



The following items are the minimum required submittal documents for plan review.

All submitted documents must be in PDF format.

See the electronic submittal guidelines

- Completed Application on etrakitt9.crgov.com
- Submit a detailed narrative or scope of work explaining all proposed construction, installation, alterations, and demolition.
- Combined and complete plans designed to all applicable codes as adopted by the Town of Castle Rock. Provide sealed Architectural, Structural, Plumbing, Mechanical and Electrical drawings from a Colorado Registered Design Professional. Project data **must** include a full code analysis including, construction type, use and occupancy classification, mixed use strategy, occupant loads, means of egress, fire protection systems, energy compliance path and fixture counts.
- Supporting documents sealed by the design professional, including project manuals, engineering calculations and specifications if used.
- Completed [Castle Rock Fire Department Application](#)
- Completed [Commercial Water Tap Size Certification](#) sealed by a registered professional engineer
- [Plum Creek Water Reclamation Authority](#) approval
- Exterior changes may require Planning Approval with the Planning Pre App Coordinator

Please contact buildingcounter@crgov.com or phone 720-733-3527 for any submittal questions