

Residential Remodel Building Permit Submittal Procedure



- 1) 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](#)
- 2) All Contractors please complete and submit [Business License Application](#) form and payment of \$30 to Town of Mead.
- 3) Submit a digital set of plans including the following:
 - a) Floor Plan – with dimensions to scale showing layout of the entire floor. Label the use of all rooms – distinguish existing from new, and finished from unfinished. List window sizes and types and identify emergency escape and rescue windows.
 - b) Structural Plans
 - c) Architectural – Exterior elevation (if applicable), construction details and insulation.
 - d) Foundation Plans (if applicable) – Engineered Foundation Plans stamped by a Colorado licensed engineer. Provide Soils report (if applicable)
 - e) Electrical Plans – ‘one- line’ plan showing panel locations, receptacles, 50% efficiency lighting, electrical outlets, smoke detectors, lighting, fans, etc (this information may be shown 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 shown on the floor plan)
 - g) Plumbing Plans – All plumbing modifications and cleanouts (this information may be shown on the floor plan)
- 4) Review of plans by Town Planning (up to 14 days) includes:
 - a) Access permit request (if applicable)
 - b) 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) Check with staff regarding State of Colorado demolition requirements
- 8) Check with staff regarding Secondary Dwelling Unit 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.