



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"/> | <i>Site Plan (1:10 or 1:20 scale)</i>                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Existing and Proposed Topography (1 or 2 foot contours)</i> |
| <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"/> | <i>Height Calculations</i>                                     |
| <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"/> | <i>Floor Plans</i>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Elevations</i>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <i>Stamped Structural Plans</i>                                |
| <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"/> | <i>Zero Net Ready Modeling</i>                                 |
| <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               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Energy Audit Info Sheet for remodels at or > \$50k             |

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> |  |                  |