



SUMMIT FIRE & EMS AUTHORITY

(970) 262-5100

P.O. Box 4910

Frisco, CO 80443

[summitfire.org](https://www.summitfire.org)

2026 Change of Occupancy Submittal Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

Date Submitted: _____

All plan submittals must include this completed checklist and be uploaded through our website, <https://www.summitfire.org/permits>, that uses Accessgov system. Submittals shall comply with:

- 2024 International Fire Code (IFC)
- 2024 SFE Amendments
- Summit Fire & EMS (SFE) Life Safety Policy
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "**Corrections Required**" and must be resubmitted with applicable fees.

I. Application Requirements

- Basic floor plans shall have the correct Global Information System (GIS) address.
- Sign-off card that has been provided by the appropriate building department.
 - o Town of Frisco and Town of Silverthorne have an online permitting system. We will need their permit number.
 - o Summit County building department provides physical permit cards which will need to be included in the digital submittal.
- A complete and descriptive Scope of Work letter shall include:
 - o Description of the previous business at that location
 - o Description of new business use
 - o Interior work (e.g., painting, walls, drywall, ceiling updates, adding/removing/moving walls, adding/updating kitchen hood)
 - o Food menu (if applicable)
 - o Business hours
 - o Emergency contact information
 - o Estimated opening date
 - o Existing systems: fire alarm, fire sprinkler, and kitchen hood
 - o Type and quantity of storage (if applicable)

Applicant Acknowledgment: By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____

Date: _____