

## Required Submittal Items for Building Permit and Design Review

Unless all items are completed and submitted an application will not be considered complete and will not be accepted for publication and design review.

1. Completed and signed Application & Building Permit \_\_\_\_\_
2. Limited Power of Attorney \_\_\_\_\_
3. Statement of Authority (for LLC's and other entities) \_\_\_\_\_
4. O&E Report \_\_\_\_\_
5. Provide a copy of the Recorded Conveyance Deed \_\_\_\_\_
6. Payment for publication \_\_\_\_\_
7. Completed Materials List \_\_\_\_\_
8. Vested Property Right Form: \$75 Acceptance fee \_\_\_\_\_
9. Plans – Full scale (1/4 or 1/8 scale) &  
Reduced set on 11" x 17" paper \_\_\_\_\_
  - a. Show natural and proposed grade \_\_\_\_\_
  - b. Adequate *exterior elevations*, including dimensions, lighting, ridge heights above natural and finished grades, roof pitches and materials \_\_\_\_\_
  - c. Floor Plans with dimensions, double line drawings, door operation & window size (new or existing) \_\_\_\_\_
  - d. Cross sections of buildings with dimensions, double line drawings, door operation & window size (new or existing) \_\_\_\_\_
  - e. Site Plan – If natural grade varies more than two feet on the site or one foot vertically within the building footprint, topography must be provided. Mature vegetation and proposed landscaping must be shown. Setbacks should be dimensioned to closest piece of the structure (typically the eaves). Also include snow storage and parking arrangement. \_\_\_\_\_

Commercial Projects:

- a. Must be designed and stamped by an architect licensed in Colorado and/or may be certified for Code compliance by an ICC certified code consultant. \_\_\_\_\_
  
  - b. Must be stamped for structure by an architect or engineer licensed in Colorado prior to obtaining a building permit. \_\_\_\_\_
10. Additional drawings
- a. If this is a new building or substantial street side remodel in the B-1, B-2, or B-3 zones then a 3-D rendering showing adjacent properties is required. \_\_\_\_\_
  
  - b. New structures or major changes to street side elevations that have developed lots on one or both sides are required to provide a streetscape showing these adjacent structures. \_\_\_\_\_
  
  - c. Side-scape of primary and any secondary Structures for new construction. \_\_\_\_\_