

## Checklist for Building Permit Applications



This list is provided to help speed up your plan review by making sure the basic required information is shown on your submittal. **Plans will not be accepted if the required information is not shown or if an item marked as “N/A” is deemed to be applicable for this type of project.** Additional information may be required based on site-specific conditions or to respond to City development review comments. Please call the appropriate City department if you have any questions related to a specific requirement. The applicant is required to review and sign the affidavit on the bottom of this checklist, accepting responsibility for any incomplete submittal and thus possible result of a delayed review time. For additional information regarding a particular requirement, see the Routt County Building Department website.

City Water/Sewer- 871-8200

Fire Prevention- 879-7170

Engineering- 871-8200

Planning- 871-8258

**Applicant Name:** Jon Gambrell **Permit #: TB -**      **-**       
(Please Print)

**Important:** Any project required to submit Civil Construction Plans and/or Documents to Public Works must include the approved Civil Construction Plans (w/ approval block signed by departments) as part of the Building Permit submittal. See development approval conditions or contact Planning staff. If the Building Department verifies this has been attached, then only the CSMP and SWMP requirements need be verified.

	Yes	No
<b>Building Permit has associated grading and drainage Civil Construction Documents on record with Public Works?</b>		

<b>Site Plan Information</b>	<b>Check</b>	
	Yes	No
North Arrow Indicator, Scale, and Benchmark	yes	
Legal Description, Property Address, Owner's Name, Lot Size in Square Feet	yes	
Existing and Proposed Topography: Contour Lines at 2 foot Intervals, Source of Topography	yes	
Location and Dimensions of all Roads on or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.	yes	
Location and Dimensions of Right-of-Way and all Easements- <b>No Landscaping or Structural Improvements in the ROW or Easement</b>	yes	
Location and Dimension of Lot Lines, Building Envelopes and Setbacks	yes	
Location and Dimensions of all Buildings on the Lot (Existing and Proposed). Include decks, patios, roof overhangs, etc.	yes	
Building and Garage Finish Floor Elevation	yes	
Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities, Including Meters (Water, Sewer, Gas). The Plan must clearly identify changes in bury depth to all existing utilities.	yes	
Show <u>ALL</u> Above Surface Public Appurtenances Identified in	yes	

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Relationship to any Proposed Improvement (i.e. Fire hydrants)	yes	
Driveway Location, Width, Grade. Size and Length of any Culverts.	yes	
Location and Dimensions of Sidewalks, Parking Areas, and Paving	yes	
Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas	yes	
Existing and Proposed Storm Water Systems (swales, ditches, culverts, etc.); Arrow showing proposed drainage direction.	yes	
Existing and Proposed Culverts w/ Invert Elevations, Size, and Flared End Sections or Headwalls Indicated	yes	
Extent of Soil Disturbance and Phasing Plan; Show all proposed Erosion & Sedimentation Control Measures; Plans should indicate the total expected disturbed area in acres (to include all excavation, soil stockpile, and project access areas)	yes	
Details for any Permanent Storm Water Quality feature (i.e. % slope for grass buffers, level spreader designs, grass swale cross-sections, etc.)	yes	
Add Note: All Disturbed Areas to be Re-vegetated	yes	
Location and Elevations (top and bottom) of any Retaining Walls; Provide a Cross-Section Design with Engineer's Stamp for any Retaining Wall greater than 4 feet.	yes	
Floor Area Ratio Calculations		NA-no

#### Building Plan Information

Existing and Finished Grades on Building Elevation Drawings- <b>Including Building Height(s).</b>		NA-no
Provide a Detailed Code Analysis- Contact Fire Prevention w/ Questions	yes	
Soils Report- See RCBD informational materials for when required.		NA-no

#### Stormwater Management Plan/Construction Site Management Plan

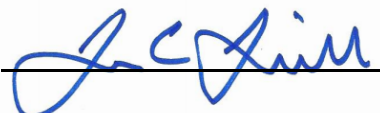
Construction Site Management Plan (CSMP)- see additional checklist on City of Steamboat Springs Engineering documents website	yes	
Stormwater Management Plan (SWMP) if area of disturbance is greater than 1 acre - see additional checklist on City of Steamboat Springs Engineering documents website		NA-no

#### Historic Preservation

Exterior work on a property that is 50 years or older <b>and may be eligible</b> to an historic register will be reviewed by the Historic Preservation Commission. To find out if the property is eligible contact the Historic Preservation Division at 970-871-8258.		NA-no
<b>Staff Review By:</b>		

I Jon Gambrill accept responsibility for the accuracy and completeness of the contents of this Building Permit application and accept responsibility for any associated delays in City review due to incompleteness.

**Applicant:**

  
(Applicant Signature)

**Phone #:** 303.595.8585

4/5/2018