



building permit \_\_\_\_\_  
 owner \_\_\_\_\_  
 site address \_\_\_\_\_  
 date and time \_\_\_\_\_  
 completed by \_\_\_\_\_

## Summit County Community Development Permit Submittal Completeness Checklist

*Italicized Items* are required in order to submit.  
*Plan Review Fees* are due at the time of submittal.

provided	needed	not applicable	item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b><i>Site Plan (1:10 or 1:20 scale)</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b><i>Existing and Proposed Topography (1 or 2 foot contours)</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Snow Storage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Property Lines and Setbacks
<input type="checkbox"/>	[Paperwork given]	<input type="checkbox"/>	SC Wetlands & Floodplain Guide
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Roof Outline
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ridge Height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b><i>Height Calculations</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certified Topography if within 5' of Max Height
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Lighting Cutsheet(s)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Septic Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b><i>Floor Plans</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b><i>Elevations</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b><i>Stamped Structural Plans</i></b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Efficiency (Insulation) Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sustainable Code Checklist
<input type="checkbox"/>	[Paperwork given]	<input type="checkbox"/>	Impact Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessory Apartment Checklist or Approval Letter

This is a general list. Additional items will possibly be needed after departmental plan reviews are completed. Please refer to specific departments for additional clarification of submittal requirements.

### Building Permit Fee Estimate

Grading and Excavating		
Plan Review		Due at Submittal
Building Permit		
Development Impact Fee		May Be Deferred
<b>Total Building Permit Fee</b>		