



## Submittal Check List

### New Detached ADU

The City of Loveland processes all permit submittals electronically in PDF format. Submittals can be emailed 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 10 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.

- ☐ **Building Permit Application -**  
<http://www.cityofloveland.org/modules/showdocument.aspx?documentid=2714>
  - A completed application includes a signature as well as all line items addressed (if an item is not applicable please note as such), and a clear work description.
  - The home owner cannot construct or general contract the ADU project unless it will be their primary residence.
- ☐ Architectural Review Committee Letter - signed and completed (if required by subdivision)
- ☐ **Site Plan/ Grading Plan -** <http://www.cityofloveland.org/modules/showdocument.aspx?documentid=16133>
- ☐ **ESW -** an ESW is required from power for the meter and service power line
- ☐ **Water/ Sewer -** show plans as to how the utilities will be connected to the structure.
- ☐ **Architectural Plans – Licensed professional not required. Plans must include the following:**
  - **Elevations -** Show 2-sides min. (i.e. front and one side), siding and trim materials, roof pitch, roof overhang distance, height above grade at peak height.
  - **Floor Plan(s) - see sample**
  - **Building Section -** Show from bottom of footing to roof line. Show framing and insulation materials, wall and ceiling heights, roof pitch and overhang details with attic venting.
  - **Stair Section -** show rise and run, landing length, head height at opening, and handrails.
  - **Fire Separation Detail –** show applicable Dwelling-Garage (R302.6) or Two-Family Dwelling (R302.3) fire separation detail. If using crawl space, note method of Fire Protection of Floors( R302.13)
  - **Detail Section-** Critical construction points or special structural items such as decks, porches, or retaining walls over four feet
- ☐ **Foundation and Framing Drawings - Must be Sealed by a professional Engineer**
  - Must be signed and sealed by a Professional Engineer
- ☐ **Energy Code Compliance Forms**
  - All energy code compliance paths must include an energy code inspection list & Manuals J,D and S
  - Prescriptive path must include a ResChecks
  - A qualified third party is required to perform all energy inspections.



## **Accessory Dwelling Unit Requirements**

1. The structure must have water, and sewer permanently attached to the ADU. This will be tied into your primary dwelling services.
2. The structure requires its own power meter
3. The structure requires its own separate address from the primary residence, this will be assigned by the the City of Loveland.
4. The structure is required to be on a permanent foundation
5. The structure can not be near over head power lines. Minimum 10 feet vertically, and minimum 5 feet horizontally.
6. Must maintain set backs, check with our Planning department for your specific set back measurements.

### **Additional Documents for a New Detached ADU**

These documents may be required, the forms are attached at the end of this packet.

- ☐ **Foundation Setback and Elevation Certification (attached) -**
  - A completed certification is required once construction begins. Building Inspectors will pick this certificate up **on-site** when the Footing/Foundation/UFER inspection has been scheduled.
- ☐ **Residential Lot Stormwater Quality Permit Application -**
  - A Stormwater Quality Permit is required for land disturbance activities upon the property by means including but not limited to grading; excavating; stockpiling soil, fill or other materials; clearing; vegetation removal; removal or deposit of any rock, soil, or other materials; or other activities which disturb/expose soil.
- ☐ **Residential Certification of Lot Grading and Structure Elevation -**
  - A completed certification is required during final inspection. Building Inspectors will pick up this certificate **on-site** when the Final Grade Cert inspection has been scheduled.
  - If some circumstance does not allow you to meet the the required elevations, a **Residential Alternate Certification of Lot Grading and Structure Elevation** may be submitted.

# ADU Site Plan Guide

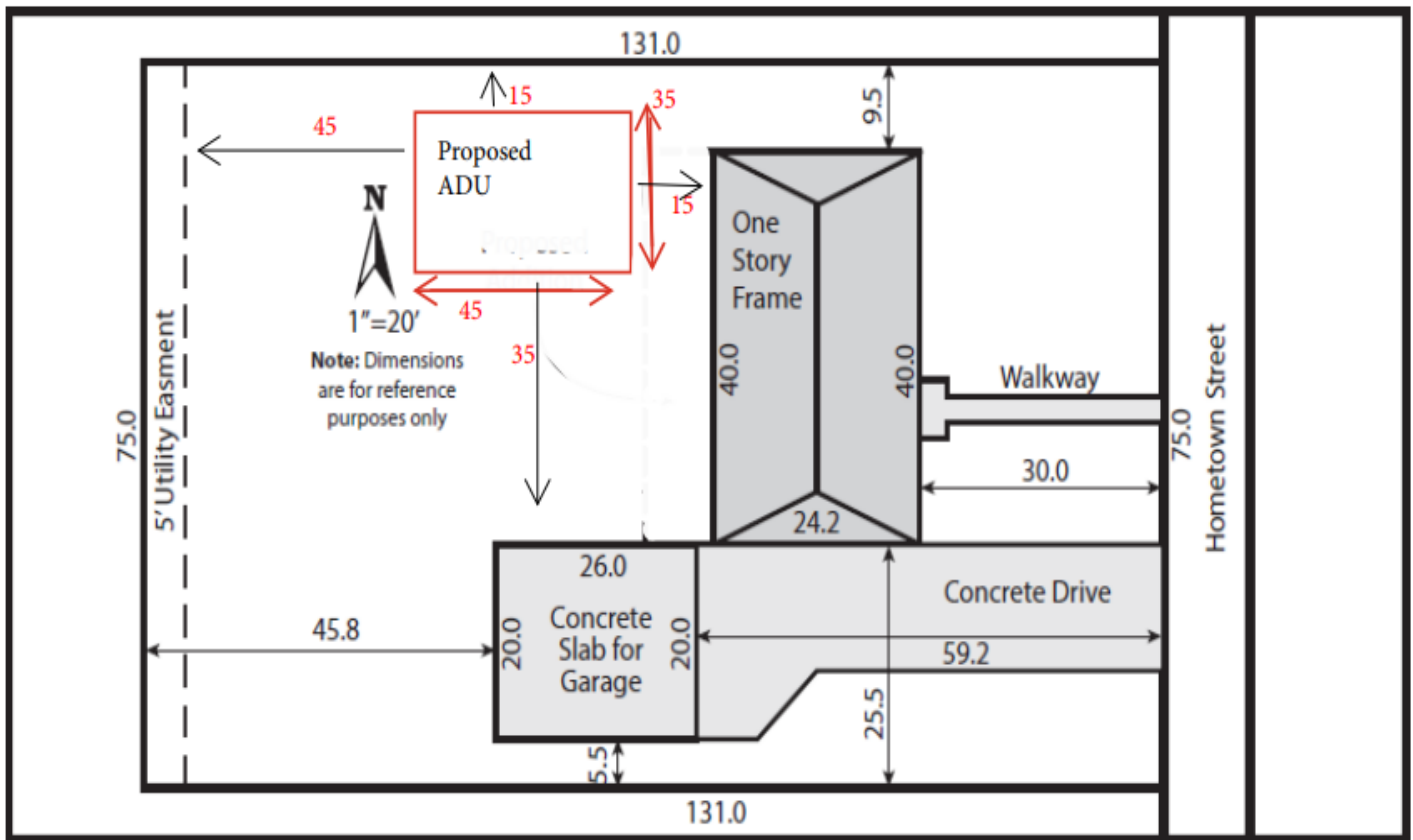
Required for Permit Submittal:

1. **Provide 1 plot plan, electronic or on 8.5 x 11in paper** (example below)

**The plot plan must include:**

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

**Plot Plan Example:**





## Residential ADU Building Permit

Please submit completed application and supporting documents in PDF format to [eplan-res@cityofloveland.org](mailto:eplan-res@cityofloveland.org)

Application Type: Additional Dwelling Unit PERMIT NUMBER: \_\_\_\_\_

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-Excluding Basement	
Number of Stories	
1st Sq Ft	
2nd Sq Ft	
Structure Height (Ft)	
Sq Ft of Covered Deck Area	
Sq Ft of Uncovered Deck Area	
Electric Service Size Amps	
What is the Energy Code Compliance Method?	
*If Prescriptive indicate R-Value for roof/walls/floor	
Number of Fireplaces/Pits-Gas (Provide Manufacture Specs)	
Number of Fireplaces/Stoves-Wood (Provide Manufacture Specs)	
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	
Air Conditioning?	
What is the Type of Heat?	
Garage Type (ex: 2-car attached)	
Total New Square Footage of Project	

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.

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Signature

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Date



# City of Loveland Development Services Department

Building Division - 410 E. 5th Street - Loveland, CO 80537  
General Information (970) 962-2505  
Inspection Line (970) 962-2100

## Certification of Foundation Setback and Structure Elevation

It is the responsibility of the builder to ensure that the setback and top of foundation for the residential structure are in accordance with the City approved site plan for this lot. The following certification from a Professional Land Surveyor will be required for this property once the foundation has been formed but not poured.

<b>Date:</b>	<b>Permit No.</b>
<b>Lot:</b> <b>Block:</b>	<b>Subdivision:</b>
<b>Address:</b>	

Setbacks		
	Approved Setbacks	Actual Setbacks
Front Setback		
Rear Setback		
Side Setback (N,E,S,W)		
Side Setback (N,E,S,W)		
Top of Foundation		
	Approved TOF	Actual TOF

### Certification

I, \_\_\_\_\_, a Colorado registered Professional Surveyor, certify that the above referenced property located in City of Loveland, Larimer County, Colorado, was inspected on \_\_\_\_\_. (Attach a location improvement certificate, Foundation Only.)

I further certify that one of the following is true: *(select item)*

The foundation setbacks are in compliance with the approved site plan.

The setbacks of the structure are not in compliance with the approved site plan, but within the approved setbacks for this subdivision. A new site plan has been submitted to the City Planning Division for approval.

The setbacks of the structure are not in compliance with the approved site plan, and not within the approved setbacks for this subdivision. A variance may be required to proceed.

The top of foundation has been completed within +/- 0.50 foot tolerance of the approved site plan or +/- 0.10 foot of the approved grading plan for this lot.

The top of foundation lot is not in conformance with the approved subdivision grading plan or the approved site plan for this property but adequately provide proper drainage away from buildings and off the lot without negatively affecting the lot, adjacent properties, structures or city infrastructure. A new site plan that has been stamped by a Colorado registered Professional Engineer has been submitted to the City of Loveland for approval.

Signature: \_\_\_\_\_

This certification must be submitted to [BuildingInspectionLetters@cityofloveland.org](mailto:BuildingInspectionLetters@cityofloveland.org) prior to the approval of the setback and elevation inspection.



**Development Services  
Building Division**

410 E 5th Street • Loveland, CO 80537  
(970) 962-2505 • Fax (970) 962-2904  
[www.cityofloveland.org](http://www.cityofloveland.org)

**\* \* \* Return completed form to City of Loveland Building Division. \* \* \***

Drainage plans for the property have been reviewed and accepted by the City of Loveland.

It is the responsibility of the builder to ensure that the elevation and grading of the lot are in accord with the approved grading and drainage plans for this subdivision and the approved site plan for this lot, including ensuring that the lowest opening elevation and top of foundation are within two inches of design elevation.

The following certification from a Professional Engineer will be required for this property prior to issuance of a Certificate of Occupancy.

## Residential Certification of Lot Grading and Structure Elevation

Date: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Permit No. \_\_\_\_\_

Subdivision: \_\_\_\_\_

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

Parcel: \_\_\_\_\_

Top of Foundation Elevation: \_\_\_\_\_

Minimum Opening Elevation: \_\_\_\_\_

Finished Floor Elevation: \_\_\_\_\_

I, (Print) \_\_\_\_\_, a Colorado registered Professional Engineer, certify that the above referenced property located in City of Loveland, Larimer County, Colorado, was inspected on (Date) \_\_\_\_\_, that construction and grading on the property is complete. (Attach site plan with as-built elevations/final grade survey.) I further certify that one of the following is true:

- ☐ The grading and drainage patterns on the lot are completed within +/- 0.10 foot tolerance of the approved subdivision grading plan for this property and/or the approved site plan for this lot.
- ☐ The grading and drainage patterns on the lot are not in conformance with the approved subdivision grading plan or the approved site plan for this property but adequately provide proper drainage away from buildings and off the lot without negatively affecting the lot, adjacent properties, structures or city infrastructure.

Please address the following grading and drainage design elements by checking "yes" or "no". For every "no" answer, please provide an explanation of how the as-built grades differ from the design element and how it will not negatively affect the drainage patterns on this site, the surrounding properties and the downstream stormwater facilities. If other grading and drainage design elements that are not addressed in this list are in need of explanation, please provide those details in an attached letter.

1. The elevations for the structure are within two inches of the elevations presented in the approved subdivision grading plan and the approved site plan for this lot. Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. The finished grade is a minimum 6 inches below the top of foundation. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The minimum grade away from the foundation and window wells is 5% for the first 5 to 10 feet. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The minimum slopes on the lot are not less than 2%. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. No low spots exist on the property that could cause ponding and all areas of the lot drain away from the foundation and off the lot without negatively impacting the lot, adjacent properties or city infrastructure. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Side lot line drainage swales are constructed per the approved subdivision grading plan and site plan for this lot and allow drainage off the lots without negatively impacting the lot, adjacent properties or structures. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. The downspouts are directed away from adjacent lots and will not flood window wells, foundations, etc. on the lot or on adjacent lots. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Landscaping berms and features do not block the flow of water from draining away from the foundation and off the lot. Yes \_\_\_\_ No \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
(Signature, PE stamp)

**This certification must be received in the Office of the City of Loveland Building Division (970-962-2505) prior to requesting a Certificate of Occupancy for the property.**





## 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:**

\_\_\_\_\_