



Accessory Dwelling Unit Submittal Checklist:

In addition to completing all of the requirements of the Town of Windsor Accessory Dwelling Unit (ADU) application packet, the following list provides submittal requirements for SAFEbuilt Colorado.

- Completed building permit application form.
- Two (2) Plot Plans
 - Each plot plan **must** provide the following information:
 - Property Address
 - North arrow and scale
 - Lot dimensions
 - All projections such as stairs, balconies, decks, cantilevers
 - Fire separations between units
 - Legal description of property – subdivision name if applicable
 - Distance in feet from proposed structure to property lines (not to street edge, or back of sidewalk, etc.).
 - Include: North – South – East – West
 - Distance in feet from proposed structure to existing structures.
 - What surrounds this property?
Include: Street Names – Ditches – Lakes – Railroad Tracks – Property
- Submit two (2) sets of the following:
 - Architectural/Floor Plans
 - Engineered Foundation Plans stamped by a Colorado licensed engineer if new detached structure
 - Electrical Plans – showing panel locations, receptacles, 50% efficiency lighting plan, etc. (This information may be on the floor plan.)
 - Mechanical Plans – show location of all mechanical equipment, duct sizes and locations and duct termination sizes and locations (This information may be on the floor plan.)
 - Fire separation assemblies (Submit an approved horizontal/vertical assembly)
 - Fire Protection Plans – stamped (Only if sprinkler system is part of the design.)
- Submit two (2) copies of a Manual J and Manual D compliance calculations
- Submit two (2) copies of 2009 IECC Energy Code Compliance in one of the following forms:
 - Completed ResCheck specific to the home proposed
 - Energy Compliance Report from an energy rating company.
 - Any plans that propose to prescriptively meet the IECC must submit sufficient documentation in their construction drawings to show complete compliance with the IECC prescriptive method.

Note: If necessary, the applicant will be contacted by SAFEbuilt Colorado for any additional information that may be needed to complete the plan review.

When the permit is issued, applicant will be given an approved set of plans that must remain on the job site throughout the construction process, including final inspections.