



**ARAPAHOE COUNTY**  
COLORADO'S FIRST

## Public Works and Development

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### 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

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 Portable Document Format (.PDF) and in the required Arapahoe County file naming conventions. The permit review process will not begin until a complete & 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.

**NOTE:** All applicants are responsible for the printing of all stamped and/or approved permit documents delivered as "FINAL" by Arapahoe County Building Division. All approved documents shall be printed in "Color", and shall be kept at the site of work and shall be open to inspection by the building official or a duly authorized representative. All printed documents shall be printed in their original size received, and approved. Printed documents SHALL NOT be reduced in scale to fit on smaller formats.



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

**ONLINE RESOURCES: (PWD Communications review and confirm below links)**

**Building Division Main Page:**

<https://www.arapahoegov.com/540/Building>

**Building Guidelines and Handouts:**

(Including links to: Building Codes, and Design Criteria, Permitting Reports, Residential Building Guides, Rural Driveway Standards, Handouts/How-to Guides, and Forms):

<https://www.arapahoegov.com/541/Building-Guidelines-and-Handouts>

**Building Permits Online:**

<https://citizenaccess.arapahoegov.com/citizenaccess/Default.aspx>

**Building Permit Application, and Fees:**

<https://www.arapahoegov.com/549/Building-Permit-Application-and-Fees>

**Contractor Licensing:**

<https://www.arapahoegov.com/1897/Contractor-Licensing>

**ATTACHMENTS: (.PDF) FORMATTING REQUIREMENTS:**

Portable Document Format (.PDF) is the industry standard for electronic plans, and documents transfer. PDF files must be properly formatted as described below. Please read the following instructions carefully. Improperly formatted submittals can delay the plan review process for your project.

- File Naming:** All submitted permit review documents shall be named in accordance with the provided Arapahoe County Electronic File Naming Conventions Guide.
- Layers:** No multiple layers. Layers must be merged or flattened.
- Format:** Vector processing preferred in lieu of Raster.
- 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.)
- Grouping:** Multiple-sheet .PDF's (single file with multiple pages)
- Color:** Drawings submitted in "Color" will not be accepted. Note: Product data and supplementary manufactures documentation may be submitted in color for review.



### 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, i.e. 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 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.). See File Naming Conventions Guide.
- 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 (without Serifs) improve legibility and are preferred.
- All sheets shall be oriented so that the top of the sheet corresponds with the top of the computer monitor.
- 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 needs to include the project name and address.



# BUILDING DIVISION (Applicant Guide) Electronic File Naming Conventions

May 11, 2020

The below file naming conventions are intended to provide a consistent framework for electronic file naming; the list does not cover all potential document types that may be required for permit review.

\* NOTE: [PERMIT NO] is for ARAPAHOE COUNTY use only. Example, Architectural drawing filename, first/initial submittal would be “**1-123 Arapahoe Ln-ARCH DWG.pdf**”

\*\* NOTE: All Building Division review comments will have “REDLINES” as the last part (suffix) of the file name and uploaded to the appropriate category, not a separate redlines category. Example: “**1-20-01000-123 Arapahoe Ln-ARCH DWG\_RED LINES.pdf**”

\*\*\* NOTE: All Building Division approved, and final review documents submitted back to the applicant will have “FINAL” as the last part (suffix) of the file name and uploaded to the appropriate category. Example: “**1-20-01000-123 Arapahoe Ln-ARCH DWG\_FINAL.pdf**”

Document Name:	File Naming Requirement: [submittal #]-[PERMIT NO]-[document name]	Category
<b>BUILDING RELATED DOCUMENTS</b>		
Permit Application	1-[PERMIT NO]-Address-Permit App	Applications
ACCA Manual D, J, S	1-[PERMIT NO]-Address-ACCA Manual	Documents
CDHPE/Asbestos	1-[PERMIT NO]-Address-CDHPE/Asbestos	Documents
Elevator Approvals	1-[PERMIT NO]-Address-Elevator Approve	Documents
Elevator Inspection Certificate	1-[PERMIT NO]-Address-Elevator Insp Cert	Documents
Energy Code Compliance	1-[PERMIT NO]-Address-Energy Code Comp	Documents
Envelope Compliance Certificate	1-[PERMIT NO]-Address-Envelope Comp Cert	Documents
Evaluation Reports	1-[PERMIT NO]-Address-Evaluation Rept	Documents
Exterior Electrical Compliance Certificate	1-[PERMIT NO]-Address-EXT ELEC Comp Cert	Documents
Fire Department Approval	1-[PERMIT NO]-Address-FIRE DEPT Approve	Documents
Geotechnical Report	1-[PERMIT NO]-Address-Geotechnical Rept	Documents
Improvement Survey (ILC)-Zoning	1-[PERMIT NO]-Address-Imp Survey (ILC)-Zoning	Documents
Interior Electrical Compliance Certificate	1-[PERMIT NO]-Address-INT ELEC Comp Cert	Documents
Mechanical Compliance Certificate	1-[PERMIT NO]-Address-MECH Comp Cert	Documents
MHIP Certification	1-[PERMIT NO]-Address-MHIP Cert	Documents
Performance Based Report	1-[PERMIT NO]-Address-PERF Based Rept	Documents
Product Data / Cut Sheets	1-[PERMIT NO]-Address-Product Data / Cut Sheets	Documents
Rural Access Driveway Certification	1-[PERMIT NO]-Address-RAD Cert	Documents
Sewer Availability	1-[PERMIT NO]-Address-SEWER Avail	Documents
Soils Report	1-[PERMIT NO]-Address-SOILS Rept	Documents
Structural Calculations	1-[PERMIT NO]-Address-STRUCT Calcs	Documents
Tri County Health Residential Use	1-[PERMIT NO]-Address-Tri County Health Res	Documents
Tri-County Health Commercial Use	1-[PERMIT NO]-Address-Tri-County Health COMM	Documents

**BUILDING DIVISION  
(Applicant Guide)  
Electronic File Naming Conventions**

May 11, 2020

<b>Document Name:</b>	<b>File Naming Requirement: [submittal #]-[PERMIT NO]-[document name]</b>	<b>Category</b>
Project Specifications	1-[PERMIT NO]-Address-Project SPECS	Documents
Construction Documents	1-[PERMIT NO]-Address-CD SET	Drawings: Compiled CD Set (Multi Disciplines)
Civil Drawings	1-[PERMIT NO]-Address-CIV DWG	Drawings (Sgl Discipline)
Site Drawings	1-[PERMIT NO]-Address-SITE DWG	Drawings (Sgl Discipline)
Architectural Drawings	1-[PERMIT NO]-Address-ARCH DWG	Drawings (Sgl Discipline)
Structural Drawings	1-[PERMIT NO]-Address-STRUCT DWG	Drawings (Sgl Discipline)
Mechanical Drawings	1-[PERMIT NO]-Address-MECH DWG	Drawings (Sgl Discipline)
Plumbing Drawings	1-[PERMIT NO]-Address-PLUMB DWG	Drawings (Sgl Discipline)
Electrical Drawings	1-[PERMIT NO]-Address-ELEC DWG	Drawings (Sgl Discipline)
Electrical Drawings - Solar	1-[PERMIT NO]-Address-ELEC SOLAR DWG	Drawings (Sgl Discipline)
Architectural Compliance Letter	1-[PERMIT NO]-Address-ARCH Comp Ltr	Engineering Letters
Engineer's Letter	1-[PERMIT NO]-Address-Eng Ltr	Engineering Letters
General Compliance Letter	1-[PERMIT NO]-Address-Gen Comp Ltr	Engineering Letters
Signed Footings_Piers Letter	1-[PERMIT NO]-Address-Signed FTNG_Piers Ltr	Engineering Letters
Signed Foundation Letter	1-[PERMIT NO]-Address-Signed FNDN Ltr	Engineering Letters
Special Inspection Letters (for welding, fireproofing, etc.)	1-[PERMIT NO]-Address-Special INSP Ltr-[Type]	Engineering Letters
Single Family Erosion Control Certificate (Zoning)	1-[PERMIT NO]-Address-SF Erosion Control Cert	Form
Building Component Certification Affidavit	1-[PERMIT NO]-Address-BLDG Component Cert Aff	Forms
Contractor Information Form	1-[PERMIT NO]-Address-Contractor Info	Forms
Insulation & Energy Loss Commercial Affidavit	1-[PERMIT NO]-Address-Insul Energy Loss COMM Aff	Forms
Insulation & Energy Loss Residential Affidavit	1-[PERMIT NO]-Address-Insul Energy Loss RES Aff	Forms
Open Space Use Tax	1-[PERMIT NO]-Address-Open Space Use Tax	Forms
Tri County Health Commercial Permit	1-[PERMIT NO]-Address-TCH COMM	Permit
Tri County Health Residential Permit	1-[PERMIT NO]-Address-TCH RES	Permit