

**CITY OF CHERRY HILLS VILLAGE - GENERAL BUILDING PERMIT APPLICATION**

<b>JOB ADDRESS:</b>		<b>VALUATION: \$</b>	Review Transaction No:	Permit No:
<b>LEGAL</b>	Lot	Block	Filing	1 <sup>st</sup> Floor Sq. Ft.:
	Subdivision			2 <sup>nd</sup> Floor Sq. Ft.:
<b>OWNER</b>	Name			Basement Sq. Ft.:
	Address			Unfinished Basement Sq. Ft.:
	City	State	Zip	Bonus Room Sq. Ft.:
	Phone	Fax		Garage Sq. Ft.:
	Email			Deck/Patio/Stoop Sq. Ft.:
<b>GENERAL CONTRACTOR</b>	Name			No. Fireplaces:
	Address			No. Elevators:
	City	State	Zip	No. Deck/Patio/Stoop:
	Phone	Fax		No. Stories:
	Email			Type of Heat: Electric <input type="checkbox"/> ; Water <input type="checkbox"/> ; Forced Air <input type="checkbox"/> ; Gas <input type="checkbox"/>
<b>ARCHITECT OR DESIGNER</b>	Name			Building Height (USGS Elevation):
	Address			Max. Allowed Building Height (USGS Elevation):
	City	State	Zip	Adjacent to a watercourse or wetlands <input type="checkbox"/> yes <input type="checkbox"/> no
	Phone	Fax		Total Disturbed Lot Area:
	Email			Net Lot Area:
<b>USE</b>	Zone District			Gross Lot Area:
	Single Family Residence <input type="checkbox"/> ; Church <input type="checkbox"/> ; School <input type="checkbox"/> ; Private Club <input type="checkbox"/>			<b>Approval Checklist:</b> <input type="checkbox"/> Building                      Init: _____ Date: _____ <input type="checkbox"/> Planning                        Init: _____ Date: _____ <input type="checkbox"/> Engineering                     Init: _____ Date: _____ <input type="checkbox"/> Public Works                     Init: _____ Date: _____
	Occupancy Group	Division		
	Type of Construction			
<input type="checkbox"/> New <input type="checkbox"/> Remodel <input type="checkbox"/> Addition <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Recreational Structure <input type="checkbox"/> Recreational Use <input type="checkbox"/> Alteration/Repair <input type="checkbox"/> Other				
<b>General Description of Work:</b>				<b>Review Fees:</b> Fee: \$ _____ Date Rcvd: _____
<b>Notes to Applicant:</b> 1) Do not complete shaded sections. 2) A plan check fee may apply. Call the Community Development office for more information (303) 783-2721. 3) Payment is due and signature required on the permit at the time of issuance. 4) Make check payable to Cherry Hills Village. 5) Approval letter from South Metro Fire Rescue Authority may be required prior to issuance of permit.				

- No changes shall be made from that which is stated in this application, or in attached/submitted plans and specifications except by submitting a revised application, plans and/or specifications and receiving approval from City staff for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of either the Municipal or the 2015 International Family of Code(s) or any other state or local law regulating construction or the performance of construction. I hereby understand that this permit application does not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Cherry Hills Village Zoning Ordinance. Special conditions and/or provisions stated on the issued building permit supersede any other information provided by the applicant, including information provided on the plans.
- All permits are good for 18 months unless an extension is requested pursuant to §18-2-20(5) of the CHV Municipal Code. Permit applications that are not pursued in good faith are deemed abandoned after ninety (90) days. Permits shall become invalid unless work is commenced within ninety (90) days of issuance, or if work is suspended or abandoned for a period of ninety (90) days after issuance.
- I hereby certify that the structure for which this building permit application pertains is outside of the 100-year flood boundary as outlined in the Federal Emergency Management Agency report entitled "Flood Insurance Study for Arapahoe County, Colorado and Unincorporated Areas" dated December 17, 2010, together with the accompanying Flood Insurance Rate Maps (FIRM).
- Please be advised that a separate sewer and/or water service permit may be required as part of the work proposed with this building permit. Applicant shall be responsible for contacting the applicable sewer and/or water district to obtain all necessary permits prior to commencing the work authorized by the building permit.
- I understand that this permit application does not constitute the right to begin construction prior to approval of the permit, final issuance and payment being received.
- I hereby certify that I have read and examined this application and know the same to be true and correct.

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR PERMITTEE    DATE    PRINT NAME    CONTACT PHONE NUMBER

## **Applicant Submittal Checklist**

- If submitted in person, initial below to verify the required number of copies of each item are included with your submittal. Only one copy of each item is required for electronic submittals.

<b>New Construction or Addition with 50% or More Sq. Ft.</b>	<b>Addition with Less than 50% More Sq. Ft.</b>	<b>Accessory Structure</b>	<b>Recreational Use</b>	<b>Remodel, Repair, or Alteration (No New Sq. Ft.)</b>	<b><u>Submittal Materials</u><sup>1</sup></b>
					Stamped Structural Plans, Architectural Plans, Gas Line Isometric, Electrical Plans for 400 Amp or greater service, Floor Plans and/or Other Necessary Plans or Specifications to Demonstrate Building Code Compliance – 2 Copies
					Site Plan Showing All Existing and Proposed Site Improvements, Easements, 1 ft. Contours in USGS Elevations, and Floodplain Boundaries – 2 Copies
					Completed Floor Area Ratio (FAR) Worksheet (R-1, R-2, R-3, R-4 and R-5 Zone Districts Only)
					Site Plan Showing All Proposed and Existing Exterior Light Fixtures and Light Fixture Schedule Demonstrating Compliance w/ Sec. 16-16-50
					Height Calculations in USGS Elevations – 2 Copies
					Building Elevations Demonstrating Compliance with Bulk Plane and Building Height Requirements in USGS Elevations – 2 Copies
	2	2			Soils Investigation – 1 Copy
					Tree Survey and Tree Protection Plan – 2 Copies
		3			Energy Compliance Path (Select One): <input type="checkbox"/> Prescriptive <input type="checkbox"/> Total UA (ResCheck) – 2 Copies of Calcs <input type="checkbox"/> Performance Path – 2 Copies of Calcs
					Manual J and Supporting Documents – 2 Copies
				No Plan Submittal, But All Staging Requirements Must Be Followed	Construction Staging Plan, Right-of-Way Photos and Right of Way Permit Application Submitted, – 3 Copies of Plan (One Copy Must be 11" x 17" or Smaller) and 1 Copy of Right-of-Way Photos
	4				Pre-application Neighborhood Input Meeting Requirements Completed
					Phase III Drainage Report – 2 Copies
5	5	5	5		Stormwater Management Plan – 2 Copies and Completed Stormwater Construction Permit Application
					Drainage Maintenance Agreement – To be notarized and completed when ready for Certificate of Occupancy (separate fee will be required for Arapahoe County Recording Fees)
6	6	6		6	Proof of Sewer Permit or Sewer Release Form – 1 Copy
7	7			7	Approval from Colorado Department of Public Health and Environment for Removal of Materials
					South Metro Fire Rescue Authority Submittal Receipt – 1 copy *Approval Letter Will Be Required Prior to Issuance of Permit

<sup>1</sup> Represents minimum submittal requirements. Additional materials may be required by the plan reviewer.

<sup>2</sup> Soils investigation required on additions and accessory structures with a total building area greater than 1,000 square feet, unless otherwise determined by the plans analyst.

<sup>3</sup> Required for any conditioned space.

<sup>4</sup> Required for second-story additions, regardless of percentage of new square footage.

<sup>5</sup> Required for any construction disturbing 1 acre or more of land, or for construction adjacent to a watercourse or wetlands.

<sup>6</sup> Required for accessory structures with plumbing; any upgrade to water tap size; or any other sewer line work associated with the permit.

<sup>7</sup> Email or other form of approval from CDPHE for removal of dry wall or other materials that might contain asbestos. Separate demolition permit required for removal of entire structure.

**Floor Area Ratio (FAR) Worksheet**

- Applicants for new residential construction and additions in the R-1, R-2, R-3, R-4 and R-5 zone districts are required to complete and submit this worksheet with your building permit application.

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

Existing above-grade and walkout basement floor area: \_\_\_\_\_ sq. ft.

Proposed above-grade and walkout basement floor area: \_\_\_\_\_ sq. ft. +

Total Floor Area: = \_\_\_\_\_ sq. ft.

Net Lot Area (From Plat, Survey, etc.): \_\_\_\_\_ sq. ft.  
Source: \_\_\_\_\_

Floor Area Ratio (FAR):  $\frac{\text{Total Floor Area (sq. ft.)}}{\text{Net Lot Area (sq. ft.)}} = \text{FAR}$  (Round to hundredths)

*I, the undersigned, take full responsibility for the accuracy and completeness of the above information. I understand that incomplete or inaccurate information may result in significant delays in the issuance of a building permit, or the possible revocation of a building permit.*

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title: (e.g. Owner, Architect, Contractor, etc.) \_\_\_\_\_ Date: \_\_\_\_\_

**Net Lot Area** (a) Generally, Lot area is the total area within the lot lines of a lot. (b) Addition to Lot Area. Areas outside of the lot lines of a lot may be counted towards lot area in certain zoning districts, as follows: (1) R-1, R-2, R-3, R-4, O-1, and C-1 Zoning Districts. In the R-1, R-2, R-3, R-4, O-1, and C-1 zoning districts, lot area may also include adjoining public street rights-of-way to the centerlines of the streets, or the area extending 30 feet into the right-of-way from the street lot lines, whichever results in less additional area. (2) R-3A Zoning District. In the R-3A zoning district, lots that are at least one-half acre in lot area may include (within the one-half acre or more) the area identified in subsection (B)(1), above, provided that such area does not exceed 20 percent of the total area of the lot.

**Above-Grade Floor Area** is calculated at 100% for rooms, mezzanine, loft and attic spaces where the distance between the floor and the ceiling or roof rafters directly above is greater than six (6) feet but not more than sixteen (16) feet; stairways with a maximum footprint of one hundred (100) square feet; utility areas; attached garages; roofed porches, balconies, loggias and breezeways that are enclosed on more than two sides; and walkout basements. Above-grade floor area is calculated at 200% for high volume spaces where the distance between the floor and the ceiling or roof rafters directly above is greater than sixteen (16) feet; and stairways with a footprint greater than one hundred (100) square feet.

**Walkout Basement** means any interior floor area on the same level as a basement, having a ceiling height of at least six (6) feet and bounded by an exterior wall that is exposed to a height of more than four (4) feet above the adjacent finished grade or by the interior perimeter of a standard basement.



Exposed areas 4 ft. or less (standard basement) shown in blue;

More than 4ft. (walkout basement) shown in orange

# **HOMEOWNERS ASSOCIATION** **ACKNOWLEDGEMENT**

I acknowledge that I may be legally obligated to obtain the approval of the applicable homeowners association or its architectural review committee, if any, prior to commencing construction once a permit is issued.

Please contact your homeowners association for more information.

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SIGNATURE OF APPLICANT OR PERMITTEE

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PRINT NAME

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DATE