PLANNING & DEVELOPMENT SERVICES
455 Mountain Village Blvd. Suite A
Mountain Village, CO 81435
970-728-1392
970-728-4342 Fax
cd@mtnvillage.org

Building Division Plan Submittal

Upload all plans to your account on Meritage Contractor Connect for all projects. A plan review fee is due at the time of submittal.

Design criteria: 130 psf ground snow load, 90 mph exposure C wind, Seismic zone C, Frost depth 48". DRB approval required. Provide a copy of the line item project budget.

Additions: Section A

- ☐ 1. Complete the appropriate permit application and construction mitigation affidavit. If using an electronic signature, please do so without locking the document to editing.
- ☐ 2. All plans shall be easily legible and to scale.
- ☐ 3. Provide an existing site plan showing drainage design, setbacks, easements and rights of way, utilities and improvement footprints. A licensed surveyor may be required.
- ☐ 4. Drawings shall be stamped by the professional designer. The drawings must not be locked to editing by an electronic stamp.
- ☐ 5. Drawings shall include pages for all applicable divisions. Residential additions may exclude MEP pages for building department plan review purposes.
- ☐ 6. All exterior elevations shall be shown.
- ☐ 7. 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.
- ☐ 8. All exterior energy use equipment shall be listed separately and itemized showing the energy requirements for each.
- ☐ 9. A construction mitigation plan shall be provided showing parking, staging, dumpsters, recycling, bathrooms, erosion protection and fencing. A construction mitigation affidavit shall be signed by the GC.

Remodels:

- ☐ 1. All items in section A plus the following.
- ☐ 2. Provide existing and new floor plans.
- ☐ 3. Show 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.
- ☐ 4. Provide a scope of work narrative.

New Construction:

- ☐ 1. All items in section A plus the following.
- ☐ 2. Provide the geotechnical soils report.
- ☐ 3. Provide an electrical one line with load information, panel schedules. On commercial projects provide fault current calculations.
- ☐ 4. Drawings must be stamped by the professional designer per area of expertise. Minimum professional designers required are a licensed architect, surveyor, geotechnical engineer and structural engineer. On projects utilizing more than 200KBTU a mechanical engineering design is needed.
- ☐ 5. On commercial projects a com-check, lighting compliance certificate is required. This report shall show compliance with the Town of Mountain Village currently adopted energy codes.

Permit addendum submittal:

- ☐ 1. Complete the permit addendum application.
- ☐ 2. Please provide a brief narrative of the changes.
- ☐ 3. Provide plans with the changes clouded.
- ☐ 4. Provide a revised budget.

Solar Photovoltaic:

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

Additional information may be required at the discretion of the Building Official.
Incomplete information may result in plan rejection or delay in the review & issuance of your project permit.