



COMMERCIAL TENANT IMPROVEMENT

Spaces for which the tenant, use, or occupancy is changing

The following items are the minimum required submittal documents for building division plan review

- Completed Application on etrakit.crgov.com
- Combined and complete plans designed to all applicable codes as adopted by the Town of Castle Rock. Provide sealed Architectural, Structural, Plumbing, Mechanical and Electrical drawings from a Colorado Registered Design Professional. Project data **must** include a full code analysis including, construction type, use and occupancy classification, mixed use strategy, occupant loads, means of egress, fire protection systems, energy compliance path and fixture counts.
- Supporting documents sealed by the design professional, including project manuals, engineering calculations and specifications if used
- Castle Rock Fire Department application
- Water Tap Size Certification (include Water Fixture Count and Irrigation).
 - ❖ Applicant acknowledges the requirement for application to Plum Creek Water Reclamation Authority (PCWRA).
 - ❖ Applicant acknowledges the requirement for application to Tri-County Health Department (Only required for food service businesses, daycare and swimming pools).
 - ❖ Applicant acknowledges the requirement to follow all state and federal regulations regarding asbestos notification and abatement. Applicant acknowledges the requirement to make application to the Colorado Department of Public Health and Environment (CDPHE) for all remodel and demolition projects. Contact the CDPHE for more information.
<https://www.colorado.gov/pacific/cdphe/asbestos-notifications-and-permits>

Please contact buildingcounter@cr.gov or phone 720-733-3527 for any submittal questions