



BUILDING DIVISION
Development Services
100 N Wilcox Street
Castle Rock
CO. 80104

<p style="text-align: center;">CONSTRUCTION AND SALES TRAILER CHECKLIST AND APPLICATIONS 2018 IBC / 2017 NEC</p>

The Town of Castle Rock requires electronic submission of all permit applications and required documents in pdf format via eTrakiT

Please provide the following information:

- Completed Land Use Application signed by the property owner
- Approval letter from the property owner
- Site plan (location, overall height, setbacks)
- Narrative – Hours of operation and use
- Site Improvements (fencing, lighting, signage)

- Wet stamped architectural drawings
- Engineered tie down drawings
- Electrical plans
- Plumbing plans
- Generator or power source information

For Sales trailers please add the following additional items:

- ADA access
- Parking plans
- Restrooms
- Occupancy Load

Please contact buildingcounter@crgov.com or phone 720-733-3527 for alternate submittal methods

Contractors listed on the permit must have a current License from a testing jurisdiction with an ICC equivalent exam, current registration and Certificate of Liability of Insurance with the Town of Castle Rock prior to permit issuance

For Contractor Registration/Renewal information please visit eTrakiT

