

## CHECKLIST 7

### BUILDING PERMIT (WITHOUT INFRASTRUCTURE PERMIT) REQUIREMENTS

This is the checklist of items to be submitted to the Engineering Division for building permit applications without an associated infrastructure permit. Refer to the Town Code for other Town Division submittal requirements.

All applicable items shall be included with the submittal. The table below may not contain all information necessary for a project, and the Town Engineer may require additional information. Any items not applicable shall be specified and justified in the comments section at the bottom of the checklist.

Building permit applications shall be obtained and submitted through the Town of Breckenridge Building Department. Town of Breckenridge Community Development Department and Building Department shall be contacted for a list of their submittal requirements.

For questions about these requirements or to schedule a meeting, please email the Town of Breckenridge Engineering Division at [engineeringinspection@townofbreckenridge.com](mailto:engineeringinspection@townofbreckenridge.com)

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Submittal (circle one):                      Preliminary      Final

Provided	Not Applicable	Plan Items	Office use
		General Formatting (all plan sheets)	
		Project title in which project is to be filed	
		Date of drawing preparation & revisions	
		North arrow & drawing scale	
		Site Plan	
		<i>Plat Compliance</i>	
		Legal description of property & physical street address. Legal description may be found through the Summit County online GIS parcel query tool	
		Existing & proposed property lines	
		Existing & proposed right-of-way & dimensions	
		Existing & proposed easements & dimensions	
		Temporary & permanent survey monuments	
		Building footprint (show foundations & roof eaves), envelope, & building setbacks	
		<i>Utilities</i>	
		Existing & Proposed Utilities. Show existing & proposed location of all utilities & connections including all boxes, poles, structures, & utility alignments for electric, gas, cable, telephone, fiber, sewer, & water. Utility structures shall be in easements	
		<i>Wetlands, Floodplains, &amp; other Hazard Areas</i>	

Provided	Not Applicable	Plan Items	Office use
		Wetland boundaries & 25' wetland setback boundaries	
		100-year floodplain & other flood hazard area boundaries	
		25' setback boundaries from top of stream banks, lakes, & other water bodies	
		Protective Management Area (PMA) limits & other special protective or hazard areas	
		Identification of areas with slope stability concerns	
		Identification of areas with geotechnical, environmental, archaeological, or historical significance	
		Identification of any hazardous concerns	
		<i>Grading &amp; Drainage</i>	
		Existing topography (1-foot contours) prepared by a registered surveyor	
		Proposed Topography (1-foot contours showing finished grade)	
		Maximum 2:1 slope allowed on all finished grading (3:1 preferred)	
		Retaining wall heights & locations (retaining walls > 4 feet in height require design by Colorado licensed Professional Engineer)	
		Culvert locations, material, & dimensions. (18" minimum diameter & 1% minimum slope for culverts in ROW)	
		Foundation drain locations & daylight	
		Drywell location (10' minimum from building). See drywell fact sheet in Chapter 6 for additional requirements & guidance.	
		Proposed outfall locations of developed drainage, drainage arrows, & swale locations	
		Positive drainage shown around building	
		Detention & permanent water quality features shown (if required)	
		CDPHE Stormwater Discharge Permit (for projects resulting in at least one acre of disturbance)	
		<i>Driveway &amp; Parking</i>	
		Maximum 8% grade at any point along centerline of driveway alignment	
		Maximum 4% grade for first 20' from roadway intersection	
		Match cross slope of roadway for first 5' of driveway from roadway intersection	
		Driveways dimensions meet requirements of Chapter 5 (12' min width & 20' max width for SFH)	
		Sidewalk driveway cut meets Town standard detail	
		Driveway intersections roadway at 90 degrees	
		Driveway surface & section dimensions shown	
		One driveway access allowed (no duplicate or circular driveway cuts)	
		Minimum driveway separation met from neighboring driveway (30' min for SFH)	



Provided	Not Applicable	Plan Items	Office use
		Snow storage areas shown (see Town Code for snow storage requirements)	
		Parking spaces & vehicle turnaround areas shown (see Town Code for parking requirements). Vehicles able to turnaround/back out of garage	
		Minimum Sight Distance for driveway access (200' min)	
		Easement submitted for shared driveway access with neighboring property	
		<i>Landscaping</i>	
		Landscaping plan shall be submitted in accordance with requirements in Town Code	
		Landscaping in snow storage easements shall not obstruct ability to stack snow	
		Landscaping not located in ROW	
		Landscaping located in easements meets requirements of Chapter 3	
		<i>ROW</i>	
		No retaining walls, boulders, stone headwalls, or small rock located in ROW	
		No address monuments or mail boxes in ROW	
		Snowmelt system in or near ROW meets requirements of Chapter 5	
		No fences, private lighting, trees, landscaping, signage, or any other structures shown in ROW without Engineering approval & encroachment license submitted	
		<i>Other</i>	
		Existing & proposed sidewalks, trails, street lights, signage, & any other structures or significant features shown on plans	
		Construction details as required for construction of improvements	
		Construction Management Plan	
		Construction Stormwater Management (wattles, silt fence, tracking pads, etc.)	
		Revegetation notes or other final stabilization plans	
		Construction fencing location	
		Material & equipment staging locations	
		Dumpster & portalet locations	
		Vehicle parking locations & construction access location	
		<i>Other Submittals</i>	
		Soils report & other site reports	
		Floodplain Development Permit	
		Encroachment License Agreement (required for any permanent improvements proposed within Town ROW)	
		Town Right of Way Permit (required for any roadway cuts or temporary encroachments into Town ROW)	



Provided	Not Applicable	Plan Items	Office use
		CDOT Special Use Permit (required for any work with State Highway 9)	
		Other permits, reports, or submittals	
Comments and justification for any items listed above not submitted:			

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_