



## RESIDENTIAL BASEMENT FINISH

Building Division • 100 N. Wilcox St., Castle Rock, CO 80104  
720-733-3527 • [buildingcounter@CRgov.com](mailto:buildingcounter@CRgov.com)

**The following items are the minimum required submittal documents for Building Division plan review. All submitted documents must be in PDF format. See the electronic submittal guidelines. Interior remodel permits do not include any exterior alterations or additions to the building.**

- Completed Application on <https://etrakitt9.crgov.com/>
- Include name of owner and project address on each page
- Submit a detailed narrative or scope of work explaining all proposed construction, installation, alterations, and demolition.
- Provide drawings showing all work in context with the proposed layout. Plans must be dimensioned and drawn to scale. All rooms must be identified. Show locations for new walls, doors, windows, - please show sizes of windows. Show all electrical and plumbing fixtures.

### ACCESSORY DWELLING UNIT INFORMATION:

**If all five (5) criteria listed below are present, then the Town will determine your submittal to be an ADU and will require compliance with Title 17, Section 17.61, including a Deed Restriction to be filed with the County prior to the approval of your building permit and payment of Development Impact Fees per Section 3.16.030.**

Criteria:

- \_\_\_ Provisions for living.
- \_\_\_ A Kitchen, as defined as an area used for the preparation of food and includes a stove/cook top, range, oven, or one or more 220 volt or greater outlets or gas line connections.
- \_\_\_ A ¾ or full bathroom(s).
- \_\_\_ A bedroom(s) or other area designed or designated for sleeping. This policy and code clarification use the terms ‘bedroom,’ ‘sleeping room,’ and ‘facility for sleeping’ interchangeably.
- \_\_\_ Separation: Detached ADU structures have Separation.

When the remodeling activity is attached to the primary dwelling unit, physical separation is required between the primary residence and the ADU to qualify as an ADU.

- When the ADU is not attached, in order to be considered an ADU, the main dwelling must be physically separated from the ADU.
- This physical separation can be accomplished with a wall, a wall with a door, or other similar separation.
- Where a wall exists, the presence of a door frame, door hinges, pocket, or an opening equal to or less than 36 inches in width shall constitute separation.

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