



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"/>	<i>Sustainable Code Checklist</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Efficiency (Insulation) Details
<input type="checkbox"/>	[Paperwork given]	<input type="checkbox"/>	Impact Fee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energy Audit for additions and 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

Total Building Permit Fee _____