

# Residential Accessory Structures, Decks, Patios Building Permit Submittal Procedure



1. Complete a building permit submittal by using the CommunityConnect Online Application Portal.
  - a. Contact [building@townofmead.org](mailto:building@townofmead.org) to be set up with a login.
  - b. See [Building Department Forms](#) for additional documents, regarding fees and setbacks.
  - c. Current Adopted Building Code: [Town of Mead Building Code](#)
2. Contractors – please complete and submit [Business License Application](#) form and payment of \$30 to Town of Mead
3. Submit digital plans by uploading to the on-line application:
  - a. Plot Plans – Each plot plan **must** provide the following information:
    - Property address, north arrow and scale
    - Lot dimensions
    - Easements
    - All projections such as stairs, balconies, decks, cantilevers
    - Legal description of property – subdivision name if applicable
    - Distance in feet from proposed structure to property lines (not to street edge, or back of sidewalk, etc.)
      - i. Include: North – South – East – West distance in feet from proposed structure to existing structures
    - What surrounds this property?
      - i. Include: Street Names – Ditches – Lakes – Railroad Tracks – Surrounding Properties
  - b. Building Plans
    - Architectural/Floor Plans
    - Foundation Plans – engineered Foundation Plans stamped by a Colorado licensed engineer
    - Electrical Plans – showing panel locations, receptacles, 50% efficiency lighting plan, etc (this information may be on the floor plan)
    - Mechanical Plans – show location of all mechanical equipment, duct sizes and locations and duct termination sizes and locations (this information may be on the floor plan)
    - Soils Report
  - c. Obtain required HOA or Metro District architectural approvals for all subdivisions:
    - Grandview Estates- approval required in submittal documentation
    - Margil Farms II- approval required in submittal documentation
    - Vale View- approval required in submittal documentation
  - d. Culvert permit application (refer to staff for applicability)
  - e. Access permit (refer to staff for applicability)
  - f. Proof of approval of intent to use septic system if applicable

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4. Review of plans by Town Planning & Engineering Departments (up to 14 days) includes:
  - a. Plot plan review
  - b. Access permit request (if applicable)
  - c. Culvert permit request (if applicable)
  - d. Zoning and use review (if applicable)
5. Review & assessment of plans by SAFEbuilt – 10-14 days
6. Town staff will contact Applicant with permit fees upon receipt of approved plans from SAFEbuilt.
7. If the project is a deck or accessory building
  - a. Check with staff regarding State of Colorado demolition requirements

**ATTENTION – Any signs placed in the public right-of-way are prohibited and will be removed at the expense of the applicant or contractor.**