

Submittal Requirements

Please note: if applying in person, 2 copies of each submittal item are required.

New Construction – Residential

All new construction must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Completed Sustainable Building Checklist
- Soils report

New Construction – Commercial or mixed use

All new construction must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Completed Sustainable Building Checklist (if mixed use; not required if commercial)
- Soils report

Additions – Residential

All additions must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Soils report (if foundation work)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated

Remodels – Residential

- Completed building permit application
- Development permit (if any exterior work or windows/doors)
- Plans (see Plan Requirements)

- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- If replacing flooring, flooring specs that include the sound transmission class rating required (for multi-family buildings only)
- If replacing windows or doors, specs required

Additions – Commercial or mixed use

All additions must go through the development review process in accordance with the Town's development code prior to applying for a building permit.

- Completed building permit application
- Plans (see Plan Requirements)
- Soils report (if foundation work)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated

Remodels – Commercial/Mixed Use

- Completed building permit application
- Development permit (if any exterior work or windows/doors)
- Plans (see Plan Requirements)
- Asbestos test report (if disturbing trigger levels of material) and clearance report if asbestos has been abated
- If replacing flooring, flooring specifications required
- If replacing windows or doors, specifications required

Online Applications: Reroofs (residential, multi-family & commercial/mixed use)

- Application completed accurately, description to include the type of underlayment being used
- Specifications on the roofing material showing a class A fire rating and wind rating
- Roofing material color sheet (upload must be in color)
- Application will not be accepted if any of the above are missing

Online Applications: Hot Tubs (new hot tubs AND replacements of existing hot tubs)

- Application completed accurately, description to specify if more than one hot tub exists/will exist on the property
- Licensed electrical contractor must be added to the permit
- Site plan, showing proposed location of hot tub
- If placement is on a deck 12" or more from the ground, and engineer stamped letter is required stating the deck can bear the weight of the hot tub.
- Specs showing the size of the hot tub
- Application will not be accepted if any of the above are missing

Online Applications: Solar Permits (new construction residential & commercial/mixed use and existing applications) Solar scopes of work must be applied for on their own application, separately from any other scopes of work.

- Site plan
- Elevation showing the location of the installation.
- If a Photovoltaic System - the Photovoltaic System Electrical Diagram stamped by a Colorado Licensed Electrical Engineer.
- If a Photovoltaic System – Licensed electrical contractor added to the permit
- If a Solar Hot Water System - Piping Schematic stamped by a Colorado Licensed Plumbing or Mechanical Engineer.
- If a Solar Hot Water System – Mechanical contractor added to the permit

Window/door replacements and decks: See remodels.