



SALES TRAILER

Building Division • 100 N. Wilcox St., Castle Rock, CO 80104
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***All submitted documents must be in PDF format. See the electronic submittal guidelines
Departments, divisions and entities outside of the Building Division may require additional submittal items and approval.***

- Completed Application on etrakitt9.crgov.com
- Site plan with location on lot, distance to property lines/setbacks.
- Site improvements – fencing, lighting, signage and parking
- Combined and complete plans designed to all applicable codes as adopted by the Town of Castle Rock. Provide fully accessible floor plans with ramp and stair details, parking plans, accessible restrooms and accessible route, plumbing, mechanical and electrical plans. Include generator information if used. Provide foundation and tie-down plans designed by a Colorado licensed design professional.
- Supporting documents sealed by the design professional, including project manuals, engineering calculations and specifications if used
- Narrative – with hours of operation and use
- Generator permit required if applicable
- Completed [Castle Rock Fire Department Application](#)

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