TOSV Building Permit Submittal Guide
For Commercial, Multi-Family, and Residential Projects

Where this guide shares a list of items that may be required for permit submission, your project may be subject to additional or differing requirements based on project complexity and location. Please contact TOSV Community Development to review specific project requirements prior to permit submission. Where this list covers our most popular permit types, it is not an all encompassing list. If you are not seeing your permit type listed, please contact us directly to discuss permit requirements. TOSV requires all contractors to be licensed prior to submitting for permit. All documents must be submitted in PDF format.

*Grey shading indicates item required for permit submission*

| Documents for permit | Documentation Information | New Construction/Scrape and Replace | Addition | Alteration/ Remodel | Interior Only Alteration | Demo (Complete) | Like-for-like Repair | Like-for-Like Fenestration Replacement | Re-Roof |
|---|---|---|---|---|---|---|---|---|---|
| 8.5x11 | | | | | | | | | |
| **HOA/ DRC Approval** | DRC approval is required for exterior changes (including re-roofs) of single family and duplex properties. Contact office@snowmasshomeowners.com for your approval letter that must accompany your permit at submission. | | | | | | | | |
| **Asbestos Test/ Clearance Reports** | **Residential**: Removing a **collective** 32sf of any material beside concrete, wood, bricks, or steel<br>**Commercial**: Removing a **collective** 160sf, 50 linear feet, or the volume of a 55 gallon drum of any material other than concrete, wood brick, steel.<br>If samples are positive for asbestos, asbestos must be abated prior to issuance of building permit. | | | | | | | | |
| **Energy Code Compliance** | Examples include but are not limited to: U-Value fenestration documents, lighting cutsheets, ComCheck, ResCheck | | | | | | | | |
| **REOP Form** | Required when adding or modifying snowmelt, solar, hot tub, or pool. If you do not have the aforementioned items in your scope of work, you may omit this form from your application. | | | | | | | | |

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| **Fireplace Cutsheets** | If installing new fireplaces under the scope of the permit, provide installation instructions. These instructions shall be on site at time of inspection. TOSV also allows for **one** wood burning appliance per unit. | | | | | | | | |
| **Verification of Structural Integrity** | This requirement entails a structural letter stamped by a Colorado Licensed Engineer for minor wall, door, header, etc. changes. A full structural plan is required for all new construction and additions. Additionally a stamped structural plan may be required at the request of TOSV for any scope of work. | | | | | | | | |
| **Photos** | Helpful, but not required | | | | | | | | |
| **Fire Form** | RFFR Plan Review form can be found here. | | | | | | | | |
| **CMP** | **Small CMP** - TOSV provided template shall be utilized for interior only remodels, like for like fenestration replacement, commercial tenant improvements.<br>**Large CMP** - TOSV provided template shall be utilized for additions, interior and exterior remodels, and alterations.<br>**Written CMP** provided by contractor shall be utilized for all new construction and scrape and replace projects.<br>TOSV Building may request a specific CMP be utilized based on the proposed scope of work. | | | | | | | | |
| **Water/ Sanitation Approval** | Required for any changes to fixture count or service. Email cduckett@swsd.org for approval. Approval letter or email shall be uploaded with building permit application. | | | | | | | | |
| **FAET Form** | Submitted at the request of TOSV Planning and Zoning. | | | | | | | | |

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| Drainage Report | **Drainage Narrative:** New residential build, stamped by PE based on complexity of drainage infrastructure<br>**Drainage Report:** New commercial or multi-family build, stamped by a PE | | | | | | | | |
| Soils Report | Soil testing needed for additions and new construction (and alteration/ remodels when deemed applicable by TOSV). Applicant may also submit a stamped letter from a Geotechnical Engineer confirming assumptions at the discretion of the Building Official. | | | | | | | | |
| Cutsheets | Examples include but are not limited to: Re-roof product materials, lighting information, kitchen equipment, spa information, fire resistive materials. | | | | | | | | |
| ROW Permit | Should your project propose any work, staging, or utilization of the ROW, you must submit for a ROW Permit through TOSV Public Works Department. | | | | | | | | |
| 24x36<br>TOSV requires stamped architectural plans for residential new construction, residential additions, residential remodels as requested, and all commercial construction | | | | | | | | | |
| Cover Sheet | Code editions, fire sprinkler information, address and unit number, parcel ID, owner's name, contact information, table of contents. | | | | | | | | |
| Survey | Required for new construction and additions and at the discretion of TOSV Community Development. Must be stamped. | | | | | | | | |

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| **Floor Area Calculations** | Existing and proposed calculations if a change in FAR is proposed. Include floor plans showing the existing proposed calculations and mathematical breakdown of calculations. | | | | | | | | |
| **Site Plan** | Property lines, building setbacks, building envelopes and easements, all development proposed (i.e.. decks, patios, walls, fences, walkways), utility meters, and shutoffs.<br>**Re-roof permit type site plan**: refer to Small CMP template for site plan requirements | | | | | | | | |
| **REOP Plan** | Plan should show areas where snowmelt, solar, hot tub, pool are proposed. This is a requirement for projects proposing snowmelt, solar, hot tubs, and/or pools. If this does not apply to your scope of work you may omit. | | | | | | | | |
| **Floor Plans Existing and Proposed** | Room uses labeled, section, detail, and assembly callouts, scale of drawing, doors, direction of travel, emergency escape and rescue openings, guard and handrail locations, safety glazing (where applicable), dwelling separation information, carbon monoxide and smoke detector locations, clearances, projections. | | | | | | | Floor plan, may be hand drawn, indicating what room the fenestration is located in. | |
| **Ceiling Plans** | Show permanently installed light fixtures, skylights, soffits and furred/ drop ceilings, attic access. | | | | | | | | |

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| **Roof Plan** | Class A roof covering with brand name materials called out, skylights, drains, downspouts, gutters, scuppers, snow stops, solar panels with orientation, slope and height, rooftop equipment, roof/ attic ventilation. | | | | | | | | |
| **Lighting Plan (exterior)** | Location of lights both on the structure and in the landscaping. Lighting must meet requirements listed in TOSV Municipal Code Section 18-266 for Residential properties and Section 18-264 for Commercial Properties. | | | | | | | | |
| **Occupancy/ Means of Egress** | Commercial only. Type of construction, sprinklered or not, occupancies and accessory uses, occupant load calculations, travel paths and distances, common path of egress, separation of exits, exit passageways, corridors, lobbies, exit illumination signs, emergency power, seating, furniture, fixture layout. | | | | | | | | |
| **Fire Resistance (walls, ceiling, floor)** | Required for all Commercial and Multi-Family buildings. Call out all shared walls, ceilings, floors, and label all rated assemblies, doors, windows, and hatches. Show penetrations through fire resistive assemblies and provided listed product specifications. Indicate fireblocking and draftstopping. | | | | | | | | |

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| Accessibility Plans and Details | Required for commercial and multi-family (if applicable) buildings. Entrances and routes from public way throughout site and facility, door maneuvering clearances, route to toilet/bathing facilities, accessible means of egress, signage, grab bars, travel route, parking, toilet, sinks, dressing room, POS counter, workspace, kitchen/kitchenette, drinking fountain, elevator, storage, controls, switches and outlets. Bar eating/drinking surfaces must provide an accessible location with a companion space. | | | | | | | | |
| Assemblies | Walls, floors, ceilings, roofs, and shafts. Re-roof permit type: show new, proposed assembly with brand names identified (may be hand drawn) | | | | | | | | |
| Air Sealing Details | Plans shall have a detail or note explaining how breaks or joints in the air barrier shall be sealed. | | | | | | | | |
| Elevations | Grade, underground structure, window wells, windows and doors to match schedules, interior finish floor levels including stairs, dimension guard heights, egress windows, vents, intake, exhaust locations, landings, room use labeled. | | | | | | | | |
| Sections and Details | Examples are but are not limited to stair geometry, assemblies, ramps, fire rated assemblies, intersections of assemblies, headroom height, thermal envelope continuity. | | | | | | | | |

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| **Schedules** | For fenestration and finishes. Include U-Value, glazing, operable or non, fire-resistive construction information. | | | | | | | | |
| **Excavation/ Earth Retention** | Any type of temporary excavation stabilization system: soil nailing, micropiles, depth and limitations of stabilization. | | | | | | | | |
| **Civil Plans** | **Site/Grading/Utility Plan**: Will accept Architect stamped plans for residential project depending on complexity of project.<br>**Full Stamped Civil Se**t: New multi-family or commercial construction | | | | | | | | |
| **Landscape Plans** | Retaining walls, ornamental boulders, landscaping steps, plantings. | | | | | | | | |
| **Electrical Plans** | Details for additional electric infrastructure including branch circuits, conduit, pre-wiring, panel capacity, and electrical service capacity. Panel boards, electric service, service disconnect, and transformers with clearances. Receptacles, switches and circuits. Grounding and bonding and electrical load calculations. Dependent on scope, plans may be required to be stamped by a Colorado Licensed Engineer. Design build systems may also be acceptable dependent on scope. Please contact TOSV to determine project-based requirements. | | | | | | | | |

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| **Plumbing Plans** | DWV, roof drains, overflow drains, scuppers, discharge locations, condensate disposal and termination, gas piping, gas meter location, grease interceptors, sand and oil interceptors. Dependent on scope, plans may be required to be stamped by a Colorado Licensed Engineer. Design build systems may also be acceptable dependent on scope. Please contact TOSV to determine project-based requirements. | | | | | | | | |
| **Mechanical Plans** | One-line of HVAC, equipment, ductwork and venting. Intake exhaust, flue and vent outlets. Equipment layout with access to working space and clearances. Dependent on scope, plans may be required to be stamped by a Colorado Licensed Engineer. Design build systems may also be acceptable dependent on scope. Please contact TOSV to determine project-based requirements. | | | | | | | | |

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| **Structural Plans** | Reference to soils report or soils bearing capacity. Foundation plan, frost protection depth, roof and floor framing plans, locations and sizes of all framing components, hangers, header sizing, fasteners and welds, shear walls/ bracing locations. material types, details, masonry and stone veneer support. Must be stamped by a Colorado Licensed Structural Engineer.<br>If project goes beyond the scope deemed appropriate for a stamped structural letter, a structural plan may be required. | | | | | | | | |
| **Radon Plan** | Details for membrane under slabs and crawl spaces, radon vent location, power to location and access for future fan. | | | | | | | | |
| **Kitchen Plan** | **Required only for commercial kitchens.** Layout, equipment and schedules, kitchen hoods with clearances, washable surfaces. | | | | | | | | |
| **Fire Alarm and Fire Plans** | Sprinkler plans or monitored alarm system. Contact Roaring Fork Fire Rescue to determine if this requirement is applicable to the scope of your project. | | | | | | | | |