



SUBMITTAL REQUIREMENTS: BUILDING PERMIT

General Explanation:

This permit 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.

HOW TO APPLY FOR PERMIT:

1. Request your [CommunityCore](#) login: Email TOFPermits@townoffrisco.com with your name, email, phone number, and address. You will receive an activation link that must be clicked within 5 days to set up your account. Once your account is set up, you can submit your application (see step 2).
2. Submit your permit application through [CommunityCore](#) and upload all pertinent documents in PDF format.

Below is information you will need to complete online:

- Project Street Address & Unit Number(s)
- Current Owner Name/Address
- Description of Work
- Contractor's Town of Frisco Business License
- Contractor Name/Address
- Valuation of Work*
- Applicant Name/Address
- Covid Form (see below)

***Valuation of Work** The estimated cost to replace the building or structure in kind, based on current replacement costs 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.*

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
- ☐ Set of Plans uploaded on CommunityCore
- ☐ Structural Calculations
- ☐ Soils Investigation Report (New construction & additions)
- ☐ Signed "Construction Management Plan and Standards"

Residential Projects:

- ☐ Department of Energy's Zero Energy Ready Home Proposal Certificate – New construction (IRC)
- ☐ 2 Sets of Plans to scale – 1 set of structural plans stamped by a Colorado licensed architect or engineer
- ☐ Set of Plans uploaded on CommunityCore
- ☐ 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)

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.

Community Development Department

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