



## Development Services

### COMMERCIAL TENANT IMPROVEMENT

Building Division • 100 N. Wilcox St., Castle Rock, CO 80104  
720-733-3527 • [buildingcounter@CRgov.com](mailto:buildingcounter@CRgov.com)

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

*All submitted documents must be in PDF format.*

*See the electronic submittal guidelines*

- Completed Application on [etrakitt9.crgov.com](http://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. Name of business and address on plans
- 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

Please contact [buildingcounter@crgov.com](mailto:buildingcounter@crgov.com) or phone 720-733-3527 for any submittal questions