



## **Submittal Requirements for New Detached Residential Structures (Single-Unit, Detached ADU, Duplex)**

Plan review staff assess building permit application materials for compliance with locally adopted codes and amendments. To expedite the review process, please ensure the application materials are complete, and all Town of Lyons requirements are met. This checklist comprises minimum, not exhaustive, permit requirements. Additional documentation may be required based on the nature of the project.

To access information about Town codes, permit requirements, and contacting staff, please reference the following links:

[Lyons Municipal Code](#)

[Lyons Building Dept](#)

### **Permit Application Checklist:**

#### **1. Application Form**

- ☐ Contact information (including name, address, phone number, and email address)
  - Property owner
  - General contractor
  - Subcontractors
    - Plumbers
    - Electricians
    - Mechanical specialists
- ☐ Project address and legal description (lot and block)
  - Description of work
  - Square footage
  - Heat source
  - Water source
  - Estimated valuation (cost of labor and materials)

## 2. Compiled Plans

- Soils report (conducted by a Colorado licensed soils engineer)
- Foundation plans (stamped by a Colorado licensed engineer), showing
  - Footings
  - Foundations
  - Piers and grade beams
  - Post and girder sections
  - Reinforcing (spacing and size)
  - Fireplaces (masonry and gas)
  - Anchor bolts (spacing and size)
- Structural plans (stamped by a structural engineer)
  - Framing plans
  - Sections with foundation, floor and roof details
- Architectural/floor plans
  - Adjoining rooms
    - Labeled as to use
    - Window and door locations
  - Wall-to-wall dimensions and finished ceiling heights
  - Window operations and type
  - Roof details
    - Eaves
    - Overhangs
    - Rakes
    - Gables
  - Floor plans
- Building/electrical/mechanical plans (combined, may be included on floor plans), including
  - Electrical plans, compliant with the most current NEC, showing
    - Panel locations and sizes
    - Receptacles
    - Electrical load calculations
    - Etc.
  - Mechanical plans, showing
    - Equipment locations
    - Duct size and locations
    - Duct termination sizes and locations
- Manual J/D/S HVAC compliance (submitted as separate document if this information is provided as part of another submittal document, such as REScheck)
- 2021 IECC Energy Code compliance for specific home being proposed, in one of the following forms
  - REScheck
  - Energy Compliance Report from an energy rating company

- Fire suppression – consult with Lyons Fire Protection District for submittal requirements.
- Building elevations -- scaled and dimensioned drawings of all four sides of proposed building, identifying
  - Exterior materials proposed for all building elements
  - Roof pitches/slopes
  - Building Height Worksheet
  - Location of all openings (doors and windows) and wall-mounted light fixtures
- Plot or site plan (stamped, signed, and sealed by a licensed professional), inclusive of
  - Property address, lot, block, subdivision and filing number
  - Parcel boundaries/property lines, including dimensions and bearings and location of property corners
  - Easements (dimensioned and labeled)
  - Setbacks and building separations (must include distance from lot line to structures, not just a generic setback boundary)
  - Building envelope(s) and associated improvements, such as covered porches, balconies, and overhangs (dimensioned)
  - All projections such as stairs, balconies, decks, cantilevers
  - Location of driveway improvements (dimensioned)
  - Location of window wells and counterforts (dimensioned)
  - Location of water meter (existing or new), water and sewer connections to existing infrastructure and sizes
  - Location of electric transformer (existing or new) and underground electric connection
  - Off-street parking facilities – indicate number of spaces and material proposed
  - Location of natural features such as floodplains, ditches, detention areas, and wetlands
  - Location and extent of all wet and dry utilities (labeled existing and proposed)
  - Location of any retaining walls – note, walls over 4 feet require a building permit and engineering letter, and may require safety railing on top of wall
  - Grading and drainage information, including
    - Existing and proposed grades at property lines and where building improvements are proposed
    - Proposed top of foundation elevation
    - Finished floor elevation
    - Proposed top of slab for garages and walkouts (as applicable)

- Proposed top of window well elevation
- Back of curb or sidewalk elevation
- Grading contours and slope percentages to reflect how proper site drainage is achieved – 5% downward slope is required within first 10' of building foundations, with 2% minimum required beyond 5'
- Drainage may not be directed over adjacent sidewalks.
- Erosion Control BMPs (best management practices), including
  - Waddles and/or silt fencing around the perimeter of the lot
  - A vehicle tracking pad at the point of vehicle entry/exit to the lot
  - Solid waste containment
  - Sanitary facilities
  - Concrete washout basin
  - Stabilized staging area
- Path of 100-year storm runoff flow (where applicable)
- Existing and proposed curb & gutter, sidewalk, crosspans, driveway

#### Additional Information

- At all times, the builder is required to have a large format (22" x 34' or 24" x 36"), copy of the approved plan set on the job site until final inspections are passed. Failure to comply with this requirement will delay the inspection process.
- The Town of Lyons will retain a copy of the approved site plan and any other necessary documents for the property file.
- Survey documents may be required based on proposed improvements (setbacks and building height), so engaging a surveyor prior to construction design is recommended.
- If additional information is necessary to complete the plan review, the applicant will be contacted by the Town of Lyons or SAFEbuilt staff.