



*The following items are the minimum required submittal documents for plan review.
Each building must be applied for separately.
All submitted documents must be in **PDF format**. See the electronic submittal guidelines.*

- Completed Application on 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 and fixture counts. Colorado Revised Statutes, Title 9, Article 5 accessibility analysis and design is also required. Name of business and address of property must be 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
- IECC Compliance Certificates (COMCHECK) signed by the design professional if used for compliance. (RESCHECK is permissible for R2 buildings not more than 3 stories)
- 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

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