



*Dedicated to building a desirable, resilient  
and safe community*



Community Development Department  
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## BUILDING PERMIT APPLICATION

Updated: 10/04/2019

### The Purpose of the Permit Process

The permit process is in place to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment.

### General Explanation

This form is required for new construction, additions or alterations to existing buildings, change in use or occupancy of existing buildings, moving existing buildings or demolition of buildings. Projects will be reviewed according to adopted building construction codes.

If Planning Commission/Planning Division approval is required the plans must be submitted to the Planning Division for review prior to the Building Permit issuance. Plan review fees are due at the time of application. **Credit cards are not accepted for building permits; however, credit cards can be used for mechanical and plumbing permits.**

### Application Form

Include the name and address of the current owner.

### Building Permit Requirements

#### Commercial Projects:

- Proof of Registration in LEED, Green Globe, or other Program – New construction or additions (IBC)
- 4 Sets of Plans to scale – 1 set of structural plans stamped by a Colorado licensed architect or engineer
- Digital Set of Plans (if provided on a thumb drive, red-lined plans will be returned to you on same thumb drive)
- Structural Calculations
- Soils Investigation Report (New construction & additions)
- Signed “Construction Management Plan and Standards”

#### Residential Projects:

- Sustainable Building Code Checklist – New construction or additions (IRC)
- 2 Sets of Plans to scale – 1 set of structural plans stamped by a Colorado licensed architect or engineer
- Electronic Set of Plans on a thumb drive
- Soils Investigation Report (New construction & additions)
- Signed “Construction Management Plan and Standards”

### Mechanical Permit Requirements

- Product spec. sheets for fireplaces (Not required for direct vent fireplaces)
- Product spec. sheets for any boiler or furnace
- Engineer’s stamp on all plans (Commercial Projects)

### Plumbing Permit Requirements

- Product spec. sheets on water heaters and sewage ejectors
- Engineer’s stamp on all plans (Commercial projects)



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**BUILDING PERMIT APPLICATION**  
 Updated: 10/04/2019

**RECEIVED**  
**TOF-CDD**  
**Building Division**

Rec'd By Whom: \_\_\_\_\_  
 Date Rec'd: \_\_\_\_\_  
 Bldg. App'l: \_\_\_\_\_

**PROJECT INFORMATION**

Project Street Address			Unit(s)
Lot	Block	Subdivision	Filing
Description of Work			

**PROPERTY OWNER INFORMATION**

Owner Name	Email
Owner Mailing Address	Phone

**APPLICANT INFORMATION (If Different than Above)**

Applicant Name	Email
Applicant Mailing Address	Phone

**CONTRACTOR INFORMATION**

Contractor Name	TOF Business License# _____	Email
Contractor Mailing Address	Phone	

**PERMIT INFORMATION**

CHECK ONE	PERMIT TYPE	FIRE SPRINKLER SYSTEM	VALUATION OF WORK **
	<b>SEE CHECKLIST ON BACK</b>		
	<b>Building Permit</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____
	<b>Mechanical Permit</b>	<b>DOCUMENTS SUBMITTED</b>	
	<b>Plumbing Permit</b>	<input type="checkbox"/> Rolled Plans	<b>BUILDING DIVISION PERMIT FEE</b>
	<b>Other (Describe Above)</b>	<input type="checkbox"/> Folded Plans	<b>To be completed by Staff</b>
		<input type="checkbox"/> Electronic Set of Plans	
		<input type="checkbox"/> Other Documents	
			\$ _____ <b>Permit Fee</b> \$ _____ <b>Plan Review Fee</b> \$ _____ <b>Total</b>

**\*\*** The total value of all construction work, including materials, labor, and contractor profit, for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire protection systems and any other permanent equipment. *NOTE: IN ACCORDANCE WITH FRISCO TOWN CODE SECTION 65-12 A(3), THE BUILDING OFFICIAL SHALL SET FINAL BUILDING PERMIT VALUATION.*

Applicant Signature	Applicant Name (Please Print)	Date
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