

New Residential Building Plan Submittal Procedure



1. For New Developments, a Pre-Construction Meeting with the Town Community Development Team and SAFEbuilt is required
2. Complete a building permit submittal by using the CommunityConnect Online Application Portal.
 - a. Contact 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](#)
3. Complete and submit [Business License Application](#) form and payment of \$30 to Town of Mead
4. Submit digital plans by uploading to the on-line application:
 - a. Plot Plans – Each plot plan **must** provide the following information:
 - i. Property address, north arrow and scale
 - ii. Lot dimensions
 - iii. Easements
 - iv. All projections such as stairs, balconies, decks, cantilevers
 - v. Legal description of property – subdivision name if applicable
 - vi. Setbacks - Distance in feet from proposed structure to property lines (not to street edge, or back of sidewalk, etc.)
 - (1) Include: North – South – East – West distance in feet from proposed structure to existing structures
 - vii. What surrounds this property?
 - (1) Include: Street Names – Ditches – Lakes – Railroad Tracks – Surrounding Properties
 - b. Structural and Architectural Plans
 - c. Floor Plans
 - d. Engineered Foundation Plans stamped by a Colorado licensed engineer
 - e. Electrical Plans – showing panel locations, receptacles, 50% efficiency lighting plan, etc (this information may be on the floor plan)
 - f. 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)
 - g. Plumbing Plans
 - h. Soils Report
5. The following items must be submitted at time of application:
 - a. Proof of water tap (receipt)

Little Thompson Water District
835 E State Hwy 56, Berthoud, CO 80513
(970)-532-2096
<https://ltwd.org/>
 - b. Proof of sewer tap (receipt) (if other than Town of Mead sewer district)

St. Vrain Sewer District
11307 Business Park Cir, Longmont, CO 80504
(303)-776-9570
<https://stsan.com/>

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- c. Receipt of payment for fee from St Vrain Valley School District Fair Contributions for School Sites
St. Vrain Valley School District, Planning and Finance Departments
395 S Pratt Pkwy, Longmont, CO 80501
303-776-6200 (x57203 – Finance) (x57317 – Planning)
<http://www.svvsd.org/>
- 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
- g. Proof of adequate fire protection (letter from Fire Marshal) – **For new home builds not within 600 feet of an existing fire hydrant.** Submit one set of plans to:
Mountain View Fire Rescue
3561 N. Stagecoach Rd., Longmont, CO 80504
(303) 772-0710
Email: info@mvfspd.org
<https://www.mvfspd.org/plans-permits>
- h. Obtain required HOA architectural approvals
6. 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)
7. Review & assessment of plans by SAFEbuilt – 10-14 days
8. Town staff will contact Applicant with permit fees upon receipt of approved plans from SAFEbuilt.
9. Please contact the following departments/agencies for inspections:
 - a. Little Thompson Water District – (970) 532-2096
 - b. Sewer Provider:
 - i. St. Vrain Sanitation District – (303) 776-9570
 - ii. Town of Mead Sewer– (970) 805-4185
 - c. SAFEbuilt – (303) 774-0454 or (888) 774-0454
 - d. Town of Mead Engineering Department Final Inspection – (970)-805-4205
10. **To obtain Certificate of Occupancy:**
 - a. Must Pass inspections from all above inspectors
 - b. Submit final inspection paperwork including Building Permit Inspection card to Town of Mead for final signatures from Town Officials.
 - c. Town staff will contact Applicant when Certificate of Occupancy is ready for release.

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