

Plan Review Submittal Requirements

Single Family Custom (Electronic Submittal)

- Approved Architectural Review from Planning
- One (1) set complete architectural drawings
- One (1) plot plan
- One (1) set of approved Elevations from the architectural review
- One (1) Set of Foundation & Structural plans bearing the seal and signature of design engineer
- One (1) site specific Soils Report bearing the seal and signature of the design engineer
- One (1) set of Truss Drawings & Layout Sheet bearing the seal and signature of design engineer
- One (1) Energy Code Compliance Report
- One (1) ACCA Manual J Report
- One (1) ACCA Manual D Report
- One (1) ACCA Manual S Report

General Construction Plan Information

Plans shall include the following information:

- Address for the project
- Legal Description of the property.
- All plans shall be to a scale matching the scale referenced on the plan.
- Square footage of finished, unfinished and garage areas.
- Plans shall include contact information for all design professionals and the contractor/builder
- Structural plans shall show typical framing conditions and identify all structural members.
- All braced wall lines shall be identified on the construction plans. Identification shall include bracing method, location and length of panels, and foundation requirements of the panels at the top and bottom
- Stair details
- Elevator details if applicable

Instructions for Electronic Submittal

- Submittal will be through our online portal <https://cityviewportal.thorntonco.gov/>
- Please go to the help section and follow the instructions for registration
- Once registered you can apply for the building permit using the instruction for submitting a Custom Home.
- If you have any questions regarding the process please call 3030-538-7250 or email buildings@thorntonco.gov and a permit technician can assist you.