



# Single Family Residential Addition Building Guide

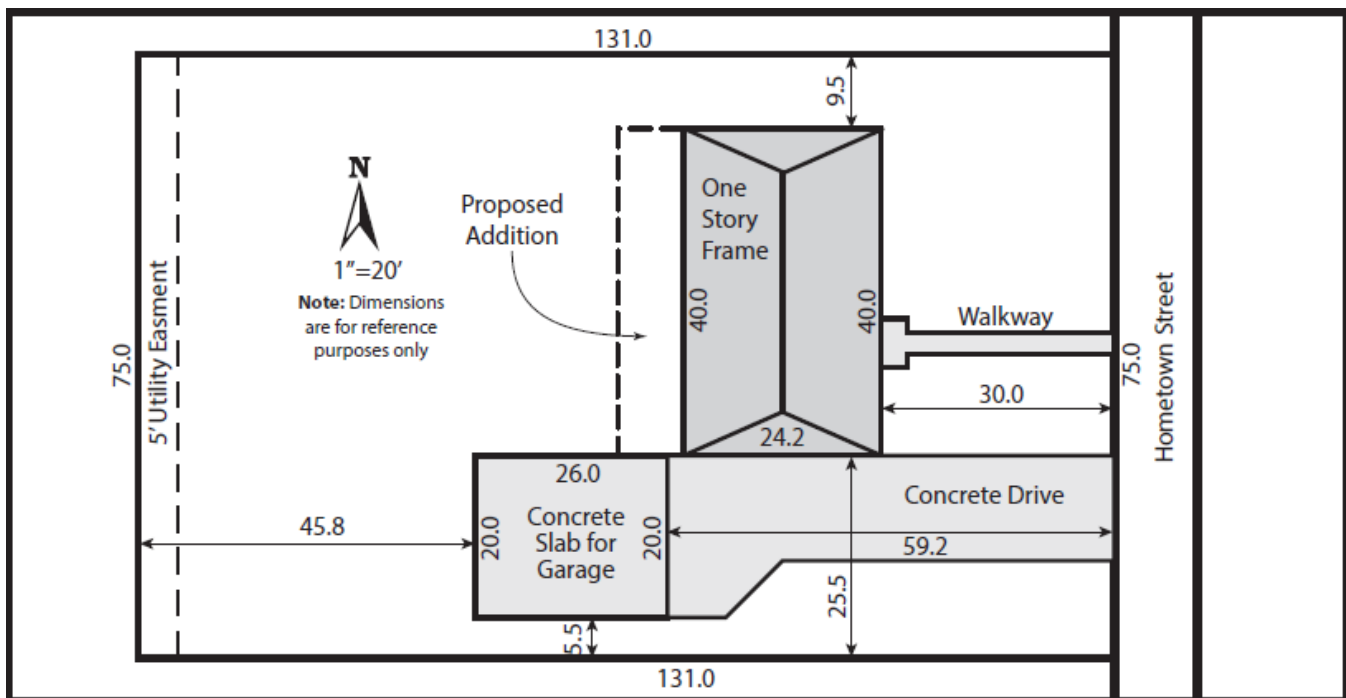
Requirements for permit submittal

1. **Complete this Building Guide**
2. **Provide 1 plot plan, electronic or on 8.5 x 11in paper** (example below)
3. **Provide floor plan, electronic or on 8.5 x 11in paper** (example pg 4)
4. **Fill out Building Permit Application**

**NOTE- AN ADDITION MUST HAVE A COMMUNICATING OPENING (SEE DEFINITION)**

The City of Loveland processes all permit submittals electronically. Submittals can be emailed in to [eplan-res@cityofloveland.org](mailto:eplan-res@cityofloveland.org). Once a full submittal is received and accepted through the check in process, the review time is 3 business days. The documents submitted help determine if the project is compliant with the International Residential Code, City of Loveland Municipal Codes, Zoning ordinances, and other applicable laws.

## Plot Plan Example:



## The plot plan must include:

1. Dimensions of the home and the detached garage.
2. Dimensions of the entire lot, showing any easements.
3. Distances from each edge of proposed structure to each lot line.

# Directions

Fill in the plans in the worksheet below and include dimensions and materials used. Use the check boxes in the worksheet to specify which details (page 3) will be used.

**2x** \_\_\_\_\_ rafters spaced \_\_\_\_\_ " O.C. or  
Manufactured Trusses spaced \_\_\_\_\_ " O.C.  
*(example: 2 x 12 Rafters Spaced 24" O.C.)*

**Minimum 1x** \_\_\_\_\_ ridge board  
*(example: 1 x 12)*

**12** pitch \_\_\_\_\_

**Note:** For roofs with slopes less than 4:12, follow manufacturer's instructions for low slope application of roofing material.

**Sheathing** \_\_\_\_\_  
*(example: 1/2" exterior plywood)*

**Roof covering** \_\_\_\_\_  
*(example: Class A 3 tab shingles)*

**Building Section**

**Note:** Attic ventilation and access may be required

Provide roof tie downs  
Solid 2x blocking between rafters that are 2x12 or greater

1x4" collar ties @ 48" o.c.

**Note:** Pre-engineered roof trusses w/truss clips may be used in lieu of roof structure shown.

Diagonal wind bracing or braced wall panels @ corners and each 20' of wall.

**Note:** Pre-engineered floor systems may be used and should be installed according to the manufacturers installation instructions.

Access required

18" minimum

**Check one**  
☐ Vented  
☐ Unvented

Engineered Design: Caissons may be required if your site has swelling soils. A foundation designed by a Colorado licensed architect or engineer may be required.

**Check one**  
☐ Foundation: Engineered Design  
☐ Foundation: Detail A  
*(see page 4)*

**Ceiling Insulation** \_\_\_\_\_  
*(example: R-49)*

**Wall Insulation** \_\_\_\_\_  
*(example: R-20 Fiberglass Batts)*

**2x** \_\_\_\_\_ ceiling joists @ \_\_\_\_\_ O.C.  
*(example: 2 x 8 @ 24" O.C.)*

**Double 2x** \_\_\_\_\_ top plate  
*(example: 2 x 6)*

**Span** \_\_\_\_\_  
*(example: 23' 5")*

**Ceiling height** \_\_\_\_\_  
*(example: 8')*

**Siding** \_\_\_\_\_  
*(example: lap or T-111)*

**Wall sheathing** \_\_\_\_\_  
*(example: 1/2" exterior plywood)*

**2x** \_\_\_\_\_ studs @ \_\_\_\_\_ O.C.  
*(example: 2 x 6 @ 24" O.C.)*

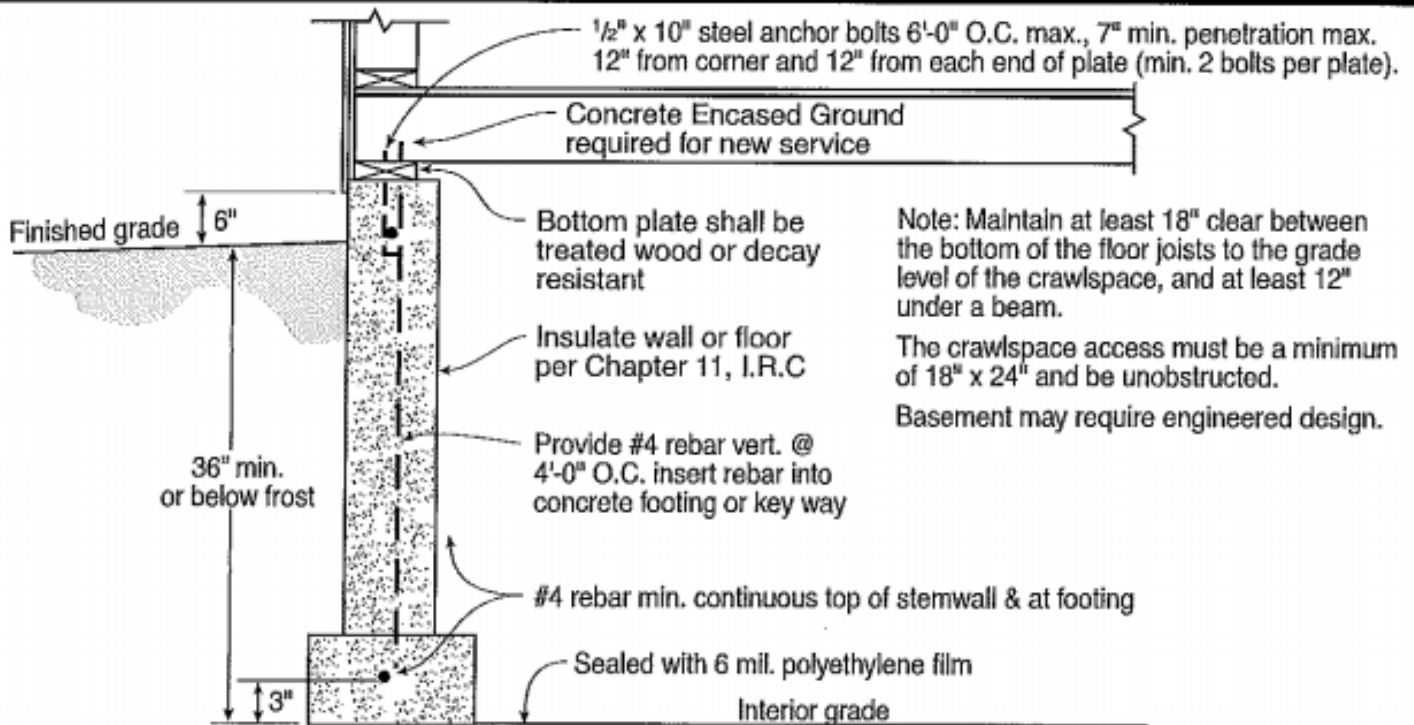
**Cont. 2x** \_\_\_\_\_ sill plate  
*(example: 2 x 4)*

**2x** \_\_\_\_\_ Joists @ \_\_\_\_\_ O.C.  
*(example: 2x10 @ 24" O.C.)*

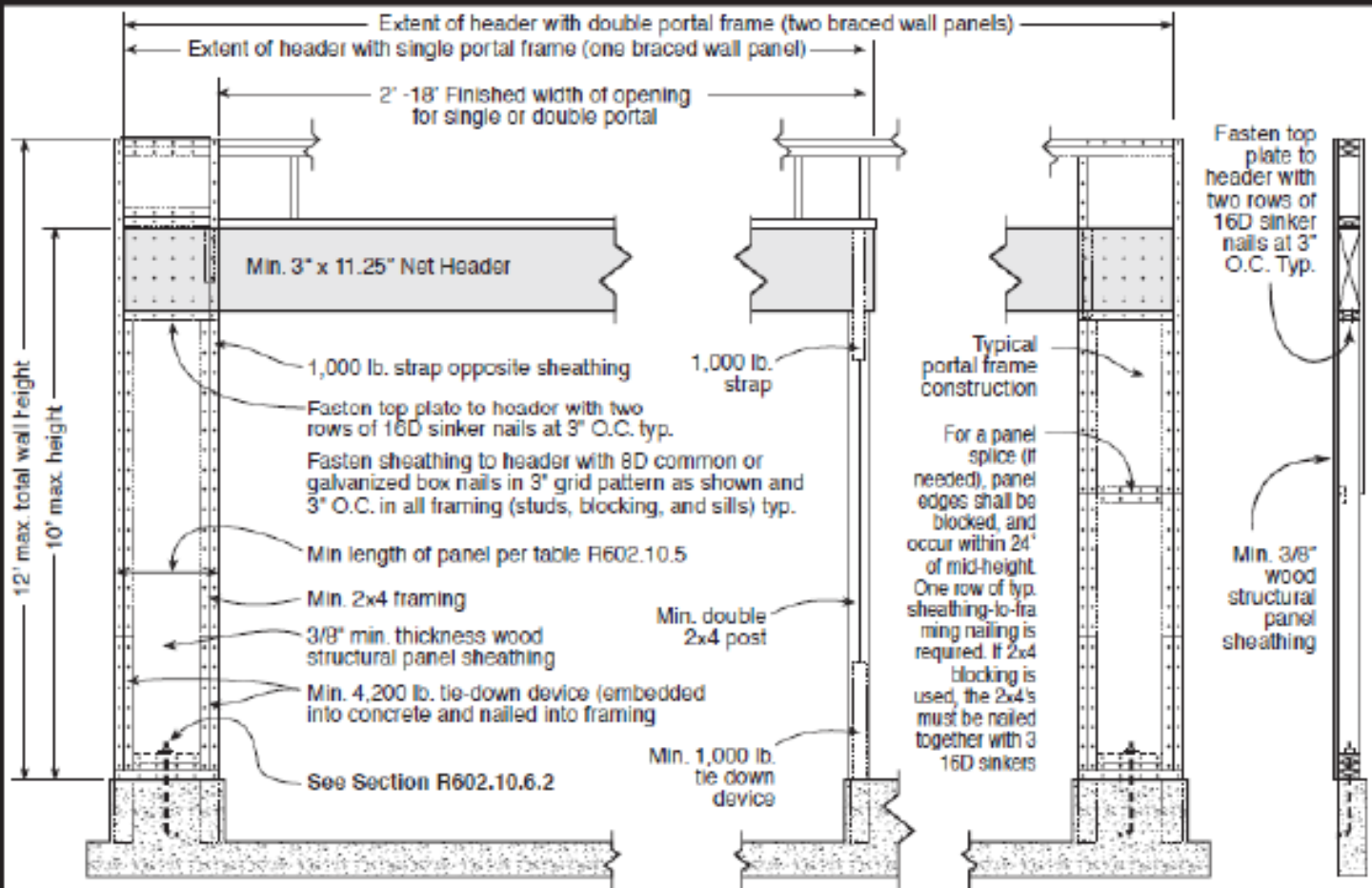
**Wall width** \_\_\_\_\_ "  
*(example: 8")*

**Footing size** \_\_\_\_\_ " x \_\_\_\_\_ "  
*(example: 8" X 16")*

## Crawlspace Foundation Detail A



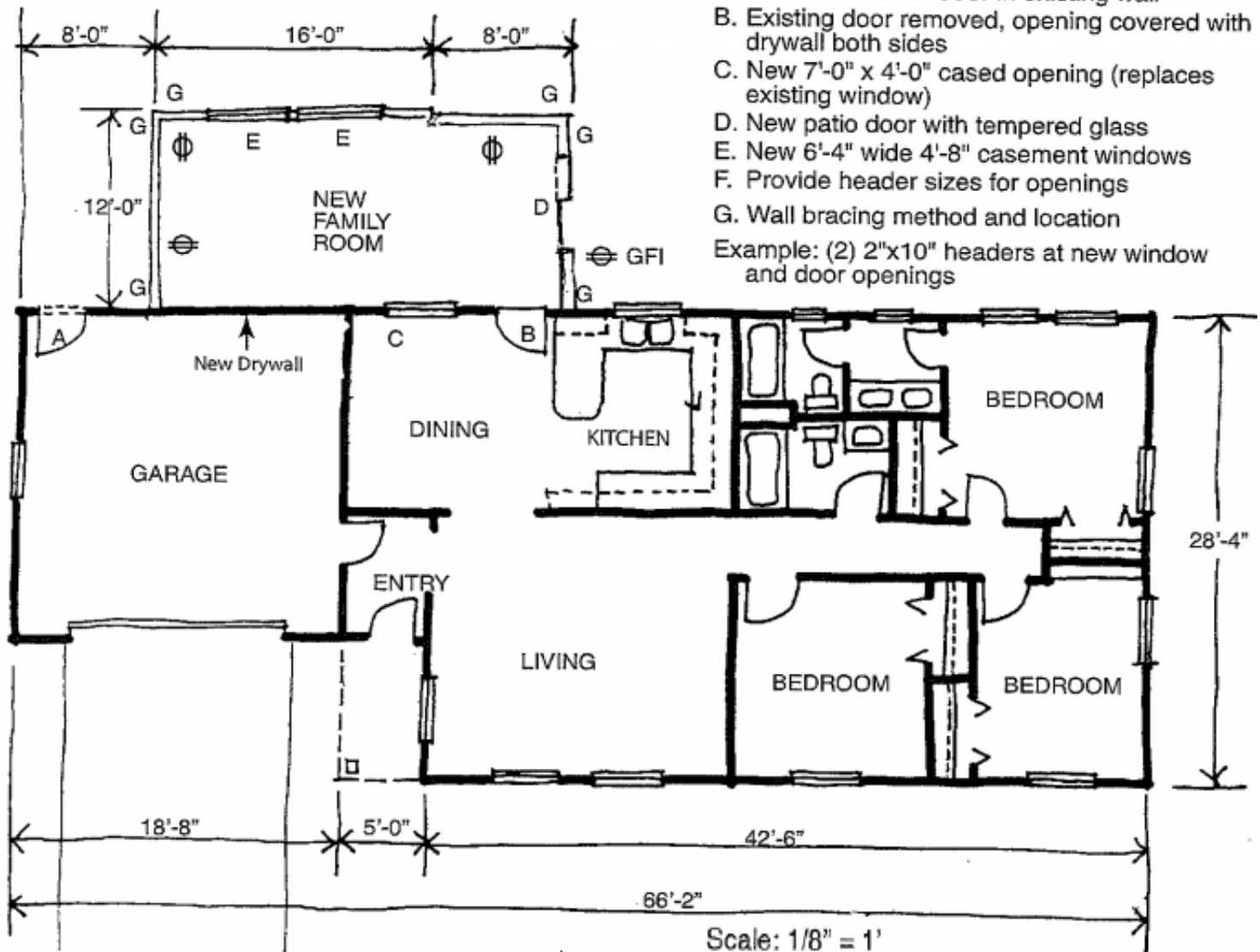
## Braced Wall Panel Detail figure 602.10.6.2



## Sample Floor Plan:

### NOTES:

- A. New 3'-0" x 6'-8" door in existing wall
  - B. Existing door removed, opening covered with drywall both sides
  - C. New 7'-0" x 4'-0" cased opening (replaces existing window)
  - D. New patio door with tempered glass
  - E. New 6'-4" wide 4'-8" casement windows
  - F. Provide header sizes for openings
  - G. Wall bracing method and location
- Example: (2) 2"x10" headers at new window and door openings



**Floor plan must include existing home and addition, as well as:**

1. Dimensions of rooms
2. Label all rooms
3. Detail windows and door openings/direction of door swing
4. Location of plumbing, mechanical (heat is required in habitable rooms), and electrical fixtures
5. Utility room appliances labeled
6. Smoke and CO alarms

**Note:** Existing electric service may require an upgrade or relocation. Indicate the site of your electric service (the number on the main area er) on your plan. This can help the plans examiner determine if an upgrade is required prior to construction.

**Note:** engineered foundations require an inspection from an engineer, a letter must be provided to the building inspector.

\*This handout is based on the Building Guides developed by the Colorado Chapter of the International Code Council.



# Building Permit Application Residential Addition

PERMIT NUMBER: \_\_\_\_\_

Items in **red** are REQUIRED for permit submittal

Existing Structure Type: \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Business: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

General Contractor Business Name: \_\_\_\_\_ City License # \_\_\_\_\_

General Contractor Name: \_\_\_\_\_ Valuation: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Sub-valuation: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_ Sub-valuation: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Sub-valuation: \_\_\_\_\_

Number of Bathrooms (1/2)	
Number of Bathrooms (3/4)	
Number of Bathrooms (Full)	
Number of Bedrooms-Basement Only	
Number of Bedrooms-Excluding Basement	
Number of Dwelling Units	
Number of Stories	
1st Sq. Ft	
2nd Sq. Ft	
Basement Sq. Ft (Finished)	
Basement Sq. Ft (Unfinished)	
Structure Height (Ft)	
Sq. Ft of Covered Deck Area	
Sq. Ft of Uncovered Deck Area	
What is the Energy Code Compliance Method?	
* If Prescriptive indicate R-Value of insulation	
Number of Fireplaces/Pits-Gas	
Number of Fireplaces/Stoves-Wood	
Fire Protection of Floors Method	
Garage Sq. Ft	
Sq. Ft of Patio Covered Area	
Sq. Ft of Uncovered Patio Area	
Sq. Ft of Covered Porch Area	
Sq. Ft of Uncovered Porch Area	
What is the Type of Heat?	
Garage Type (ex: 2-car attached)	
Total New Square Footage of Project	

1/7/2026

Work description:

I certify this application is correct. I agree to perform the work described according to plans and specifications submitted and approved. I agree to comply with all city ordinances, state laws and building codes.

Additionally, **I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY FEES OR EXPENSES INCURRED FOR PLAN REVIEW, PERMITS, INSPECTIONS AND OTHER FEES ASSOCIATED WITH THIS APPLICATION. FAILURE TO PICK UP AND PAY FOR THIS PERMIT WITHIN 90 DAYS OF APPROVAL WILL RESULT IN THE APPLICATION BEING CLOSED AND THE PLAN CHECK FEES BEING ASSESSED. ALL FEES UNDER THIS APPLICATION THEN BECOME NULL AND VOID.**

This application does not authorize any work within the right of way or curb cuts, contact Public Works at (970) 962-2516.

Signature

Date

Office Use  
Only

City Calculated Valuation: \$ \_\_\_\_\_ PCF Due \$ \_\_\_\_\_

PCF Receipt Sent: \_\_\_\_\_ PCF Received: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

Phone: 970-962-2505 \* Email: [eplan-res@cityofloveland.org](mailto:eplan-res@cityofloveland.org) \* Inspection Line: 970-962-2100



## Vapor Barrier / Concrete Slab Affidavit

This form must be signed by the contractor or homeowner performing the work and then emailed to [buildinginspectionletters@cityofloveland.org](mailto:buildinginspectionletters@cityofloveland.org). Once e-mailed, call in for the inspections (affidavits are not saved if inspections are not called in).

**Building Permit Number** \_\_\_\_\_

**Job Address** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**The design and construction of the concrete on the ground floor complies with the following provisions of the 2024 International Residential Code:**

- **R506.1 General.**

Concrete slab-on-ground floors shall be designed and constructed in accordance with the provisions of this section or ACI 332. Floors shall be a minimum 3 1/2 inches (89 mm) thick (for expansive soil, see Section R403.1.8). The specified compressive strength of concrete shall be as set forth in Section R402.2.

**Thickness:** \_\_\_\_\_

**Concrete Compressive Strength:** \_\_\_\_\_

- **R506.3 Site preparation.**

The area within the foundation walls shall have all vegetation, topsoil, and foreign material removed.

- **R506.3.1 Fill.**

Fill material shall be free of vegetation and foreign material. The fill shall be compacted to ensure uniform support of the slab, and except where approved, the fill depths shall not exceed 24 inches (610 mm) for clean sand or gravel and 8 inches (203 mm) for earth.

**Fill material:** \_\_\_\_\_

**Fill depth:** \_\_\_\_\_

- **R506.3.2 Base.**

A 4-inch-thick (102 mm) base course consisting of clean graded sand, gravel, crushed stone, crushed concrete or crushed blast-furnace slag passing a 2-inch (51 mm) sieve shall be placed on the prepared subgrade where the slab is below grade.

- **R506.3.3 Vapor retarder.** A minimum 6 mil (0.006 inch; 152 mm) polyethylene or approved vapor retarder with joints lapped not less than 6 inches (152 mm) shall be placed between the concrete floor slab and the base course or the prepared subgrade where a base course does not exist.

**Vapor Retarder material:** \_\_\_\_\_

**Vapor Retarder thickness:** \_\_\_\_\_

**Exceptions:** The vapor retarder is not required for the following:

1. Garages, utility buildings, and other unheated accessory structures.
2. For unheated storage rooms having an area of less than 70 square feet (6.5 m<sup>2</sup>) and carports.
3. Driveways, walks, patios, and other flatwork that will not be enclosed and heated later.
4. Where approved by the building official, based on local site conditions.

- **R506.3.4 Reinforcement support.**

Where provided in slabs-on-ground, reinforcement shall be supported to remain in place from the center to the upper one-third of the slab for the duration of the concrete placement.

**Reinforcement size and spacing:** \_\_\_\_\_

- **A photo showing the completed vapor retarder installation is required as part of this affidavit.**

**Certification:** *I hereby certify that the information above is accurate and the installation of the vapor barrier conforms to the 2024 International Residential Code requirements.*

**Print Name of Owner or Vapor Barrier Installer:**

\_\_\_\_\_

**Signature of Owner or Vapor Barrier Installer:**

\_\_\_\_\_