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Community Development Department, Building Division 303.660.7497

## Tenant Finish Over-the-Counter Permit Check List

**You must submit this completed form with your Over-the-Counter application.  
If you have questions regarding this form or submittal requirements call Douglas County Building  
Division at 303.660.7497**

**Permit Issuance of Over-the-Counter (OTC) Tenant Finish shall be determined on a  
plan-specific basis by the Building Division.**

- I have listed all of my required contractors and sub-contractors, and verified that they are currently registered to work in Douglas County. Building On-line Services for contractors: <https://apps.douglas.co.us/apps/building/contractorSearch.do> )
- I have reviewed my architectural, mechanical, plumbing and electrical plans. They are complete and bear the appropriate seal(s) of the architect/engineer.
- I have written approval and/or permit from the appropriate Fire District for my project.
- If applying for a food service establishment, I am submitting evidence of Tri-County Health approval.
- I have completed my Permit Application form. I have included the valuation for the project. Applications on-line at:  
[http://www.douglas.co.us/community/building/documents/OTC\\_application.doc](http://www.douglas.co.us/community/building/documents/OTC_application.doc)
- I understand that if significant revisions to my plans are required, they must be received prior to permit release.
- I understand that if my plans indicate a change of use or exterior changes to the structure, my application may require additional review by the Planning Division, and may prevent an over-the-counter permit.
- If the project is within the Town of Larkspur, approval from the Town of Larkspur is required to be submitted with the application.

Applicant Signature:

Printed Name:

Date:

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