

Plan Review Submittal Requirements

Single Family Custom (Electronic)

- Completed Building Permit Application
- Approved Architectural Review from Planning
- One (1) set complete architectural drawings
- One (1) plot plan sized at 8½ x 11
- One (1) set of approved Elevations from the architectural review
- One (1) Set of Electrical Plans
- One (1) Set of Foundation & Structural plans bearing the seal and signature of design engineer
- One (1) site specific Soils Report bearing the seal and signature of the design engineer
- One (1) set of Truss Drawings & Layout Sheet bearing the seal and signature of design engineer
- One (1) Energy Code Compliance Report
- One (1) ACCA Manual J Report
- One (1) ACCA Manual D Report

General Construction Plan Information

Plans shall include the following information:

- Address for the project
- Legal Description of the property.
- Square footage of finished, unfinished and garage areas.
- Plans shall include contact information for all design professionals and the contractor/builder
- Structural plans shall show typical framing conditions and identify all structural members.
- All braced wall lines shall be identified on the construction plans. Identification shall include bracing method, location and length of panels, and foundation requirements of the panels at the top and bottom
- Stair details
- Electrical and Mechanical/Plumbing plan
- Elevator details

Instructions for Electronic Submittal

All plans shall be in **PDF format** no other format will be accepted.

File size less than 4 MB

- E-Mail plans to buildings@cityofthornton.net

File size greater than 4 MB

- Contact a plans examiner at 303-538-7250 and get the address, user name and password for the City of Thornton File Transfer Site.
- Upload the submittal documents.
- Send the completed Building Permit Application via E-mail to the Building Inspection Division. E-mail address is buildings@cityofthornton.net. This alerts staff that plans have been uploaded.

Building Inspection Division 9500 Civic Center Drive Thornton, CO 80229 303-538-7250