



Checklist #2 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 General Requirements Book.

City Water/Sewer- 871-8226

Fire Prevention- 871-8216

Public Works- 871-8214

Planning- 871-8222

Applicant Name: _____ **Permit #: SB -** ___ - _____
 (Please Print)

Site Plan Information	Check	
	Yes	No
Existing Conditions and Proposed Conditions Site Plan- Can be printed off http://maps.steamboatsprings.net/ss/map.aspx for certain permits.		
North Arrow Indicator, <u>Scale</u> , and Benchmark		
Legal Description, Property Address, Owner’s Name, Lot Size in Square Feet		
Existing and Proposed Topography: Contour Lines at 2 foot Intervals, Source of Topography- For any proposed work outside the existing building footprint.		
Location and Dimensions of all Roads on or Adjacent to the Subject Property. Show Location of Adjacent and Opposing Driveways.		
Location and Dimensions of Right-of –Way and all Easements- No Landscaping or Structural Improvements in the ROW or Easement		
Location and Dimension of Lot Lines, Building Envelopes and Setbacks		
Location and Dimensions of all Buildings on the Lot (Existing and Proposed). Include Decks, Patios, Roof overhangs, etc.		
Building and Garage Finish Floor Elevation (in feet above sea level)		
Alignment and Pipe Type of <u>ALL</u> Existing and Proposed Utilities, Including Meters (Water, Sewer, Gas).		
Show <u>ALL</u> Above Surface Public Appurtenances Identified in Relationship to any Proposed Improvement (i.e. Fire hydrants)		
Location and Dimensions of Sidewalks, Parking Areas, and Paving impacted by scope of work		
Existing and Proposed Storm Water Systems Impacted by Work (swales, ditches, culverts, etc.); Arrow showing proposed drainage direction.		
Existing Water Bodies, Drainages, Floodplain (limit and elevation), or Wetland Areas impacted by scope of work		
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.		
Floor Area Ratio Calculations		

Building Plan Information

Existing and Finished Grades on Building Elevation Drawings- Including Building Height(s).		
Provide Code Information- Contact Fire Prevention w/ Questions		

Historic Preservation

Exterior work on a property that is 50 years or older and may be eligible 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.		
Staff Review By:		

I _____ 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 : _____

Phone #: _____

(Applicant Signature)