



## BUILDING PLAN SUBMITTAL REQUIREMENTS

Planning & Development Services  
Building Division  
455 Mountain Village Blvd.  
Mountain Village, CO 81435  
(970) 728-1392

The following check list is provided to assist in optimizing the processing of your building permit. Additional information may be required at the discretion of the Building Official. Incomplete information may result in plan rejection or delay in the review and issuance of your permit. All projects refer to the ePlan process for mandatory electronic submittal:

<https://townofmountainvillage.com/media/ePlans-Electronic-Submittal-and-Review.pdf>

**Design Criteria:** 130 psf ground snow load, 90 mph exposure C wind, Seismic zone C, Frost Depth 48"

### Required Documents: Section A

- 1. Completed permit application.
- 2. Signed, executed contract reflecting project valuation.
- 3. Plan Review fee due at time of submittal.
- 4. Existing site plan showing drainage design, setbacks, easements and rights of way, utilities and improvement footprints. A licensed surveyor may be required.
- 5. New site plan reflecting the new modifications with items from #3 included.
- 6. Drawings must be stamped by the professional designer.
- 7. Drawings shall include pages for all applicable divisions. Residential additions may exclude MEP pages for building department plan review purposes.
- 8. All exterior elevations shall be shown.
- 9. Information showing energy code compliance shall be provided. Choose either prescriptive or the performance path. A res-check or com-check can be used for the performance path.
- 10. All exterior energy use equipment shall be listed separately and itemized showing the energy requirements for each.
- 11. Construction mitigation plan showing:
  - ✓ Parking
  - ✓ Staging/laydown areas including topsoil storage;
  - ✓ Snow storage location if applicable;
  - ✓ Identification of and written permission from adjacent landowners if construction staging occurs on property other than applicant.
  - ✓ The protection or replacement of existing landscape damaged or destroyed as a result of construction.
  - ✓ Dumpster and bear-proof trash can for food waste including specification of covering in high winds and in the evenings;
  - ✓ Portable toilets or bathrooms located in least visible area of the site;
  - ✓ Erosion control/water quality protection plan;
  - ✓ Six foot chain link fence faced with green mesh fabric or similar approved by the Town;
  - ✓ Concrete, grout and paint wash out away from wetlands and streams;
  - ✓ Prohibition on pouring paint, stains, solvents or chemicals onto the land, with disposal of such using hazardous materials disposal procedures;
  - ✓ Trees to be saved protected by staked security fencing at dripline;
  - ✓ Wetlands to be protected by appropriate fencing at approved area of disturbance;
  - ✓ Best management practices to protect wetland areas;



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- ✓ Prohibition on dogs at construction sites;
- ✓ Crane location and swing radius;
- ✓ Best management practices to prevent tracking of soil, rocks or other debris onto public plaza areas or rights of way;
- ✓ Best management practices for dust and airborne particle control;
- ✓ Where public pedestrian path, plaza area or right-of-way are directly below the construction of a building, the staging plan will show how safe passage can be provided, or re-routed as approved by the Town.
- ✓ Video recording of public right-of-way or plaza improvements that is recorded with applicant and Town staff present.
- ✓ For public plaza areas, a detailed staging, scaffold, laydown, and work area plan will be developed in conjunction with the Town that minimized impacts to public property and spaces to the extent practical.

A construction mitigation affidavit shall be signed by the GC.

### **Remodels /Additions:** All items in section A plus the following:

- 1. Indicate areas where the finish either exterior or interior such as drywall is to be removed, and show wall thickness if an exterior wall or ceiling.
- 2. Both existing and new plan views.
- 3. Scope of work narrative.

### **New Construction:** All items in section A plus the following:

- 1. Geotechnical soils report.
- 2. Electrical one line with load information, panel schedules. (Commercial projects provide fault current calculations).
- 3. Drawings must be stamped by the professional designer per area of expertise. Minimum professional designers required are a licensed architect, surveyor, geotechnical engineer, structural engineer and mechanical engineer. An electrical engineer is required where services exceed 400 amps.
- 4. Commercial projects: a com-check is required. This report shall show compliance with the Town of Mountain Village currently adopted energy codes.
- 5. Mechanical plans shall include manual J, S and D calculations where applicable.

### **Permit Addendum:**

- 1. Completed Permit Addendum application.
- 2. Plan with the changes clouded.
- 3. Brief narrative of changes.
- 4. Revised budget.

### **Solar Photovoltaic:**

- 1. A Colorado Licensed electrical contractor must complete the permit application.
- 2. Manufacturers cut sheets and listing information for all PV equipment including racking, mounting, grounding hardware.
- 3. Structure footprint drawing showing the locations of all equipment including the existing utility meter and service panel locations.



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- 4. One line diagram showing the number and wattage of PV modules, conductor sizes, insulation types, conduit sizes, fuses, circuit breaker ratings, inverter type and ratings (Must meet UL standard 1741), AC & DC disconnect rating, ground fault protection, the disconnect means locations, (building disconnects should be grouped) panel ratings, grounding, and calculations.
- 5. Specify the photovoltaic system short circuit current and open circuit voltage.
- 6. Show calculations used to determine wire sizes, fuse/ circuit breakers; which include temperature de-rating factors per NEC table 690.31(C). Roof mounted systems should use ambient temperature of 56-60 degrees C.
- 7. Calculations to show that the PV system voltage does not exceed the maximum rated DC inverter input voltage or connected equipment.
- 8. Provide a ladder and permit documents for inspection.
- 9. If panels are to be installed on a roof then structural engineering to evaluate the added dead load and potential wind loading may be required. If the panels are installed on a building with an engineered roof system, flat to the roof and the roofing material is a light weight material such as a metal roof then engineering will not likely be required.