



Building Submittal Checklist

Telecommunications – Alterations

Included in this checklist are the **minimum standards** for department review.

This checklist does not imply that the building permit will be approved if all items are present at the time of submittal.

Applications receive 15 days for initial review.

After your review fees have been paid, it may take 2 weeks or longer to be reviewed by all departments

ALL REQUIREMENTS MUST BE PRESENT AT THE TIME OF SUBMITTAL OR THE APPLICATION WILL NOT BE ACCEPTED.

SITE PLAN REQUIREMENTS

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Click Here to view an example of an acceptable Site Plan			
Site Plan is drawn to scale – common engineering scale (maximum of 1"= 60')			
Title block, written and graphic scale, north arrow designating true north			
All items on Site Plan are Labeled & identifiable <input type="checkbox"/> Legend/Key Provided due to Plan not being labeled			
Lease Area of the subject property(s), indicating front, rear and side lines; with dimensions Secondary Site Plan Submitted to show all property boundaries and dimensions (for large properties)			
Location of any existing and proposed buildings/structures and retaining walls			

CONSTRUCTION PLAN REQUIREMENTS

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ELEVATIONS – Existing Structure and Proposed Structure			
Common architectural scale (i.e. 1/4" = 1') or common engineering scale (i.e. 1" = 40')			
Proposed final topography where the buildings/structures intersect with the proposed final grade			
Total Height of Structure with Antennas			
BUILDING DEPARTMENT			
Wet stamp of PE or Architect on ALL structural pages, Edition of Code, and design loads used			
Cross section(s) of structure			
Structural Calculations provided by Colorado Licensed PE			
Antenna/RRH Detail			