



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 (check or cash only) are due at the time of submittal.

provided	needed	not applicable	item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (1:10 or 1:20 scale)
<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	SC Wetlands & Floodplain Guide
<input type="checkbox"/>	[Paperwork given]	<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"/>	Height Calculations
<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"/>	Floor Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stamped Structural Plans
<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

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		