



New Building Permit Application

450 West Main Street
New Castle, CO 81647
Phone: (970) 984-2311
Email: permitting@newcastlecolorado.org
Website: www.newcastlecolorado.org/building

Permit #: _____
Occupancy: _____
Type of Construction: _____

☐ Residential ☐ Commercial

Project Address: _____

Zone: _____ Block: _____ Lot: _____

Owner: _____

Phone#: _____ Email Address: _____

Mailing address: _____

General Contractor: _____ License#: _____ Phone#: _____

Email: _____

Valuation (estimated cost of materials + labor): \$ _____

HOA Approval required? ☐ Yes, approval attached ☐ No

Description: _____

All plans must conform with 2021 ICC standards.

READ BEFORE SIGNING

The Building Official is authorized to prevent occupancy or use of a structure where violation of any town code is unresolved. A permit expires if proposed work does not begin within 180 days or is suspended for 180 consecutive days. An extension for up to 180 days may be granted at the building official's discretion. A permit becomes null and void after 18 months from the date of issuance. If more time is needed to complete project, you must file for an extension at least 30 days prior to expiration of this permit.

REMINDER – You must call for utility locates at 1-800-922-1987 at least 3 business days prior to digging to prevent possible fines.

I hereby certify that I have read and examined this application and attest to their truth and accuracy:

Signature of Contractor

Date

Signature of Owner

Date

Building Permit Checklist:

_____ 1 paper set and electronic set of the approved construction documents. Plans shall include, but not limited to:

- Site plan w/setbacks, drainage, any easements, etc.
- Landscape sheet compliant with 2021 WUI code
- Construction management plan per Ordinance No. TC 2023-10
- Architectural plans conforming to 2021 I-Codes (link to free online I-Codes on Town website)
- Stamped structural plans with braced wall details
- Electric and Solar Ready specified electrical plans per Ordinance No. TC 2023-10
- Thermal barrier design details & rated assembly details, if necessary
- Life safety details: smoke/CO alarms, stairs, landings, glazing, sprinklers, if necessary
- Energy manuals J & S per 2021 IECC (Chapter 4)
- Square footages: attic, crawl space, individual rooms

_____ Soils Report

_____ Application Deposit (\$1,000)

_____ 2021 IECC Submittal from Energy Consultant

_____ Final Permit Fees

_____ HOA Approval (if applicable)

_____ *Contractor's valid New Castle Business Licenses

_____ Manufacturer's specifications for all HVAC equipment

_____ Locate Services

*Business License status may be verified through the Town Clerk.

Contractor Name	Specialty	*New Castle Business License #	Phone #
			Email
	Electrical		
	Plumbing		
	Mechanical		
	Energy Consultant		
	Excavator		
	Concrete		