



## **Building Submittal Checklist**

### **Telecommunications – New Construction**

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**

SITE PLAN REQUIREMENTS			
<a href="#">Click Here</a> to view an example of an acceptable Site Plan			
Site Plan is drawn to scale – common engineering scale ( <b>maximum of 1"= 60'</b> )			
Title block, written and graphic scale, north arrow designating true north			
All items on Site Plan are Labeled & identifiable <input type="checkbox"/> <b>Legend/Key Provided due to Plan not being labeled</b>			
Lease Area of the subject property(s), indicating front, rear and side lines; with dimensions <input type="checkbox"/> <b>Secondary Site Plan Submitted to show all property boundaries and dimensions (for large properties)</b>			
Location of any <b>existing and proposed</b> buildings/structures and retaining walls			
<b>All existing and proposed</b> buildings and structures ( <b>all sides</b> ), are measured (in feet) to the nearest lot line, road right-of-way, or platted right-of-way, whichever is closest to the eaves or projections from the building or structure (decks included). <input type="checkbox"/> <b>Large Property, boundaries not shown at scale/dimensions missing (secondary Site Plan required)</b>			
<b>SITE DEVELOPMENT – Building Submittal Site Plan Requirements</b>			
Driveway must be shown from access road up to <b>existing and proposed</b> structure(s) and/or parking lot			
Location and dimensions of all existing and proposed roads, including access road, rights-of-way, driveways, turnouts/turnarounds & easements both on and adjacent to the subject property. <b>Any CDOT access permits and easements must be included with submittal</b>			
Actual width of the access road as traveled, and width of the right-of-way, and/or access easement(s)			
Location of streams, lakes, irrigation ditches, gulches, springs, washes, wetlands, floodplains and/or other drainage conditions located on the parcel <input type="checkbox"/> <b>None present on property</b>			

### **CONSTRUCTION PLAN REQUIREMENTS**

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