

**Submission Checklist – Manufactured Houses**

This guide outlines the minimum submittal requirements for each one- and two- family manufactured house submittal. This document is for use when submitting for building and zoning permits to Denver’s Community Planning and Development Department for State of Colorado reviewed and approved manufactured houses.

| PRIOR APPROVALS        |  |
|------------------------|--|
|                        | <b>Project coordinator (PC) approval to log in for building permits if your project has a PC</b>   |
|                        | <b>Landmark Certificate of Appropriateness, if applicable</b>  |
|                        | <b>Legal address assigned</b>  |
| SUBMITTAL REQUIREMENTS |  |
|                        | <b>E-permits Application</b> <ul style="list-style-type: none"> <li>Statement of valuation for foundation and site-specific elements.</li> <li>Affordable housing linkage fee for gross floor area of entire structure.</li> </ul>   |
|                        | <b>State-approved building plans</b> <ul style="list-style-type: none"> <li>Copy of state-approved plans that contains a stamp of approval from the State of Colorado Department of Labor Affairs. A digital signature is not required.</li> </ul>   |
|                        | <b>State-approved energy code compliance based on state energy code</b> <ul style="list-style-type: none"> <li>IECC checklist is waived.</li> <li>Solar-ready compliance is not applicable.</li> <li>IECC compliance is required for the foundation permit and site specific IECC requirements.</li> <li>EV spaces are required when there is on-site surface parking or parking in detached garages that are not manufactured.</li> </ul> |
|                        | <b>Geotechnical report</b>   |
|                        | <b>Survey for any construction within 3 feet of a property line, new homes and ADUs.</b> <ul style="list-style-type: none"> <li>Boundary survey for vacant land.</li> <li>Improvement survey (if there are existing structures).</li> <li>Improvement Location Certificates (ILC) are not accepted.</li> </ul>   |
|                        | <b>Zoning and building code data table/compliance</b>  |
|                        | <b>Site plan</b> <ul style="list-style-type: none"> <li>Reviewed for zoning code compliance and site-specific building code compliance.</li> </ul>   |
|                        | <b>Landscape plan/compliance, if applicable</b> <ul style="list-style-type: none"> <li>Note landscape requirements.</li> <li>Graphically show the location of where required landscaping will be provided.</li> </ul>  |
|                        | <b>Site-specific foundation plan/details</b> <ul style="list-style-type: none"> <li>Reviewed for building and zoning code compliance.</li> <li>Must comply with Appendix F and IECC.</li> </ul>  |
|                        | <b>Floor plans</b> <ul style="list-style-type: none"> <li>Reviewed for zoning code compliance and site-specific building code compliance.</li> </ul>   |
|                        | <b>Elevations</b> <ul style="list-style-type: none"> <li>Reviewed for zoning code compliance and site-specific building code compliance.</li> </ul>  |
|                        | <b>Excavation, benching, sloping, and shoring documentation</b> <ul style="list-style-type: none"> <li>Reference building code policy, <i>Excavation, benching, sloping, and shoring for IRC structures, for requirements.</i></li> </ul>  |