

## Council Request Update

April 7, 2016

### **Council Request 16-062 (Late Night Lights and Sirens)**

**Requested by:** Mayor Jefferson

**Assigned to:** Public Works

**Request:** Request for Public Works to meet with Denver Fire to discuss late-night lights and sirens in neighborhoods.

**Response:** The attached memo from Traffic Engineer Ladd Vostry provides an update from the meeting with Denver Fire.

### **Council Request 16-073 (Street Conditions – Xcel Energy Follow-Up)**

**Requested by:** Council Member Olson

**Assigned to:** Public Works

**Request:** Request for information on street conditions where Xcel energy is working.

**Response:** The attached memo from Right-of-Way Services Manager Larry Nimmo responds to this request.

### **Council Request 16-079 (Arts & Crafts Home Preservation – Comp Plan)**

**Requested by:** Council

**Assigned to:** Community Development

**Request:** Request to understand how the proposed Comp Plan addressing the preservation of Arts & Crafts homes.

**Response:** The attached memo from Senior Planner Harold Stitt addresses the Comp Plan's role in historic preservation.

### **Council Request 16-080 (Checklist for Building Project)**

**Requested by:** Mayor Pro Tem Gillit

**Assigned to:** Community Development/Building

**Request:** Request to create checklists for common building projects.

**Response:** The attached memo from Chief Building Inspector Lance Smith provides the handouts the Building Department currently provides to contractors/homewoners.

### **Council Request 16-083 (E-Notifiers for Economic Development)**

**Requested by:** Mayor Jefferson

**Assigned to:** Communications

**Request:** Request for an e-notifier so the public can receive and email with a link to the Community Development Newsletter when it is published on the website.

**Response:** The attached memo from Communications Coordinator Leigh Ann Hoffhines outlines how she will add this category to the current e-Notifier options.

# 2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-024	1/14/2016	I	Barrentine	Board & Commissions - Council Liaison Roles/Duties	CMO/CAO	1/19/2016		
16-025	1/19/2016	I	Olson	Flood Hazard Area Study Addresses	PW	1/22/2016		2/5/2016
16-026	1/19/2016	I	Olson	Study Session: Flood Hazard Area Study	PW/CMO	1/22/2016		1/20/2016
16-027	1/19/2016	I	Barrentine	Local Government Historic Preservation Info	CMO	1/22/2016		1/21/2016
16-028	1/19/2016	I	Olson	Study Session - Historic Colorado	CMO	1/22/2016		1/20/2016
16-029	1/19/2016	I	Barrentine	Inquiry re: Tom Burns' Water Board Term	CAO/CMO	1/22/2016		
16-030	1/19/2016	I	Martinez	Annual Council Meetings w/ Boards & Commissions	CMO	1/22/2016		1/18/2016
16-031	1/19/2016	I	Barrentine	Legal Opinion - EURA Council Representative	CAO	1/22/2016		
16-032	1/12/2016	I	Russell	City Ditch - Oxford Repairs	PW	1/14/2016		1/21/2016
16-033	1/25/2016	I	Barrentine	EEF/EMRF Funds and By-Laws	EEF/EMRF	1/29/2016	3/1/2016	3/1/2016
16-034	1/25/2016	I	Barrentine	Board & Commission Eligibility Study Session	CMO	1/29/2016		1/27/2016
16-035	1/25/2016	I	Olson	StrengthsFinder/Birkman Assessment Costs	CMO	1/29/2016		3/17/2016
16-036	2/1/2016	I	Jefferson	Background: ERC Preschool Discontinuation	PRL	2/4/2016		2/3/2016
16-037	2/1/2016	I	Martinez	Study Session: Recreational Marijuana	CMO	2/4/2016		2/3/2016
16-038	2/1/2016	I	Gillit	Study Session: Council policies/conduct	CMO	2/4/2016		2/3/2016
16-039	2/1/2016	I	Barrentine	Charter Review - Council Voting/Abstentions	CAO	2/4/2016		
16-040	2/1/2016	I	Olson	Study Session: Green Vehicle Policy Review	CMO/PW	2/4/2016		2/3/2016
16-041	2/1/2016	I	Yates	Background: Public Intoxication Ordinance	PD	2/4/2016		2/2/2016
16-042	2/1/2016	I	Russell	Sewer Issue - 3400 block South Broadway	CD	2/4/2016		2/3/2016
16-043	2/1/2016	I	Jefferson	Business Notification of Regulation Changes	CMO/ALL	2/4/2016		2/3/2016
16-044	2/1/2016	I	Martinez	Service Line Warranty Cancellation Letter	CMO	2/4/2016		2/24/2016
16-045	2/1/2016	I	Martinez	Clayton Elementary Street Conditions (snow)	PW	2/4/2016		2/23/2016
16-046	2/1/2016	I	Martinez	CityCenter Evening Meeting Security	PD/EEF	2/4/2016		3/21/2016
16-047	2/1/2016	I	Council	Citizen of the Century Selection Information	CMO	2/4/2016		2/3/2016
16-048	2/3/2016	I	Jefferson	Englewood Depot Snow Removal Inquiry	PR	2/5/2016		3/4/2016
16-049	2/9/2016	I	Yates	Construction Defects Ordinance	CAO	2/12/2016		
16-050	2/13/2016	I	Barrentine	Economic Development Incentives Inquiry	CD	2/16/2016		2/16/2016
16-051	2/16/2016	S	Barrentine	Mayor/Manager/Attorney Mtg. Audio	CMO	2/19/2016		2/19/2016
16-052	2/16/2016	S	Barrentine	Meeting Audio Solution	CMO/IT	2/19/2016		2/23/2016
16-053	2/16/2016	S	Olson	Simon Center Sexual Harrassment Claims	PD	2/19/2016		2/19/2016
16-054	2/16/2016	S	Barrentine	Paseo Fence Inquiry	CD	2/19/2016		2/19/2016
16-055	2/22/2016	I	Council	FunFest Follow-up	PRL	2/25/2016		2/24/2016
16-056	3/1/2016	I	Barrentine	Paseo Fence Inquiry - Follow-up	CD	3/3/2016		3/2/2016
16-057	3/3/2016	S	Jefferson	Floyd & Bannock Code/Crime Concerns	PD	3/4/2016		3/7/2016

**S = Service**  
**I = Information**

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation  
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-  
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-058	3/14/2016	I	Jefferson	Cherokee Kivas Construction Project Update	CD	3/17/2016		3/17/2016
16-059	3/14/2016	I	Olson	OpenEnglewood Statistics	FAS	3/17/2016		3/15/2016
16-060	3/14/2016	I	Olson	Comp. Plan Clarification - Belleview/Broadway	CD	3/17/2016		3/17/2016
16-061	3/14/2016	I	Jefferson	Microphones - Community Room	CMO	3/17/2016		3/15/2016
16-062	3/14/2016	I	Jefferson	Denver Fire - Late-night Lights and Sirens	CMO/PW	3/17/2016		4/7/2016
16-063	3/16/2016	I	Gillit	S. Lipan Code Violations - Trash	PD	3/21/2016		3/23/2016
16-064	3/18/2016	I	Gillit	3398 W. Grand Ave. -Remodelling Permit	CD	3/22/2016		3/18/2016
16-065	3/21/2016	I	Council	Inquiries re: Marijuana Social Clubs	CAO	3/24/2016		
16-066	3/21/2016	I	Olson	Revenue Comparison Chart	FAS	3/24/2016		3/30/2016
16-067	3/21/2016	I	Olson	Financial Report - Color Consistency	FAS	3/24/2016		3/30/2016
16-068	3/21/2016	I	Barrentine	Code Enforcement Stats - Last 12 years	PD	3/24/2016		3/31/2016
16-069	3/21/2016	I	Barrentine	Alta Cherry Hills - Map Corrections	CD	3/24/2016		3/30/2016
16-070	3/21/2016	I	Yates	City Ditch/Private Property Fencing	UT/PW	3/24/2016		
16-071	3/21/2016	I	Council	Economic Development Incentive Policy Update	CD	3/24/2016		3/24/2016
16-072	3/28/2016	I	Jefferson	ACE Business Survey Results to Council	CD	3/31/2016		3/29/2016
16-073	3/28/2016	I	Olson	Street Conditions - Xcel Energy Follow-up	PW	3/31/2016		4/1/2016
16-074	3/28/2016	I	Jefferson	Englewood Marketing Plan	CMO/CD	3/31/2016		3/30/2016
16-075	3/28/2016	I	Barrentine	Littleton Police Facility Renovation	CMO	3/31/2016		
16-076	3/29/2016	I	Olson	Economic Incentives Analysis	CD/FAS	3/31/2016		
16-077	4/5/2016	I	Olson	Equal Employment Opportunity- Job Posts, EEO La	FAS	4/8/2016		
16-078	4/5/2016	I	Olson	Cherokee Kivas - Meeting Update	BD/CMO/CA/CD	4/8/2016		
16-079	4/5/2016	I	Council	New Comp Plan - Arts & Crafts Home Preservation	CD	4/8/2016		4/6/2016
16-080	4/5/2016	I	Gillit	Checklist for building projects/remodels	BD	4/8/2016		4/7/2016
16-081	4/5/2016	I	Yates	Over-the-counter permitting for 10 most Common	BD	4/8/2016		
16-082	4/5/2016	I	Barrentine	Report of all EMRF expenses since 1999	FAS	4/8/2016		
16-083	4/6/2016	S	Jefferson	E-Notifications for Community Development NewsCommunications		4/8/2016		4/6/2016

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Utilities; WW - Wastewater Treatment Plant

**TO:** City Council

**THROUGH:** Eric A. Keck, City Manager

**THROUGH:** Rick Kahm, Director of Public Works

**FROM:** Ladd Vostry, Traffic Engineer

**DATE:** April 7, 2016

**SUBJECT: DENVER FIRE – LATE-NIGHT LIGHTS AND SIRENS  
COUNCIL REQUEST NO. 16-062**

Per City Council's request, Public Works staff met with the Denver Fire Department to discuss issues related to the use of lights and sirens during overnight hours. Also discussed was a request for 4-way stop installations at several locations around the Jefferson station (Elati/Jefferson, Fox/Jefferson, Galapago/Jefferson, and Fox/Kenyon), as well as additional emergency preemption (opticom) installations at two locations - 285/Galapago, and Santa Fe/Oxford.

Denver Fire staff confirmed that the use of lights and sirens is necessary to provide the safest environment for first responders as well as the general public. Staff agreed to create a plan to address raised concerns connected with the use of lights and sirens to include possible alterations of existing stop sign patterns; to look into the feasibility of a new emergency traffic signal at the Elati/Jefferson intersection as well as installations of emergency vehicle warning signs, and to examine the possibility of re-routing "emergency response" routes.

Staff plans to work closely with the Denver Fire Department to finalize this plan that would improve conditions for fire station area residents as well as the first responders, and could also reduce response times. Upon completion of this process, staff will provide an update to City Council with all proposed traffic control changes.

**TO:** City Council

**THROUGH:** Eric A. Keck, City Manager

**THROUGH:** Rick Kahm, Director of Public Works

**FROM:** Larry Nimmo, Right-of-Way Services Manager

**DATE:** April 1, 2016

**SUBJECT: STREET CONDITIONS – XCEL ENERGY FOLLOW-UP  
COUNCIL REQUEST NO. 16-073**

The Right-of-Way Division is in constant contact with Xcel's contractor, Q3, inspecting all work in the right-of-way. This work, as it is still in progress, creates **temporary** utility location potholes and street cut patches, which the Right-of-Way Services Division continually monitors. In addition, the nature of this work sometimes requires that street cuts have to be re-opened multiple times to complete the work. When these temporary patches cause a safety hazard to the traveling public, Q3 is contacted for immediate repair.

Q3's plan includes final restoration of the streets upon completion of the gas main work.



**TO:** Mayor Jefferson and City Council members

**THRU:** Erik Keck, City Manager  
Brad Power, Community Development Director

**FROM:** Harold J. Stitt, Senior Planner

**DATE:** April 6, 2016, 2016

**SUBJECT:** Council Request 16-079 (Comprehensive Plan - Arts & Crafts Home Preservation)

The Englewood Forward Comprehensive Plan Update Part 4: Realizing the Plan, sets forth a series of strategies organized into potential projects, future plans or studies, and guidelines or regulations developed to provide Council with guidance towards Plan implementation. Within these strategies, historic preservation is addressed within Strategy 2.0 Compatible Development/Cultural Resources. Specifically, Strategy 2.2 states:

Consider conducting an exploratory study on the opportunities for preserving historically significant structures and landmarks, including options for reforming the City's historic preservation code that rely on incentives and respect property rights.

This Strategy is related to two particular sets of Goals and Objectives articulated in Part 2 of the Plan.

**Goal Live-4:** Improve community quality of life through complete neighborhood design and neighborhood identity.

**Objective Live-4.2.** Incorporate local historical, cultural, and aesthetic references in new housing developments where appropriate.

**Goal Play-4:** Enhance Englewood's quality of life through cultural arts infrastructure and programming.

**Objective Play-4.3.** Encourage artistic and historical elements in new developments and façade enhancements.

As an aside, the Office of Archaeology and Historic Preservation, Colorado's State Historic Preservation Office published the Field Guide To Colorado's Historic Architecture & Engineering which lists 43 architectural styles in addition to the "Art and Craft" (Craftsman) style to assist in the completion of architectural surveys.



**TO:** Eric Keck, City Manager  
**THRU:** Brad Power, Director Community Development  
**FROM:** Lance Smith, Chief Building Official  
**DATE:** April 6, 2016  
**SUBJECT:** CR #16-080 Building Checklist

The Building Division provides handouts for both commercial and residential projects that outline the requirements in order to obtain a permit. These documents are available both on-line and at the front counter. Attached are several of the handouts that are provided to contractors/homeowners in order to assist them in their project.

The City offers both contractors and homeowners the opportunity to participate in the Development Review Team process, this review provides general municipal and construction code information to be included in the plan review and permit application. The DRT process is a free service to the community.

The plan review provides the applicant with a higher level of code analysis that is specific to the occupancy group, type of construction, zone district and fire systems. Using this guide as a checklist the project should proceed without any need for corrective actions.

On occasion, especially on old work and remodels, unforeseen issues will arise during the inspection process that could not be determined during the plan review. In most cases these issues can be resolved between the contractor and the building inspector. Concerns that are outside the scope of the building code are referred back to the design professional for resolution.

Attachments:

Building Division Handouts

**CITY OF ENGLEWOOD  
PLAN SUBMITTAL REQUIREMENTS  
FOR RESIDENTIAL PLAN  
REVIEW**

The City of Englewood has adopted the following codes with amendments:

2012 International Building Code and Appendix I - Patio Covers  
2012 International Residential Code, Appendices H- Patio Covers and M- Home Day Care  
2012 International Energy Conservation Code  
2012 International Plumbing Code  
2012 International Mechanical Code  
2012 International Fuel Gas Code  
2012 International Fire Code  
2011 National Electrical Code  
ICC/ANSI A117.1 - 2009 Accessibility Standards

In order for your permit application to be reviewed and processed properly, the following construction information must be provided with the permit application. Plans stamped "Preliminary" and/or "Not for Construction" and/or "Permit Set" are unacceptable. Provide two (2) complete sets of plans for review. Plan Review fees shall be paid in full before plans will be accepted for plan review.

The determination of valuation shall be made by the building official. The Building Valuation Data as published in the ICC Building Safety Journal may be utilized as the recognized standard to establish valuation.

SOILS REPORT:

- Provide an engineer's soil investigation report indicating type of soil and recommended foundation design.

SITE PLAN:

- Provide site plan that shows dimensions reflecting the distances to property lines.
- Indicate all public or private easements.
- Show location of all proposed and existing structures with dimensions.
- Provide landscaping plan. (Contact Community Development for requirements 303-762-2342)
- Provide bulk plane diagram. (Contact Community Development for requirements 303-762-2342)
- Indicate roof drainage on site plan with arrows. Roof drainage shall flow towards the street or alley and away from all structures.

STRUCTURAL PLANS: (Wet stamped and signed by a Colorado structural engineer.)

- Indicate size, location and method of reinforcement for all proposed footings, column pads, piers, caissons, grade beams, and foundation walls. Specify location of reinforcing steel and anchor bolts.
- Provide complete and clearly dimensioned floor framing plan for each level and roof framing plan which indicates the materials, types, sizes and location for all structural elements.
- Provide complete structural design criteria including but not limited to required design loads, material specifications and structural construction requirements.
- Provide complete structural calculations for each structure.



ARCHITECTURAL PLANS:

- Provide complete and dimensioned floor layout at each level which identifies the use for each room.
- Provide complete and dimensioned roof plan and indicate all roof slopes.
- Provide exterior elevation for each side of building which contains clearly dimensioned overall building height and floor-to-floor heights and indicates location, size and types of all doors and glazed openings.
- Provide building and wall sections which clearly identify the required type and location of all materials for construction of beams, columns, floors, walls, ceilings and roofs.
- Provide stair geometry. Include rise and run, handrail and guardrail heights.
- Provide one major section through the exterior wall from footings to the highest part of the roof (min. scale- '14" = 1').

ELECTRICAL PLANS:

- Provide electrical plans showing the location and capacity of the service equipment and electrical panels, the location of all smoke detectors, electrical receptacles, switches and lighting fixtures.

PLUMBING PLANS:

- Provide plumbing plans and indicate location of all plumbing fixtures, appliances, piping, tubing and venting. Indicate whether appliances are gas-operated, electric or otherwise. List types of material to be used for all water supply, drainage and vent piping.

MECHANICAL PLANS:

- Provide mechanical plans and indicate location of all heating, ventilating and air conditioning equipment.
- Provide Manual J and Manual D calculations.

ENERGY CONSERVATION PLANS:

- Provide verification that the project meets the requirements of the IECC, or provide a simulated energy performance analysis such as *REScheck*.

*Note:* You will need separate permits for electrical, plumbing & mechanical work. A licensed electrical, plumbing or mechanical contractor may obtain the permit, or a homeowner may obtain these to do his own work on residential property.

CITY OF ENGLEWOOD  
PLAN SUBMITTAL REQUIREMENTS  
FOR  
COMMERCIAL PLAN REVIEW

The City of Englewood has adopted the codes with amendments:  
2012 International Building Code and Appendix I-Patio covers  
2012 International Residential Code, Appendices H-Patio Covers and M-Home Day Care  
2012 International Energy Conservation Code  
2012 International Mechanical Code  
2012 International Fuel Gas Code  
2012 International Fire Code  
2011 National Electrical Code  
ICC/ANSI A117.1 – 2009 Accessibility Standards

In order for your permit application to be reviewed and processed properly, the following construction information must be provided with the permit application. Plans stamped "Preliminary" and/or "Not for Construction" and/or "Permit Set" are unacceptable. Provide three (3) complete wet-stamped sets of plans for review. Plan Review fees shall be paid in full before plans will be accepted for plan review.

**CODE ANALYSIS** shall be provided on the cover sheet and include the following:

- Use and Occupancy Classification
- Construction Type
- Allowable Area Calculations including code provisions used to obtain increases
- Number of stories and height of building
- Identify new and existing fire sprinkler systems
- Applicable codes, amendments or approved requests for modifications
- Plumbing fixture count

**SOILS REPORT**

- Provide an engineer's soil investigation report indicating type of soil and recommended foundation design.

**SITE PLAN**

- Provide site plan that shows dimensions reflecting the distances to property lines.
- Indicate all public or private easements.
- Show location of all proposed and existing structures with dimensions.
- Provide type of construction for all structures on site.
- Provide landscaping plan with signed seal of a registered Colorado Landscape Architect (Contact Community Development for requirements 303-762.2342).

**ARCHITECTURAL PLANS**

- The signed seal of a registered Colorado Architect/Engineer shall be affixed to the plans. A structural engineer's stamp may be affixed to any portion of the plans which contain structural information only.
- Provide complete and dimensioned floor layout at each level which identifies the use of each room.
- Provide complete and dimensioned roof plan and indicate all roof slopes and size and location of primary and secondary drainage system.
- Provide complete and dimensioned reflected ceiling plan.
- Provide exterior elevation for each side of building which contains clearly dimensioned overall building height and floor-to-floor heights and indicates location of all doors and glazed openings.
- Provide building and wall sections which clearly identify the required type and location of all materials for construction of beams, columns, floors, walls, ceilings, roofs and the corresponding fire-resistance rating if applicable.
- Clearly detail all required means of egress and exits for each floor level including but not limited to corridors, stairs, doors and ramps.
- Provide details for construction of interior and exterior walls and partitions and applicable fire-resistance ratings.
- Provide door, window and finish schedules which clearly reference location on the floor plans and specifies the applicable fire-resistive ratings.

## **STRUCTURAL PLANS**

- Indicate size, location and method of reinforcement for all proposed footings, column pads, piers, caissons, grade beams, and foundation walls. Specify location of reinforcing steel and anchor bolts.
- Provide complete and clearly dimensioned floor framing plan for each level and roofing framing plan which indicates the materials, types, sizes and location for all structural elements.
- Provide complete structural design criteria including but not limited to required design loads, material specifications and structural construction requirements.
- Provide complete structural calculations for each structure, wet stamped and signed by a Colorado Structural Engineer.

## **ELECTRICAL PLANS**

- Complete electrical plans showing the location and capacity of main service equipment and all distribution panels, the location of all electrical receptacles, switches, lighting fixtures, exit lights, etc., and all computed loads and ground-fault calculations. Plans must be stamped by a Colorado Registered Engineer.

## **MECHANICAL PLANS**

- Complete mechanical plans sufficient to show the size and location of all heating, ventilating and air conditioning equipment. Indicate locations of all fire dampers, duct smoke detectors and other specialized equipment. Plans must be stamped by a Colorado Registered Engineer

## **PLUMBING PLANS**

- Complete plumbing plans sufficient to show the size and location of all heating, ventilating and air condition equipment. Indicate locations of all fire dampers, duct smoke detectors and other specialized equipment. Plans must be stamped by a Colorado Registered Engineer.

## **ENERGY CONSERVATION PLANS**

- Provide verification that the project meets the requirements of the IECC, or provide a simulated energy performance analysis such as *COMcheck*.

## **FIRE PROTECTION**

- Plans, show drawings and specifications on all fire protection systems to be installed within the building(s).

## **BACKFLOW PREVENTION SPEC'S**

- Specifications on the type of backflow prevention equipment to be installed in the water service lines to the property. (Contact Utilities Department for specific requirements at 303-762-2635.)

## **OFF-STREET PARKING & TRAFFIC SIGN PLAN**

- Plan (with dimension) of the proposed layout for off-street parking of vehicles and location of all traffic regulatory signs and pavement markings.

## **TRAFFIC STUDY**

- A formal traffic study will be required when expected trip generation rate during peak hour exceeds 100 vehicles.

## **CONSTRUCTION SIGNING & TRAFFIC ROUTING PLAN**

- A showing any barricade, detour, or construction sign which will be necessary during site construction activities and information regarding proposed delivery routes for construction materials and proposed right-of-way parking areas for construction vehicles.

## **WASTEWATER TREATMENT**

- Information must be provided regarding facility operations, chemical usage, and wastewater generated so the Littleton/Englewood Wastewater Treatment Plant can evaluate the significance of a facility's wastewater discharge. The applicant is responsible for completing an Industrial Wastewater Survey (IWS). The IWS form and submittal instructions can be found at: <http://lewwtp.org/divisions/pretreatment/industrial-user-identification-and-characterization>. Contact the Industrial Pretreatment Division at 303-762-2600 for additional information



# Building Guide

Colorado Chapter of the International Code Council

## Single Family Residential Basement Finish

### How to Use this Guide

Provide two sets of plans, drawn to scale and complete the following (*hint: use graph paper with 1/4" squares. Example: 1/4" = 1'*): Check with your jurisdiction for additional requirements.

#### 1. Review this Building Guide

#### 2. Provide 2 Floor Plans

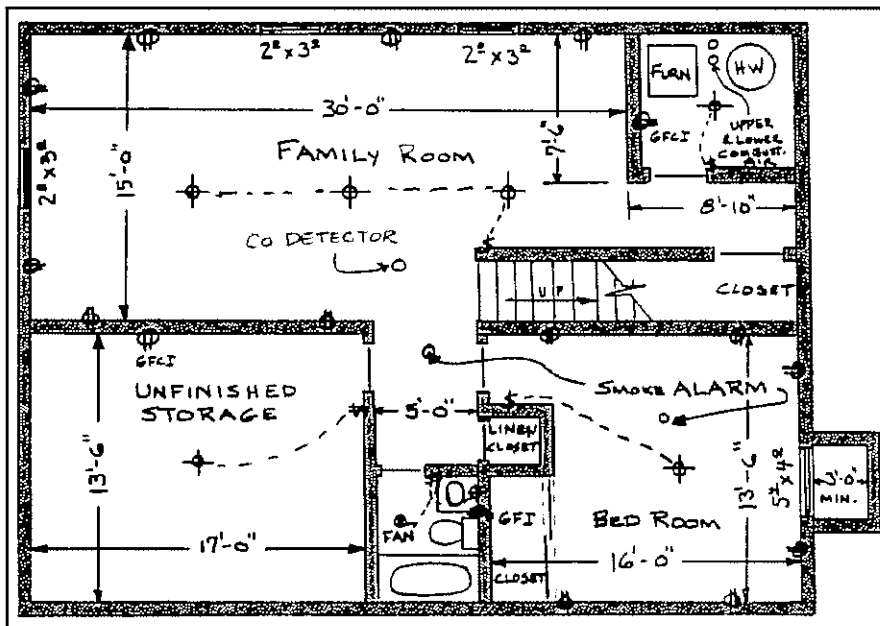
#### 3. Fill out a Building Permit Application

The majority of permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

**Smoke alarms and carbon monoxide alarms are required.**

The Colorado Chapter of the International Code Council is a professional organization seeking to promote the public health, safety and welfare to building construction. We appreciate your feedback and suggestions. To obtain a master copy of this building guide, please write to the Colorado Chapter of the International Code Council, P.O. Box 961, Arvada, CO 80001.

<http://www.coloradochaptericc.org>



This handout was developed by the Colorado Chapter of the International Code Council as a basic plan submittal under the 2012 International Residential Code. It is not intended to cover all circumstances. Check with your Department of Building Safety for additional requirements.

# Single Family Residential Basement Finish

## Directions

- Submit two complete sets of required information.
- Draw a floor plan with dimensions drawn to scale, showing the layout of the entire basement. Label the use for all of the rooms.
- Show electrical outlets, smoke alarms, carbon monoxide alarms, lighting, fans, plumbing modifications, cleanouts, furnace, and water heater.
- List window sizes and types, identify emergency escape and rescue windows, and egress window wells with ladder and clear dimensions of window well.
- Identify modifications to the existing structure such as posts, beams and floor joists.
- Indicate height of dropped ceiling areas less than 7 feet.
- A shower or tub equipped with a showerhead shall have a minimum ceiling height of 6' 8" above a minimum area 30" x 30" at the showerhead. See Exception 2, P2708.1.
- Show plumbing fixtures and clearances around each.
- Show insulation values

## Basement Finish Requirements

### 1. Ceiling Heights:

If the finished ceiling will be less than 7', please consult your Building Department.

### 2. Emergency Escapes:

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window well and ladder. (For emergency escape window and window well requirements, see page 3.)

### 3. Smoke Alarms:

Smoke alarms are required in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirements must be hard-wired with battery backup, and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new and existing bedrooms, halls and on each level unless removal of interior wall or ceiling finishes would be required. In this case, battery operated devices are acceptable. Listed wireless alarms are acceptable.

### 4. Carbon Monoxide Alarms:

Carbon Monoxide alarms are required on each floor with bedrooms. They are recommended to be located no farther than 15 ft. from any bedroom entrance. Do not install within 15 ft. of a fuel burning appliances. Follow manufacture's recommendations for location testing and replacement.

### 5. Fuel Burning Appliances:

Furnaces and water heaters cannot be located in a bedroom or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors, and a weather stripped solid door equipped with an approved self closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. For maintenance purposes, a minimum of 30 inches clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing the other or disturbing walls, piping, valves, ducts, vents, wiring or junction boxes.

### 6. Floated Walls:

In areas subject to floor heaving, non-bearing walls on basement floor slabs should be built to accommodate not less than 1-1/2 inches of floor movement. A detail of a typical floated wall is included on Page 3 of this hand-out.

### 7. Fireblocking:

Fireblocking must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10-foot intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical fireblocking is included on the following page of this handout. Fireblocks may be constructed of 1-1/2 inch lumber, 3/4 inch plywood, OSB or particle board, 1/2 inch gypsum board or fiberglass insulation 16 inches minimum in height, securely fastened.

### 8. Insulation:

Check with your Building Department for insulation requirements.

### 9. Space Under Stairs:

If access to the area or space under the basement stairs is provided for storage or other uses, the walls and ceiling of this enclosed space must be protected on the inside with 1/2 inch gypsum board.

### 10. Bathrooms:

Toilets must be provided with a minimum of 21 inches in front of the toilet and 15 inches from the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches, capable of encompassing a 30 inch circle and be finished 72 inches above the floor with non-absorbent materials. Shower door minimum clear opening width is 22 inches. See Exception 2, P2708.1.

A ventilation fan is required in toilet rooms and bathrooms with unopenable windows. The fan must be vented to the exterior of the building and not to terminate within 3 feet of an opening.

### 11. Lighting & Ventilation:

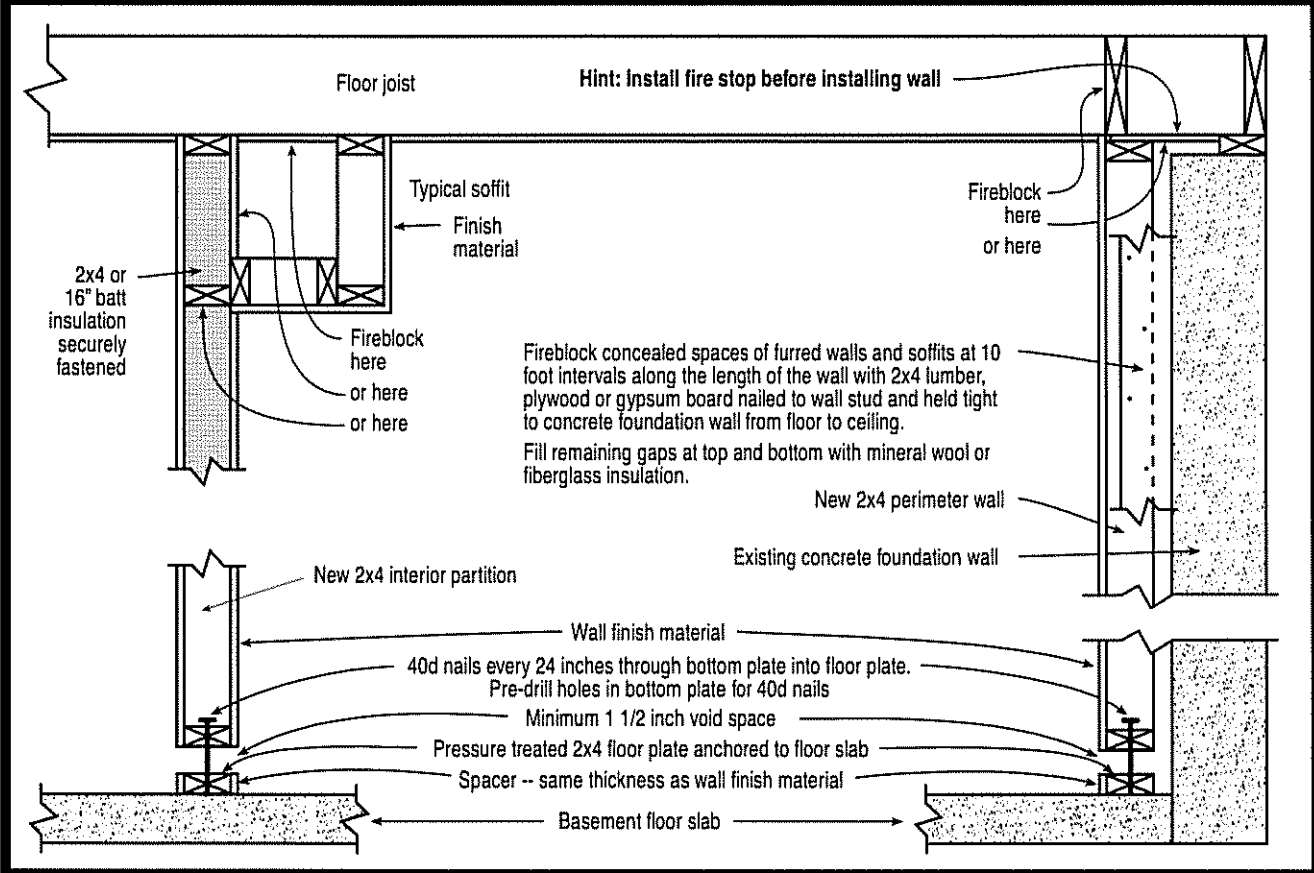
Lighting and ventilation are required for any finished portion of the basement. Contact your Building Department for specific requirements.

**The Building Department staff can help you determine what is necessary to meet minimum safety requirements.**

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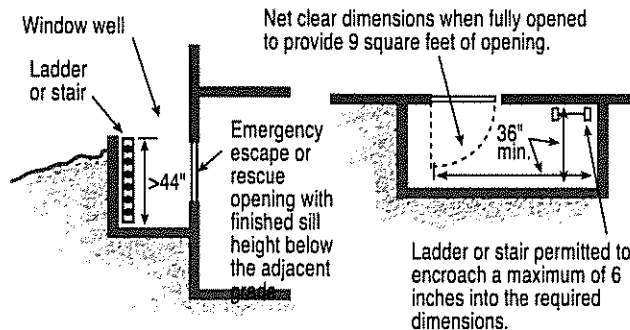
# Single Family Residential Basement Finish

## Basement Finish Details



## Emergency Escape & Rescue Window Well

Emergency Escape And Rescue window wells must provide a minimum area of 9 square feet with a minimum dimension of 36 inches and shall enable the window to open fully. If the depth of the window well exceeds 44 inches, a permanently affixed ladder must be provided. The ladder must not interfere with the operation of the window.

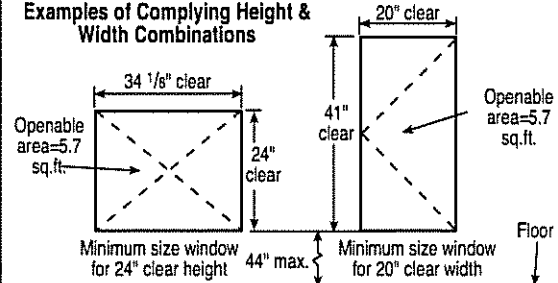


## Emergency Escape & Rescue Window

Emergency Escape And Rescue Windows must meet the following criteria:

- A minimum total openable area of not less than 5.7 square feet
- A minimum clear openable height of not less than 24 inches
- A minimum clear openable width of not less than 20 inches.
- A finished sill height of not more than 44 inches above the floor and the window should be openable from the inside with normal operation and without the use of tools, keys or special knowledge.

### Examples of Complying Height & Width Combinations



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# Building Guide

Colorado Chapter of the International Code Council

## Single Family Residential One Story Detached Garage

### How to Use this Guide

Provide two sets of plans, drawn to scale and complete the following (*hint: use graph paper with 1/4" squares. Example: 1/4" = 1'*): Check with your jurisdiction for additional requirements.

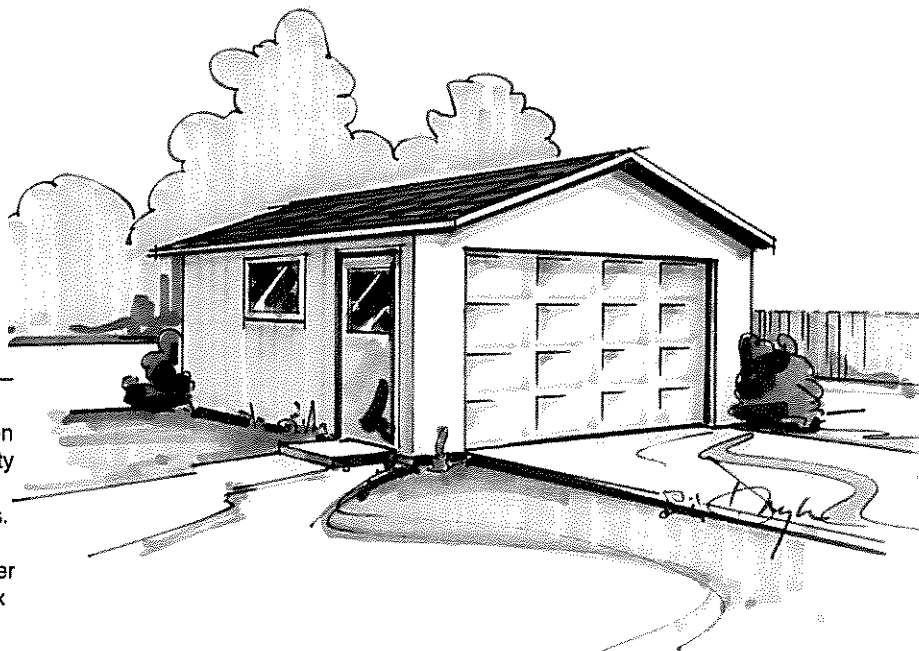
**1 Complete this Building Guide** by filling in the blanks on page two and four, and indicating which construction details will be used.

**2 Provide 2 Plot Plans** (site plan) showing dimensions of your project and its relationship to existing buildings or structures on the property and the distance to existing property lines, drawn to scale. See page3.

**3 Fill out a building permit application.**

The majority of permit applications are processed with little delay. The submitted documents will help determine if the project is in compliance with building safety codes, zoning ordinances and other applicable laws.

The Colorado Chapter of the International Code Council is a professional organization seeking to promote the public health, safety and welfare to building construction. We appreciate your feedback and suggestions. To obtain a master copy of this building guide, please write to the Colorado Chapter of the International Code Council, P.O. Box 961, Arvada, CO 80001.  
<http://www.coloradochaptericc.org>



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# Single Family Residential One Story Detached Garage

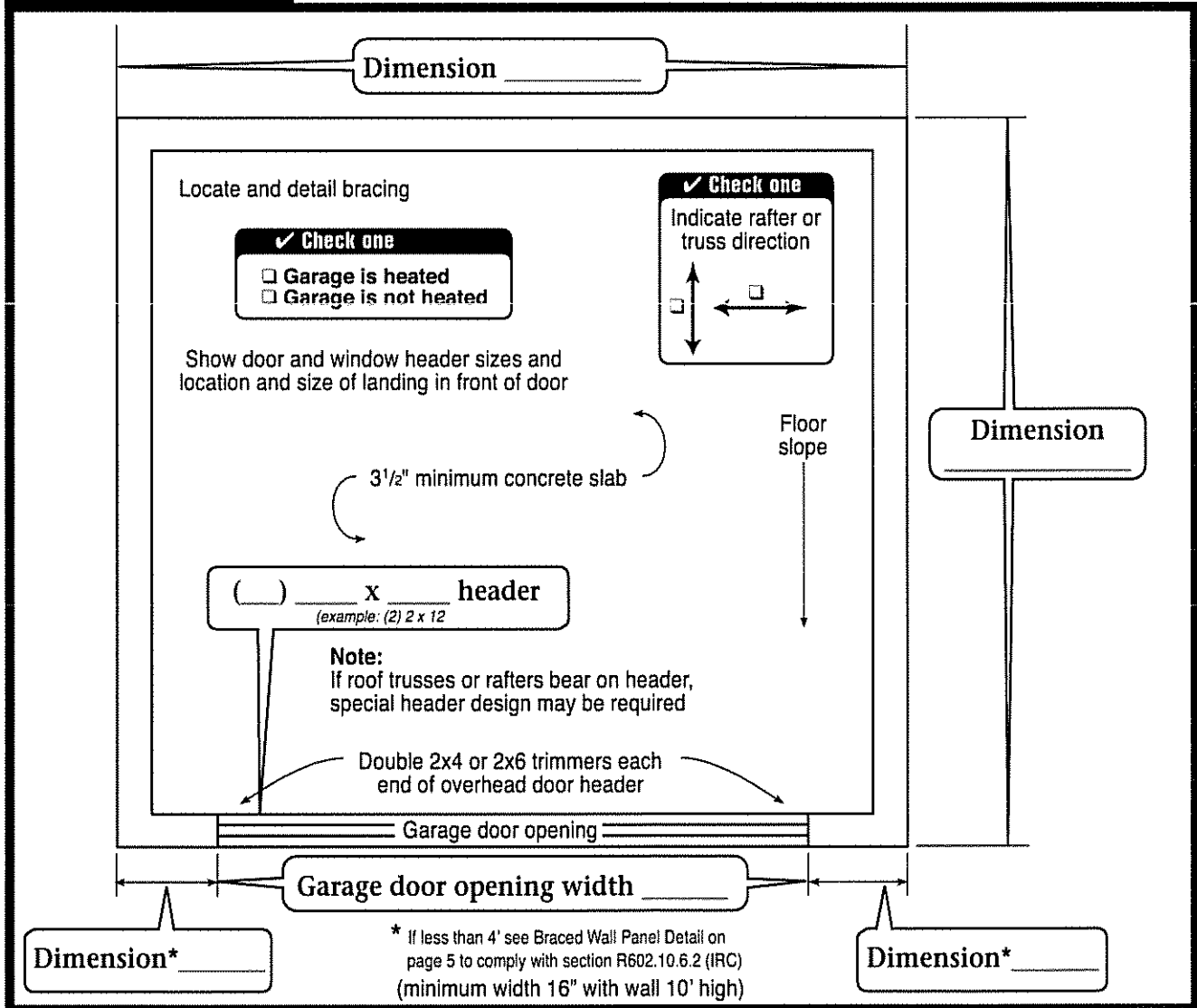
## Directions

1. Fill in the blanks on pages 2 and 4 with dimensions and materials which will be used to build the structure. Please print legibly.
2. Indicate in the check boxes on page 4 which details from page 5 will be used.

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

Note: Heated garages will require insulation, such as ceilings, walls, and foundation.

## Floor Plan

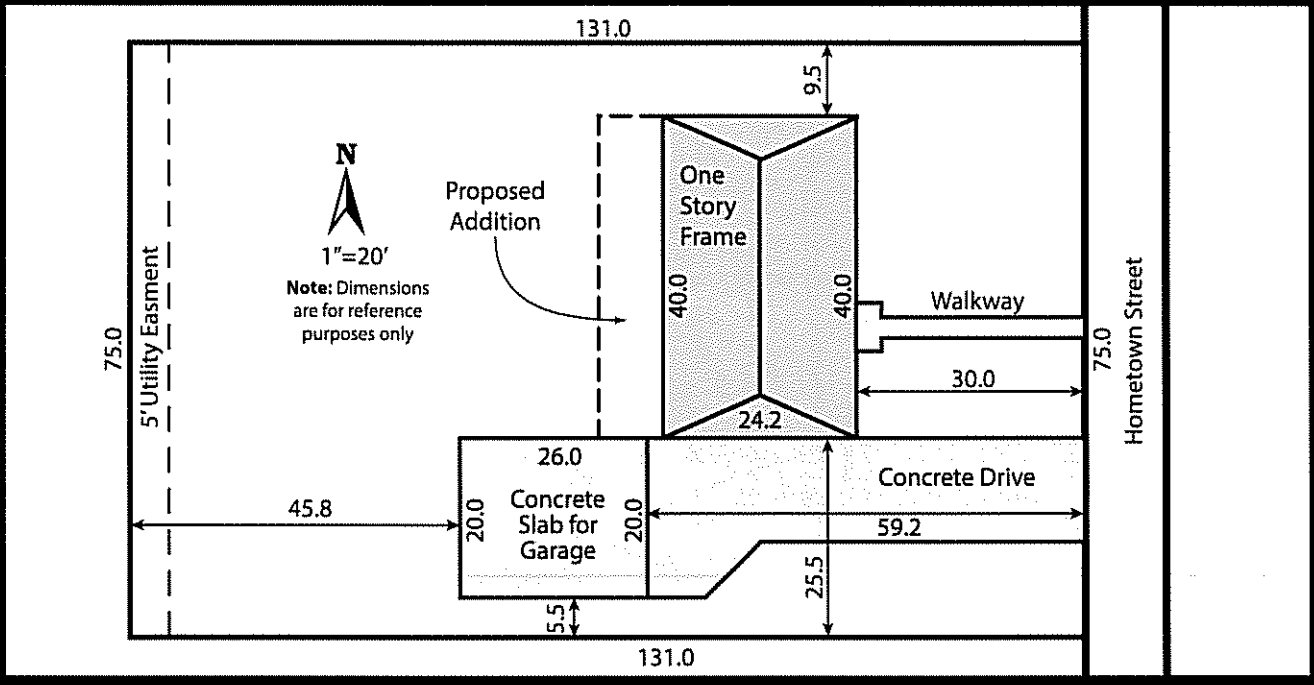


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# Single Family Residential One Story Detached Garage

## Site Plan Example



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# Single Family Residential One Story Detached Garage

Note: For roofs with slopes less than 4:12, follow manufacturer's instructions for low slope application of roofing material.

Truss or 2x \_\_\_\_\_ rafters spaced \_\_\_\_\_ " O.C.  
(example: Put checkmark in box -or- 2 x 10 Rafters Spaced 24")

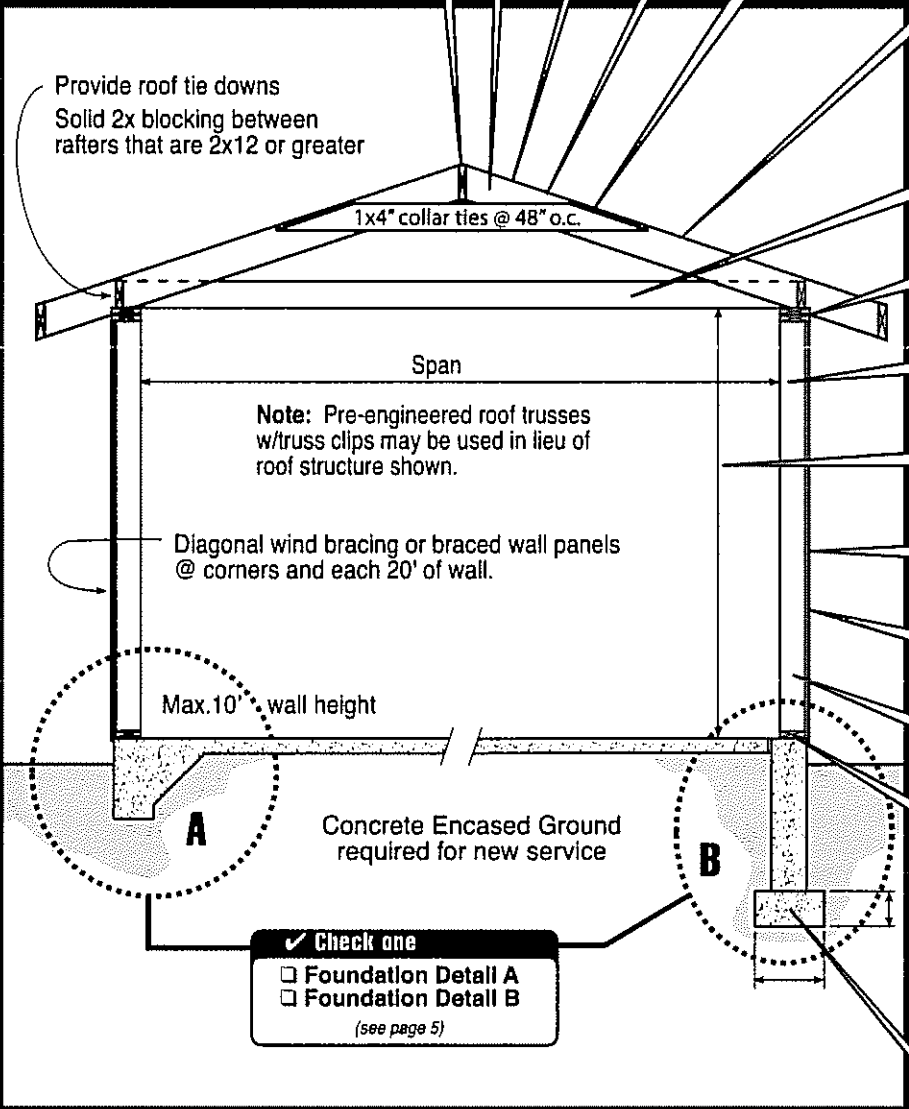
Sheathing \_\_\_\_\_  
(example: 1/2" exterior plywood)

Minimum 1x \_\_\_\_\_ ridge board  
(example: 1 x 12)

Roof covering \_\_\_\_\_  
(example: Class A 3 tab shingles)

Underlayment \_\_\_\_\_  
(example: 1 layer #15 felt)

## Building Section



12 pitch \_\_\_\_\_

Ceiling Insulation \_\_\_\_\_  
(If heated - example: R-38)

2x \_\_\_\_\_ ceiling joists @ \_\_\_\_\_ O.C.  
(example: 2 x 8 @ 24" O.C.)

Double 2x \_\_\_\_\_ top plate  
(example: 2 x 6)

Span \_\_\_\_\_  
(example: 23' 5")

Ceiling height \_\_\_\_\_  
(example: 8')

Siding \_\_\_\_\_  
(example: lap or T-111)

Wall sheathing \_\_\_\_\_  
(example: 1/2" exterior plywood)

2x \_\_\_\_\_ studs @ \_\_\_\_\_ O.C.  
(example: 2 x 6 @ 24" O.C.)

Cont. 2x \_\_\_\_\_ sill plate  
(example: 2 x 6)

Wall Insulation \_\_\_\_\_  
(If heated - example: R-20 Fiberglass Batts)

Foundation Insulation \_\_\_\_\_  
(If heated - example: R-10)

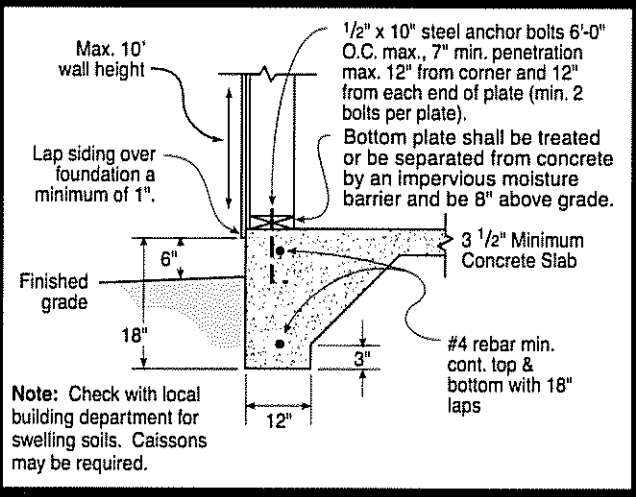
Footing size \_\_\_\_\_ x \_\_\_\_\_  
(example: 8" x 16")

Check one  
 Foundation Detail A  
 Foundation Detail B  
(see page 5)

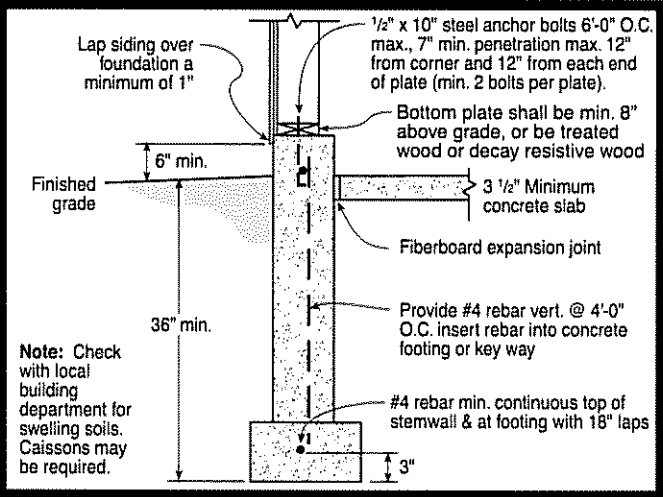
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# Single Family Residential One Story Detached Garage

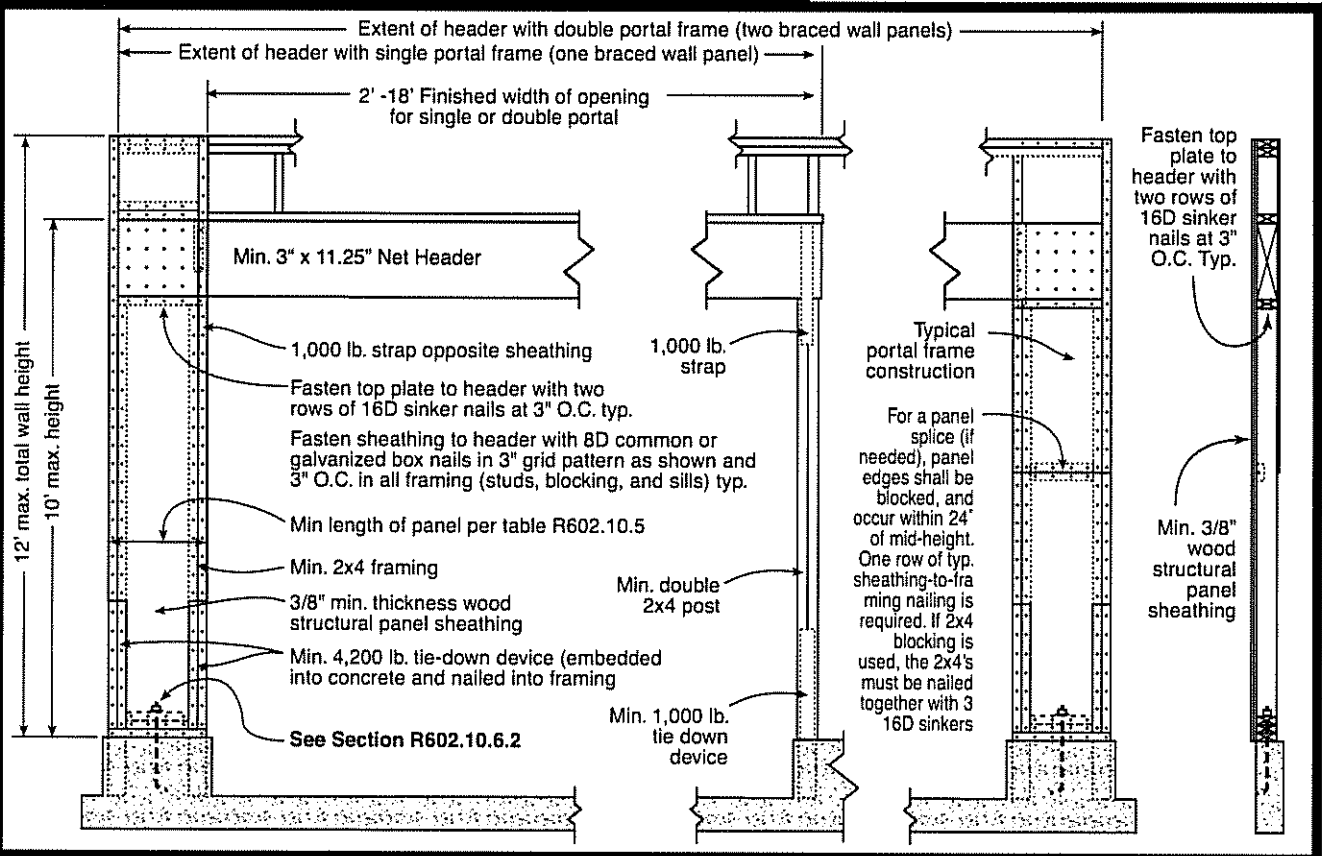
## Foundation Detail A



## Foundation Detail B



## Braced Wall Panel Detail figure 602.10.6.2



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**TO:** Mayor Jefferson and Members of City Council

**THROUGH:** Eric Keck, City Manager

**FROM:** Leigh Ann Hoffhines, Communications Coordinator

**DATE:** April 6, 2016

**SUBJECT:** 16-083 (E-Notification – Community Development Report)

Mayor Jefferson has requested an eNotifier option on the City's website so people can sign up to receive the monthly Community Development newsletter, which includes new business updates and detailed information on development activities throughout the community.

I will add this category to our eNotifier offerings and will work with Community Development staff to get the monthly newsletter out to subscribers.

I will also include a notice in the upcoming *Englewood Citizen* newsletter to inform interested individuals that this information is now available via our eNotifier system.