

**TOWN OF SILVERTHORNE
BUILDING DEPARTMENT
PLAN SUBMITTAL CHECKLIST**

PLANS WILL ONLY BE ACCEPTED WHEN **ALL** OF THE FOLLOWING INFORMATION IS PROVIDED.

BUILDING DEPARTMENT:

- _____ Completed permit application.
- _____ If the project is located in an area governed by a Home Owner's Association (HOA), written final approval must be received by the Town before we will accept plans.
- _____ Fire Department sign-off for residences located in Three Peaks (ENCG), homes over 6,000 square feet and all commercial projects.
- _____ Current warranty deed, if applicable.
- _____ Soils report specific to the site/lot.
- _____ One set of completed drawings must be submitted which include:
 - _____ Site plan with topographical information
 - _____ Foundation plans
 - _____ Framing plans
 - _____ Elevations with U.S.G.S. ties including top of ridge elevation to be used in building height calculation.
 - _____ Structural drawings (foundation and framing plans) must be wet stamped by an architect or engineer licensed in Colorado which include:
 - _____ All design loads
 - _____ Code versions used
 - _____ "Title block" with total areas (i.e. livable area, unfinished, garage, etc)
- _____ The plan review fee and excise tax are due and payable at the time of submittal.
- _____ 2006 IECC Paperwork – if necessary

PLANNING - ENGINEERING - PUBLIC WORKS DEPARTMENTS:

- _____ Landscape plan (According to Town Code Section 4-6-14). Include revegetation information on site plan.
- _____ Designated snow storage area(s).
- _____ Tree Conservation Plan (See Town Code Article VIII, Environmental Guidelines).
- _____ Outside lighting plan (See Town Code Section 4-6-16).
- _____ Exterior lighting location on architectural elevations and manufacturer.

