



Residential Addition & Remodels

A Project Checklist for Homeowners & Contractors

The majority of building permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

Residential Addition Requirements

Directions: Please refer to SAFEbuilt's New Residential Application Checklist on the Town of Wellington Building webpage. **See pages 5 – 8 New Residential Application Checklist.**

Complete Online Application in Community Connect.

- a) Residential Addition - Permit Type **'Residential Addition'** Category **'Residential Alteration'**

Residential Remodel Requirements

Directions:

1. Read through this **Project Checklist**.
2. **Contact State at CDPHE for requirements for asbestos – renovation and demolition.**
 - I. www.colorado.gov/cdphe/asbestos.
3. Register on our online permitting software Community Connect.
Link located on Homeowners Page on the Town of Wellington website.
 - I. Residents register as a Community Member for free.
 - II. Contractors must be licensed with the Town prior to accessing Community Connect account.
4. Complete Online Application in Community Connect.
 - a. **Residential Remodel** - Permit Type **'Residential Remodel'** Category **'Residential Alteration'**

Required Documents to upload/ include in your Online Application:

- ☐ Floor Plan - 1.2 for Example Floor Plan
- ☐ **Engineered designs are required for enlarged openings or removal of load bearing walls.**

Adopted Codes: Town of Wellington Ordinance 5 -2019, Section 18-1-10 Building code adoption.

I-CODES: 2018	NEC: 2020	IECC: 2018
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Permits are Valid for 180 Days





Required Inspections:

1. **Underground Inspection** shall be made PRIOR to covering of any piping or wiring and prior to placing concrete.
2. **Rough Trade (Electrical, Plumbing, and Mechanical – if applicable)** This inspection is performed once the plumbing, mechanical and electrical rough installation is complete prior to covering or commissioning. These inspections may be performed along with the rough frame inspection.
3. **Rough Frame Inspection** This inspection is made after framing, fire & draft stopping.
4. **Insulation Inspection** made after insulation in place, prior to covering walls.
5. **Final Inspection** made after the remodel is completed.

Detailed Floor Plan:

A typical floor plan should contain as much information as possible about the project. It should clearly indicate what is existing to remain and what is to be remodeled, added, or replaced. The floor plan should be fully dimensioned and all rooms labeled to indicate the complete scope of the project.

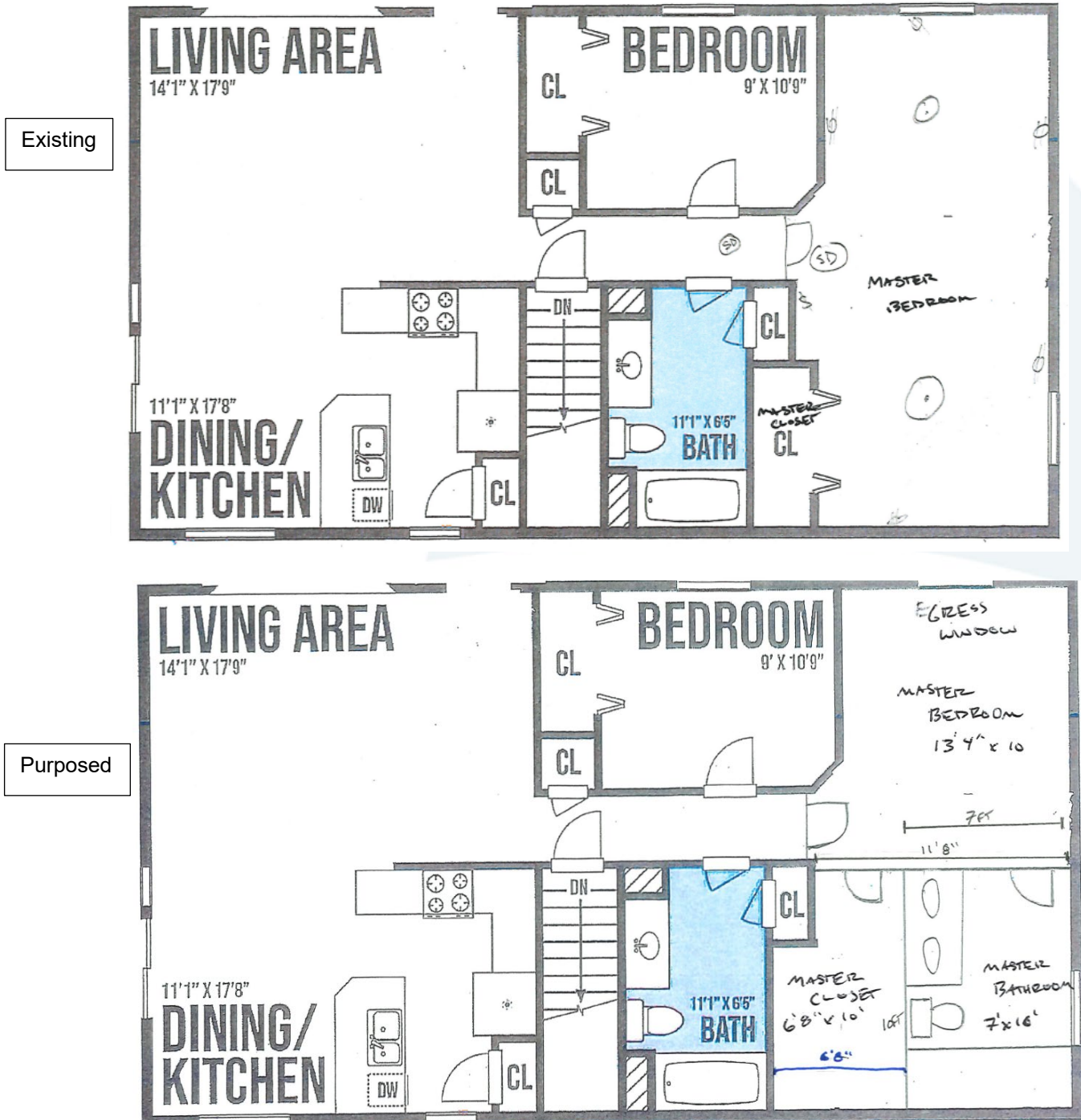
- *Any enlarged opening in a load bearing wall or any removal of a load bearing wall will require Colorado licensed engineer approval.*

1. Smoke alarms and CO Alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and one on each level unless removal of interior wall or ceiling finishes would be required.
2. Carbon monoxide alarms are required on each floor with bedrooms. They are required to be located within 15ft outside of any bedroom entrance.
3. Safety glass required at specific locations. When you draw in the location of the new windows on the floor plan, the plan reviewer can identify which ones require safety glass.
4. Gas one line drawing (if applicable.)
5. Existing electric service may require an upgrade or relocation. Indicate the size of your existing electric service (AMPS) on your plan. This is located on the main breaker.

Construction Details:

Figure 1.3 - Example Floor Plan

This drawing will need to be uploaded into your permit application on Community Connect.





Why do I need a permit?

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Improves resale

Listing associations require owners to disclose any home improvements or repairs and if permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to remove the addition, leave it unoccupied or perform costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and un-safe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances resulting in a safe project.

It's the Law

Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Tips on hiring contractors

- ✓ Get at least 3 bids.
- ✓ Get 3 references and ask to see a project.
- ✓ Get it in writing, but before you sign the contract, make sure you completely understand. Do not make final payment until you have received a Certificate of Completion (CC) or until final inspections have passed
- ✓ Have the contractor apply for the required permits.



Residential additions will require applicable submittal documents below.

NEW RESIDENTIAL APPLICATION CHECKLIST

This list provides submittal requirements for SAFEbuilt Colorado and the Town of Wellington

Applications to be completed with the form provided by Town, or by filling application field through Community Core electronically. The following documents will need to be submitted with application.

All plans that are designed by an architect, engineer or surveying company must be stamped/sealed verifying licensing through the State of Colorado

TABLE R301.2(1)
CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD ^a	WIND DESIGN				SEISMIC DESIGN CATEGORY ^c	SUBJECT TO DAMAGE FROM			WINTER DESIGN TEMP ^a	ICE BARRIER UNDERLAYMENT REQUIRED ^a	flood HAZARDS ^a	AIR FREEZING INDEX ^a	MEAN ANNUAL TEMP ^a
	Speed ^a (mph)	Topographical effects ^a	Special wind region ^a	Windborne debris zone ^a		Weathering ^a	Frost depth	Termite ^c					
30psf	115Vult	-	No	-	B	Severe	30"	Slight to moderate	1	Yes	-	1000	45

Adopted Building Codes- 2018 IRC, 2018 IECC, 2020 NEC

Plot Plan *All plans that are designed by an architect, engineer or surveying company must be stamped/sealed verifying licensing through the State of Colorado

- Address/Legal description/Subdivision (if applicable)
- Lot dimensions, adj street names, easements, unique geographical elements, drawn to scale with north arrow
- Proposed building footprint including all cantilevers, roof covers, decks, balconies, patios, stairs to be identified with dimensions from property lines* and other potential existing structures on the lot (detached garages, sheds, etc.)

* Property lines are to be legal property lines, not to be defined by streets, sidewalks, or fences

Soil Report/Foundation Design

- All foundations to be site specific, stamped designs by a Colorado, licensed design professional based on engineered, stamped soils report and local design criteria
- Include all designed footings, pads, wall sections, rebar, voids, windows/wells, drains, etc.

Designed/Engineered Structural Plans *All plans that are designed by an architect, engineer or surveying company must be stamped/sealed verifying licensing through the State of Colorado

- Structural elements to be shown to include all spacing and sizing including beams, floors, blocking, walls, wall bracing, portal wall framing details, posts, headers, decks, and roofs in accordance with local design criteria
- All connectors, brackets, fasteners, and fastener patterns to be specified
- Manufactured truss systems will require stamped, engineered details, profiles, and layout sheets to be available on site at time of rough frame inspection

2. Floor assemblies located directly over a crawl space not intended for storage or for the installation of fuel-fired or electric-powered heating appliances
3. Portions of floor assemblies shall be permitted to be unprotected where complying with the following:
 - 3.1. The aggregate area of the unprotected portions does not exceed 80 square feet per story
 - 3.2. Fireblocking in accordance with Section R302.11.1 is installed along the

perimeter of the unprotected portion to separate the unprotected portion from the remainder of the floor assembly
4. Wood floor assemblies using dimension lumber or structural composite lumber equal to or greater than 2-inch by 10-inch nominal dimension, or other approved floor assemblies demonstrating equivalent fire performance
5. For floor assemblies located over a basement or crawlspace, mechanical equipment rooms not larger than 80 square feet constructed per sections R302.13 with minimum ½" gypsum wallboard on the enclosing walls and a self-closing weather-stripped solid door
6. Floor assemblies located over a basement or crawlspace, with mechanical equipment rooms not larger than 80 square feet may be constructed per Exception #4, using fire treated I joists only above furnace closet area with minimum ⅝ inch Type X gypsum wallboard on the enclosing walls and a self-closing weather-stripped solid core twenty-minute rated door and frame
7. For floor assemblies located over a basement or crawl space with a mechanical

equipment room not larger than 80 square feet may be unprotected if a fire sprinkler head is installed in accordance with section P2904 or the International Building Code sections 903.3.1.2 or 903.3.1.3, installed within the equipment room on a domestic water loop

The applicant will be contacted by SAFEbuilt for any additional information that may be needed to complete the plan review. When the permit is issued, you will download/print an approved set of plans that must remain on the job site throughout the construction process including final inspections. The approved job site plan shall be identical to Town of Wellington approved site plan. Changes to the Approved site plan must be approved by the Town of Wellington prior to implementation

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7. For floor assemblies located over a basement or crawl space with a mechanical equipment room not larger than 80 square feet may be unprotected if a fire sprinkler head is installed in accordance with section P2904 or the International Building Code sections 903.3.1.2 or 903.3.1.3, installed within the equipment room on a domestic water loop

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