



NEW COMMERCIAL BUILDINGS

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, additional submittal items and approvals may be required.*

*All submitted documents must be in PDF format. See the electronic submittal guidelines.*

- Completed Application on [etrakitt9.crgov.com](http://etrakitt9.crgov.com)
- 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. Site plan. Name of business and address on plans.
- Wood truss design drawings and layouts (if applicable) sealed by the design professional and approved by the engineer or architect of record
- Supporting documents sealed by the design professional, including project manuals, engineering calculations and specifications
- Geotechnical analysis specific to the proposed building site sealed by the design professional
- Deferred Submittals must have the prior approval of the building official and shall be listed on the code analysis. All deferred submittals must be reviewed and found to be in general conformance to the design of the building by the registered design professional in responsible charge and submitted for review by the building department prior performing the work.
- Completed [Castle Rock Fire Department Application](#)
- Completed [Commercial Water Tap Size Certification](#) sealed by a registered professional engineer
- [Plum Creek Water Reclamation Authority](#) approval
- Properties located in Promenade require approval [Alberta Group](#)
- Irrigation Tap and Meter permit [Utilities](#)
- Metro Districts Certificates please contact:
  - Castlewood Ranch and Woodlands 303-987-0835
  - Heckendorf Ranch 303-818-9365
  - Founders Village 303-790-4548
  - Meadows 303-779-5710
  - Crystal Valley ranch 303-779-5710
  - Maher Ranch and Castle Oaks 303-689-0833

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