

Best Practices for Plan Submittal

- Please submit all documents at the same time. Except for engineered truss designs and possibly a few other items, with prior approval, Cherry Hills Village does not accept deferred submittals. If all documents are not included, the plan reviewer cannot complete the review, and approval will be delayed.
- When resubmitting after receiving a comment letter, include all the original documents in the next submittal, not just the corrections. We cannot collate the submittals.
- Please include the comment letter, still as a Word document and not converted to a PDF. Include your answers below each comment in a contrasting color so there is no confusion.
- Please include a cover sheet on the plans, with all the general notes relevant to the project. Include the address, the owner's names, and the contractor's name. All relevant codes that apply, as adopted by Cherry Hills Village, the designer's name and info, and if applicable, their stamp and state license number. If the project is a remodel or addition, include a note stating if the existing residence has a fire suppression system. Include a note, if relevant, that all plumbing work is to be performed by a Colorado State licensed plumbing contractor, subject to verification by the inspector. Also, please note that a Colorado State licensed electrical contractor shall do all electrical work on a separate permit.
- If a new or substantially altered HVAC system is part of the project, please include a full manual JDS. Please ensure that the design parameters regarding ventilation rates, winter and summer temperatures, etc., are correct per the code.
- Please include the compliance path used for energy computations. Also include details on how you will achieve the required R values for each assembly.
- Please do not include standard boilerplate notes or generic details that do not apply to the project being submitted. The submittal is for a specific project, and as such, the details and notes need to be specific to the project so as to provide the required documentation for not only the review but ultimately the contractor and inspectors on the job site.