

Building Permit Submittal Checklist

	<div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>	<p>Staff Only General Comments</p> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>
--	---	--

External User	Description	Office Use Only
---------------	-------------	-----------------

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">-- Select -- ▼</div> <p>Applicant Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>	<p>01. Statement of Authority</p> <ul style="list-style-type: none"> If the property is owned by an entity (LLC, Trust, etc.) a notarized Statement of Authority must be uploaded 	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">-- Select -- ▼</div> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>
---	--	--

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">-- Select -- ▼</div> <p>Applicant Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>	<p>02. Owner Acknowledgment Affidavit</p> <ul style="list-style-type: none"> Owner Acknowledgment Affidavit conveys the authority to submit permits on the owner's behalf and must be signed by the owner or authorized agent. 	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">-- Select -- ▼</div> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>
---	--	--

<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">-- Select -- ▼</div> <p>Applicant Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>	<p>03. Cost Affidavit</p> <ul style="list-style-type: none"> Cost Affidavit may be signed by the owner, authorized agent, or authorized permit applicant assigned by the Owner Acknowledgment Affidavit. The valuation must match the document provided for checklist item 04 and the valuation provided on the permit application. 	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">-- Select -- ▼</div> <p>Staff Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 90%; margin: auto;"></div>
---	---	---

<div data-bbox="103 100 375 149" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="103 170 347 243">Applicant Comment Box</p> <div data-bbox="103 260 352 453" data-label="Form"> <input type="text"/> </div>	<p data-bbox="415 149 699 176">04. Schedule of Values</p> <p data-bbox="415 218 1260 291">The Schedule of Values should match the valuation on the affidavit for the cost of construction and the value on the permit application.</p> <ul data-bbox="451 333 797 407" style="list-style-type: none"> <li data-bbox="451 333 711 361">• 16 Division format <li data-bbox="451 382 797 407">• Total Job Cost Estimation 	<div data-bbox="1310 100 1581 149" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1310 170 1547 197">Staff Comment Box</p> <div data-bbox="1310 212 1559 405" data-label="Form"> <input type="text"/> </div>
<div data-bbox="103 506 375 554" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="103 575 347 648">Applicant Comment Box</p> <div data-bbox="103 665 352 858" data-label="Form"> <input type="text"/> </div>	<p data-bbox="415 548 992 575">05. City of Aspen Development Review Receipt</p> <ul data-bbox="451 627 1268 800" style="list-style-type: none"> <li data-bbox="451 627 1268 753">• If the subject property is serviced by the City of Aspen Water Department, the water permit, as well as the approved plan set, is required at Pre-Submittal. <li data-bbox="451 772 1130 800">• Rob Gregor Contact Robert.Gregor@CityofAspen.com 	<div data-bbox="1310 506 1581 554" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1310 575 1547 602">Staff Comment Box</p> <div data-bbox="1310 617 1559 810" data-label="Form"> <input type="text"/> </div>
<div data-bbox="103 911 375 959" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="103 980 347 1054">Applicant Comment Box</p> <div data-bbox="103 1071 352 1264" data-label="Form"> <input type="text"/> </div>	<p data-bbox="415 919 724 947">06. Land Use Approval(s)</p> <p data-bbox="415 968 1247 1192">Submit copies of all applicable Land Use Approvals. Format the Land Use Approvals on a 24"x36" sheet and insert them behind the cover sheet of Architectural Plans. Review all conditions of approval and confirm the proposed development is in compliance by <u>providing a written response to each condition listed in the approval(s).</u></p> <p data-bbox="415 1213 1190 1241">Possible Land Use documentation includes -Letter of Exemption</p> <ul data-bbox="451 1293 1219 1661" style="list-style-type: none"> <li data-bbox="451 1293 691 1320">• BOCC Resolution <li data-bbox="451 1341 846 1369">• Hearing Officer Determination <li data-bbox="451 1390 769 1417">• Administrative Decision <li data-bbox="451 1438 867 1465">• Planning and Zoning Resolution <li data-bbox="451 1486 846 1514">• Board of Adjustment Variance <li data-bbox="451 1535 1219 1661">• Other (ie: Development Agreements, Settlement Agreements, Subdivision Improvement Agreements, Protective Covenants, etc.) 	<div data-bbox="1310 911 1581 959" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1310 980 1547 1008">Staff Comment Box</p> <div data-bbox="1310 1022 1559 1215" data-label="Form"> <input type="text"/> </div>
<div data-bbox="103 1736 375 1785" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="103 1806 347 1833">Applicant Comment</p>	<p data-bbox="415 1745 865 1772">07. Receipt of TDR (when applicable)</p> <ul data-bbox="451 1824 1260 2053" style="list-style-type: none"> <li data-bbox="451 1824 1260 1936">• TDR's are often necessary if the proposed development exceeds a total Gross Floor Area of 5,750 sq ft. If your project requires a TDR, please submit a copy of the TDR Certificate for verification. <li data-bbox="451 1982 1232 2053">• Note: The original TDR certificate (not a scanned copy) is required to be hand delivered prior to building review. At that 	<div data-bbox="1310 1736 1581 1785" data-label="Form"> <input type="text" value="-- Select --"/> </div> <p data-bbox="1310 1806 1547 1833">Staff Comment Box</p> <div data-bbox="1310 1848 1559 2041" data-label="Form"> <input type="text"/> </div>

<p>Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>time, you will be issued a TDR receipt and the TDR certificate will be extinguished.</p>	
--	--	--

<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>08. Covenant Agreement:</p> <p>A copy of the executed Covenant Agreement between the property owner and County is required during Pre-Application review for the following types of development:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accessory Structure with Bathing Facility (LUC Section 4-30-50(a)) <input type="checkbox"/> New Agricultural Structures exempted from Growth Management <input type="checkbox"/> Local residents paying the Affordable Housing Impact Fee for Local Occupancy. <input type="checkbox"/> Commercial Agriculture Prohibition <input type="checkbox"/> No Further Development <input type="checkbox"/> Historic Designation <input type="checkbox"/> Other <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
--	---	--

<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>09. Deed Restriction</p> <ul style="list-style-type: none"> • This document is only required for AH Category Units and Caretaker Dwelling Units. You will be notified during the Pre-submittal if a deed restriction is required for your project. • A copy of the executed Deed Restriction is required during Pre-Application review. 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
--	---	--

<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>10. CCIOA Compliance</p> <p>Duplex and Multi-Family projects that fall under CCIOA (Colorado Common Interest Ownership Act)</p> <ul style="list-style-type: none"> • Provide a supporting statement. CRS 38-33.3 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
--	---	--

<p>-- Select --</p> <p>Applicant Comment</p>	<p>11. Address Assignment</p>	<p>-- Select --</p> <p>Staff Comment Box</p>
--	--------------------------------------	--

<p>Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>An assigned address and street or road name (when applicable) must be completed prior to submitting for a Building Permit Application. <u>All documents must reference the assigned address.</u></p> <p>For projects with a lengthy addressing process, such as properties that will exceed 3 structures on a single access, provide proof of application for street name and address at Pre-Submittal. Please refer to GIS Addressing Page to start the address process.</p> <p>Typically a permit application will not be accepted without an assigned address. Permits will not be issued without an assigned address.</p>	<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>12. Proof of adequate and legal water supply</p> <p><input type="checkbox"/> Copy of Well Permit</p> <p><input type="checkbox"/> Letter of Intent to Serve</p> <p style="text-align: center;">CO Well Permit Search:</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>13. Aspen Water Tap Fee and Fixture Count</p> <p>Review by the City Water Department (not Development Review Fee). Contact Rob Gregor - Robert.Gregor@CityofAspen.com at City of Aspen for approval or exemption.</p> <ul style="list-style-type: none"> • Receipt Number (if applicable) 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>14. Environmental Health</p> <p><input type="checkbox"/> Food Service License</p> <p><input type="checkbox"/> Liquor License</p> <p><input type="checkbox"/> Child Care compliance documents</p> <p><input type="checkbox"/> Cannabis Grow documentation</p> <p><input type="checkbox"/> Other</p> <p>If on septic, provide the applicable documents from the choices below:</p> <p><input type="radio"/> Existing permit issued within last 5 years</p> <p><input type="radio"/> OWTS Use Permit Application, Inspection Form, \$150 Fee</p> <p><input type="radio"/> OWTS Construction Permit Application, OWTS Design, Soil Report, Fee (\$523 or \$2023)</p> <p><input type="radio"/> Use Permit is not required because the proposed plans do not increase the square footage and do not significantly change the</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>

interior of the structure

Project Number

-- Select --

Applicant Comment
Box

15. Aspen Sanitation

If sanitation service is provided by Aspen Consolidated Sanitation District, authorization from ACSD is required at the Pre-Submittal meeting. Contact Chip Strait - chip.aspensan@outlook.com

- **Signed Approval from Chip Strait**
- Receipt

-- Select --

Staff Comment Box

-- Select --

Applicant Comment
Box

16. Other Sanitation District

If another Sanitation District services the property, provide a "Letter of Intent to Serve" from the District at Pre-Submittal.

-- Select --

Staff Comment Box

-- Select --

Applicant Comment
Box

17. Energy Compliance

- **An electrical Permit for Solar PV Systems must be issued concurrently with Building Permit.**
- If the proposed project is a remodel show graphically where the thermal envelope will be exposed and provide a figure for the percentage of the thermal envelope being exposed
- For remodels and additions exceeding 1000 sf a baseline blower door test must be submitted. This is needed to show that the new construction demonstrates 15% reduction in air leakage.

Energy compliance options (choose one):

- **HERS index rating - Required for all new dwelling units. Must meet a HERS index rating of 60 before the installation of onsite renewables. Then must meet a HERS index rating of 30 after the installation of onsite renewables.**
- **Prescriptive compliance - Applies to remodels and additions. Demonstrate compliance with Articles 401-404 and the Pitkin County Amended Tables 402.1.2 and 402.1.3 in the Pitkin County Amended 2021 IECC.**

-- Select --

Staff Comment Box

- **Alternative compliance if approved by the Chief Building Official.**

-- Select --

Applicant Comment Box

18. Green Halo

Construction and Demolition Debris Recovery Program

- The Solid Waste Center will contact you after the building permit application submission.
 - ConstructionWaste@pitkincounty.com
- They will provide staff with the necessary documents internally.
- Complete and sign the Recoverable Materials Diversion Acknowledgement Form
- Complete your Construction Waste Management Plan in Green Halo
- Applicants will receive an automated email to create the plan from no-reply@greenhalosystems.com at permit intake
- Green Halo process is completed after the permit application has been accepted

-- Select --

Staff Comment Box

-- Select --

Applicant Comment Box

19. REMP Calculation Form

- **Electrical Permit for Solar PV Systems must be issued concurrently with Building Permit.**

[REMP Calculation Sheet](#)

-- Select --

Staff Comment Box

-- Select --

Applicant Comment Box

20. Snowmelt Plan

- Must be on a dedicated snowmelt site plan

-- Select --

Staff Comment Box

-- Select --

Applicant Comment

21. Mechanical equipment locations

- Plans are required if any equipment is located outside of a dedicated mechanical room and is installed in a crawlspace or attic.

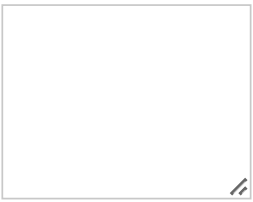
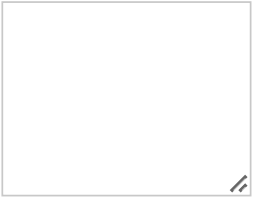

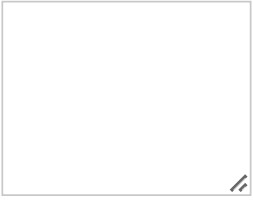

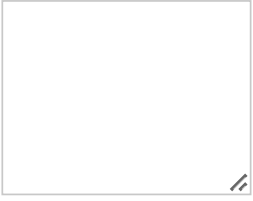

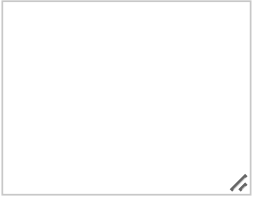
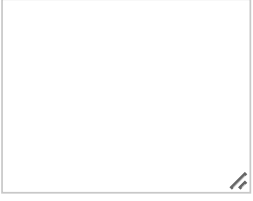
-- Select --

Staff Comment Box

<p>Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		<div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>22. Manual J or other Equipment Sizing Program</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>23. Elevator or Dumbwaiters</p> <ul style="list-style-type: none"> Requires a separate permit, fees, and inspections from NWCCOG. See the elevator checklist. 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>24. Fireplace Registration</p> <ul style="list-style-type: none"> Reference all existing and new fireplaces associated with the structure. Cut sheets must be provided for the fireplace inserts. Onsite masonry-built fireplaces require structural plans. 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p>25. Asbestos Report</p> <ul style="list-style-type: none"> If removing over 32 SF of material potentially containing asbestos, an asbestos report is required. If asbestos is detected, a clean air report is required prior to demolition. <p style="text-align: center;">Asbestos Information Sheet</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment</p>	<p>26. Snowload Engineering Calculation</p>	<p>-- Select --</p> <p>Staff Comment Box</p>

<p>Box</p> <div data-bbox="105 52 349 241" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>	<ul style="list-style-type: none"> If not referenced on structural plans, accompanying documents must be stamped by an Engineer. 	<div data-bbox="1307 52 1550 241" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div data-bbox="105 451 349 640" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>	<p>27. Signed Special Inspection</p> <ul style="list-style-type: none"> May be referenced on the structural drawing by the engineer of record <p style="text-align: center;">Special Inspection Form</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div data-bbox="1307 409 1550 598" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div data-bbox="105 861 349 1050" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>	<p>28. Soils Report</p> <ul style="list-style-type: none"> If required by your engineer or land use conditions of approval 	<p>-- Select --</p> <p>Staff Comment Box</p> <div data-bbox="1307 808 1550 997" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div data-bbox="105 1270 349 1459" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>	<p>29. Engineering requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction Management Agreement (to be signed at issuance) <input type="checkbox"/> Drainage Report (If over 1,500 SF of disturbance) <input type="checkbox"/> State Stormwater Permit (If over 1 acre of disturbance; a letter from the engineer or contractor acknowledging an SWMP is required for this project must be submitted) <input type="checkbox"/> Special Conditions per the Land Use Approval <input type="checkbox"/> Revegetation Report 	<p>-- Select --</p> <p>Staff Comment Box</p> <div data-bbox="1307 1218 1550 1407" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>
<p>-- Select --</p> <p>Applicant Comment Box</p> <div data-bbox="105 1690 349 1879" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>	<p>30. Access Permit Application</p> <ul style="list-style-type: none"> Applied for through Sages, a copy of the application is not required. See the access informational sheet for more information. <p>Access Permit Informational Sheet</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div data-bbox="1307 1648 1550 1837" style="border: 1px solid #ccc; height: 90px; width: 150px;"></div>
<p>-- Select --</p> <p>Applicant Comment</p>	<p>31. Earthmoving Permit Application</p>	<p>-- Select --</p> <p>Staff Comment Box</p>

<p>Box</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	<ul style="list-style-type: none"> Applied for through Sages, a copy of the application is not required. See the earthmoving informational sheet for more information. <p>Earthmoving Informational Sheet</p> <p>If the permit is for a Pond:</p> <ul style="list-style-type: none"> Provided Office of State Engineer “Notice of intent to Construct a Non-Jurisdictional Water Impoundment Structure. A copy of an email to Bill Blakeslee (cobill.blakeslee@state.co.us) notifying him of intent to build ponds(s) 	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment</p> <p>Box</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	<p>32. Public Right of Way Permit</p> <ul style="list-style-type: none"> If work is proposed in the public right of way provide a copy of your Development in the ROW Permit issued by the Pitkin County Road and Bridge Department. <p style="text-align: center;">Road & Bridge Permitting Information</p>	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment</p> <p>Box</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>	<p>33. Floor Area Summary</p> <p>Floor Area information should be presented two ways:</p> <ul style="list-style-type: none"> Graphically, showing all floor plans, decks, and overhangs, both existing and proposed for the entire parcel. Provide a summary identifying the Allowed, Existing, and Proposed Floor Areas. Existing and proposed heated floor area is required for the calculation of impact fees. See Land Use Code section 5-20-70 for the method of calculation. https://pitkincounty.com/DocumentCenter/View/28814/chapter-05 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
<p>-- Select --</p> <p>Applicant Comment</p>	<p>34. Survey (24" x 36" size; preferred scale is 1" = 20')</p> <ul style="list-style-type: none"> By a Colorado certified surveyor, with original stamp and signature. The survey must be no more than one year old, and include topography at two-foot contours, existing improvements, 	<p>-- Select --</p> <p>Staff Comment Box</p> <div style="border: 1px solid gray; height: 80px; width: 100%;"></div>

<p>Box</p> 	<p>easements, rights-of-way, waterways, etc...</p>	
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>35. Height analysis</p> <ul style="list-style-type: none"> • Indicate the topographic value of the finished floor elevation (this elevation must relate to an elevation on the site survey). • Submit a roof plan of the proposed structure over existing and proposed topography, and indicate roof elevations at corners of eaves, midpoints, and ridgelines. • Elevations of building with existing and proposed finished grade. Grade lines should be offset to indicate the maximum building height. 	<p>-- Select --</p> <p>Staff Comment Box</p> 
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>36. Recorded Site Plan & Activity Envelope (per the land use approval)</p> <ul style="list-style-type: none"> • Available from Pitkin County Clerk & Recorder. 	<p>-- Select --</p> <p>Staff Comment Box</p> 
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>37. Architectural Site Plan (24" x 36" size; preferred scale is 1" = 20')</p> <ul style="list-style-type: none"> • This site plan will show site conditions indicated on the survey, proposed development including structures, driveway, grading, and retaining walls. • The Building and Activity Envelopes and all relevant setbacks should be clearly shown. 	<p>-- Select --</p> <p>Staff Comment Box</p> 
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>38. Building Plans (24" x 36" size; preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1'; Submission must be a Vector (Native) PDF)</p> <p>Per currently adopted codes, policies, and standards: plans should be of sufficient detail to allow review and construction without any further information. Include the following:</p> <ul style="list-style-type: none"> • <u>Survey/Site Plan:</u> 	<p>-- Select --</p> <p>Staff Comment Box</p> 


- **Cover:**
- **Architectural Drawings:**
 - Existing and proposed floor plans with all room uses identified (specify any changes in use), Exterior building elevations, Decks, Building sections, Material specifications, Design load assumptions, Wall sections, Window and door schedules, Roof plan, and Roof ventilation plan
 - Building Floor Area, Gross calculations per the IBC definition (Separate FAR calculation still required)
- **Exterior Building Elevations:**
 - Including interior remodels if adding or removing existing windows and/or doors.
- **Structural Drawings:**
 - Foundation plan, framing layout, structural details – stamped and signed by professional engineer.
 - Glass Railings
- **Civil Drawings:**

Including:

- Drainage and Erosion Control Plan
- Stormwater Management Plan
- Grading Plan
- Utility Plan
- Hazard Mitigation Plan (when applicable)
- These documents must be stamped by a professional engineer.


For multiple occupancy buildings :

- Provide an elevation or section showing the relationship of the unit being remodeled to the remainder of the building.
- If walls are being added or deleted, provide structural plans or a copy of a letter from the architect or engineer with original stamp and signature as required by Colorado Revised Statutes 12-4-112.
- Letter of permission from the HOA when working on common elements or in common areas.

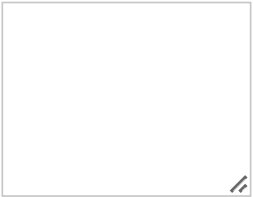

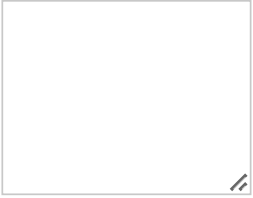
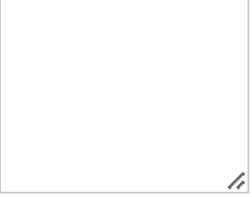
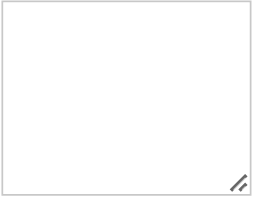
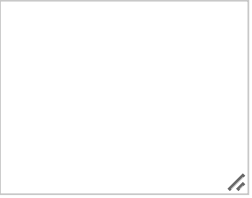
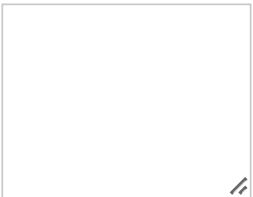
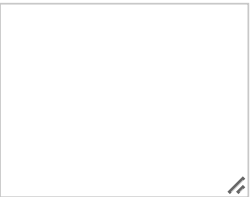
-- Select -- 

Applicant Comment

39. Exterior Lighting Plan (24"x36" size; preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1')

-- Select -- 

Staff Comment Box

<p>Box</p> 	<ul style="list-style-type: none"> This plan will clearly show the location of all existing and proposed outdoor lighting fixtures and shall include all the corresponding fixture specification sheets. 	
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>40. Landscaping Plan (24"x36" size; preferred scale is 1/4" = 1'; minimum accepted scale is 3/16" = 1')</p> <ul style="list-style-type: none"> This plan will show any grading or contouring of the site. Natural vegetation should be preserved to the maximum extent practicable and any installed landscaping shall use the species that would naturally occur on the site. Specify the location, size, and species of all proposed plantings. Clearly label location and D.B.H. of each tree proposed for removal. Identify trees that are required as mitigation, as well as any other vegetation being required by the land use approval (for example, for screening purposes). Indicate where/how existing vegetation will be modified to comply with required wildfire mitigation in the land use approvals. Include all language pertaining to landscaping specified in relevant land use approvals. 	<p>-- Select --</p> <p>Staff Comment Box</p> 
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>41. Exterior Building Material and Color Representation</p> <ul style="list-style-type: none"> All proposed exterior building materials and finished colors, including the roof. (When applicable - Photos are preferred) 	<p>-- Select --</p> <p>Staff Comment Box</p> 
<p>-- Select --</p> <p>Applicant Comment Box</p> 	<p>42. Historical Preservation Review</p> <ul style="list-style-type: none"> Provide photos of building if built before 1960 	<p>-- Select --</p> <p>Staff Comment Box</p> 
<p align="center"><u>FAA Cranes & Construction Information</u></p>		