drainage plan (Separate from plot plan) Include all elevations and complete TOF elevation; setbacks, easements, lot, block, legal description, etc. Include SCALE.	For all homes
		Site plan (separate from grading plan) Include setbacks, easements, lot, block, legal description, dimension all eaves, cantilevers, overhangs, window wells etc. Include SCALE.	For all homes
		Stamped Foundation plans (with all options).	For all homes
		Architectural Plans (floor plans with options; elevations; roof/vent calcs; detail sheets; etc).	For first model or custom homes
		Struct/framing/shear wall plans (with all options).	For first model or custom homes
		Electric Solar Ready Checklist	For first model or custom homes
		Fire Sprinkler Plans if using P2904 (13D submit to NMFRD)	For first model or custom homes
		Site Specific Items	Named
		Permit application	Address_application.pdf
		Water & sewer license app	Address_App_WaterSewer
		Grading/drainage plan	Address_gradeplan.pdf
		Plot / site plan	Address_plotplan.pdf
		Soils report	Address_soils.pdf
		Foundation plan	Address_foundation.pdf
		Model Specific Items	Named
		Architectural Plans - master/custom	Model-xxxx-IRC-2024-arch (PDF ONLY)
		Structural Plans - master/custom	Model-xxxx-IRC-2024-struct (PDF ONLY)
		Truss Plans	Model-xxxx-IRC-2024-Stamped-trusses.pdf
		Whole-house Gas pipe diagram	Model-xxxx-gaspipe.pdf
			Description
			Scanned with signatures
			Scanned with signatures
			For all homes
			For all homes
			Stamped by Engineer for all homes
			Stamped by Engineer for all homes
			Arch; MPE's; details; window/door specs; insul; etc.
			Engineer stamped per City Design Criteria.
			Truss layout plan and stamped detail sheets. Wind design per ASCE 7-22. Snow design 42 or ASCE 7-22
			Gas isometrics: type, length, diameter of pipe, Btu's, pressure
Energy Compliance Documentation - PRESCRIPTIVE, PERFORMANCE or ENERGY RATING INDEX (ERI)			
		Plans showing all compliance items	Model-xxxx-LECC-2024-energy.pdf
		Energy Report	Model-xxxx-LECC-2024-Energy Report.pdf
		Manual J	Model-xxxx-LECC-2024-Man-J.pdf
		Manual D	Model-xxxx-LECC-2024-Man-D.pdf
		Manual S	Model-xxxx-LECC-2024-Man-S.pdf
		Equipment cut sheets	Model-xxxx-LECC-2024-Equip.pdf
		Construction Details	Named
		Tile Roofing info	Tile-roofing.pdf; ICC-ES-xxxx.pdf
		Manufactured Stone Info	Mfd-stone.pdf; ICC-ES-xxxx.pdf
		Stucco Info	Stucco.pdf; ICC-ES-xxxx.pdf
		Closed-cell Spray-foam	sprayfoam.pdf; ICC-ES-xxxx.pdf
			Description
			ICC-ES report, installation details (battens, etc.)
			ICC-ES report, specific details if needed
			ICC-ES report, specific details
			ICC-ES Report, specific details
Yes	No	Deferred Submittals	
		Fire Sprinkler Plans - 13D only	
		As-Built Spiral Staircase	
		Trusses (stamped detail sheets and layout sheets) provided before rough letters and will be reviewed against structural plans	
		Gas Pipe Plan - Plans Analyst discretion & permission only	