

Fremont County Building Department

615 MACON AVENUE ROOM 212
CANON CITY, COLORADO 81212

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SUBMITTAL REQUIREMENTS FOR BUILDING PERMIT APPLICATION

COMMERCIAL/INDUSTRIAL/MULTI-FAMILY

- ✓ **Address:** *Required to be issued prior to beginning construction. Information regarding applications and fees may be obtained from the Road & Bridge Department.
- ✓ **Evidence of Ownership:** *A copy of an admin sheet from the assessor's office containing complete legal description of the property, the tax district in which the property is located, and the owner's name and mailing address.
- ✓ **Evidence of Water:** *Water tap contract or recent water bill from a public entity, or a well permit issued by the Colorado Division of Water Resources.
- ✓ **Evidence of Sanitation:** *Sewer tap contract or recent sewer bill from a public entity, or an individual sewage disposal system (septic) permit issued by Fremont County Environmental Health Department. Septic permit costs and application information is available at the building department
- ✓ **Plot Plan:** **May be prepared by applicant. Plot plan must contain the following:
 - a. Configuration of lot and all property dimensions.
 - b. Location on lot and dimensions of all structures. Identify each structure as "existing" or "proposed".
 - c. Setback distances from proposed structures to all property lines and to any existing buildings.
 - d. Location and name of any public or private roads which abut or encroach property.
 - e. Location that driveway enters property from public or private road. Driveway will determine "front" of property.
 - f. North arrow.
- ✓ **Site Improvement Plan:** **Must include same information as "plot plan" above **plus** off-street parking provisions, exterior lighting, and buffering provisions.
- ✓ **Construction Plans:** **Must be prepared, signed, and sealed by an engineer or architect, licensed by the State of Colorado, and must include foundation design, architectural drawings, structural details, mechanical plan, and roof truss design.
- ✓ **Drainage Study:** **Must be prepared, signed and sealed by a Colorado licensed professional engineer.
- ✓ **Fire Department Permit:** *Required only if in Canon City Area Fire Protection District.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED

All applicable fees, including Use Tax, are required to be paid prior to permit being issued.

*Indicates number of copies to be submitted