



# ARAPAHOE COUNTY

## PUBLIC WORKS & DEVELOPMENT

### DISCLAIMER

THE INFORMATION CONTAINED HEREIN IS APPLICABLE AS OF MAY 6, 2020  
AND SUBJECT TO CHANGE WITHOUT NOTICE.

## BUILDING DIVISION (Applicant Guide) Electronic Permit Application

### ONLINE RESOURCES:

[Building Division Main Page](#)

[Building Permit Instructions and Guidelines](#)

[Building Permit Application and Fees](#)

[Citizen Access \(Online Portal for Building Permits and Contractor Licensing\)](#)

[Contractor Licensing](#)

### ELECTRONIC DOCUMENT SUBMITTAL GUIDELINES:

#### Contractor License Application

Copies of the following must be uploaded to your online application.

- Proof of General Liability coverage with the following minimum limits:
  1. General aggregate: two million dollars (\$2,000,000.00)
  2. Each occurrence: one million dollars (\$1,000,000.00)
  3. Insurance certificate holder must be Arapahoe County Building Division
- Proof of Workers' Compensation coverage as required by State Law (if you are not a sole proprietor)
- All contractors, except electricians and plumbers, must submit:  
International Code Council (ICC)
- Electricians and plumbers must submit a Master State License.



MISSION We serve our community with vital infrastructure and professional government services.

## Building Permit Application

As of May 6, 2020 the Arapahoe County Building Department will be accepting only electronic permit submittals for Building Permit Application review.

All building permit applications will be administered through the [Citizens Access Portal](#), which is available through the “Building Permits Online” selection of the Arapahoe County website.

All electronic documents shall be submitted in PDF format.

The permit review process will not begin until a complete and accurate permit submittal is received, and the plan review fee has been paid.

All application payments shall be made online through the Citizens Access Portal. Refer to the Citizens Access Portal for online payment options.

### Attachments: Formatting Requirements

Please read the following instructions carefully. Improperly formatted submittals can delay the plan review process for your project.

- No multiple layers. Layers must be merged or flattened.
- File size: 1 megabyte (MB) average per sheet. 50 MB total per grouped set of documents. 300 MB total per transmission (.ZIP files of document submittals are acceptable.)
- Multiple pages should be submitted as a single file.
- Drawings submitted in “color” will not be accepted, with the exception of Product data and supplementary manufactures documentation.
- Vector-based PDFs are preferred. Most PDFs created from CAD software (Computer-Aided Design) are vector-based.

### Electronic Document Requirements

- All documents are required to be flattened, unlocked, and full-size, one-to-one format.
- Files must be unlocked or unprotected so that corrections may be identified by reviewers. Any submittal containing a file that is locked or protected will be considered incomplete and require resubmittal.
- Drawings must be submitted in black and white pdf documents. The drawings must be uploaded as one document with multiple sheets (e.g. architectural, structural, mechanical, plumbing, and electrical).
- Drawings must be scaled and oriented correctly.



- Scanned plans must be legible and to scale in order to be reviewed. NOTE: Large projects with multiple sheets (25 + sheets) where file size may be exceeded, plan sets per discipline shall be provided as separate .PDF files, e.g. Architectural, Structural, MEP, etc...
- Each plan sheet must be marked to clearly identify the content of the page.
- All pages must be rotated so that the orientation is upright. Incorrect sheet orientations are not acceptable.
- All pages must be rotated so that the top of the sheet is upright (corresponds with the top of the computer monitor).
- Incorrect sheet sizes, scale, or wide margins are not acceptable.
- Incorrect sheet orientations are not acceptable.
- PDFs are to be correctly bookmarked to distinguish sections of the document.
- Reports and other documents must be submitted as a separate .PDF files for each document type (e.g. calculations, specifications, reports, studies, etc.).
- NOTE: All drawing revisions shall be "Bubbled" and labeled with a delta symbol for revisions. Response to comments without identifying revisions are not acceptable and will be returned.
- Text shall be clearly legible/readable, no font shall be smaller than 10 point or equivalent. Sans-serif style font types improve legibility and are preferred.
- A 5" x 5" space minimum shall be left blank in the bottom right-hand corner of all sheets of the drawings for the Arapahoe County Building Division "Reviewed For Approval" stamp.
- Each plan sheet must include the project name and address.

