



SUMMIT FIRE & EMS AUTHORITY

(970) 262-5100

P.O. Box 4910

Frisco, CO 80443

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

2026 Townhouse 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)
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- 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

- Plans shall:
 - o Include Architectural and Structural plans
 - o Have the correct Global Information System (GIS) address.
 - o Meet the minimum code requirements referenced above.
 - o Be submitted electronically in flattened, unsecured PDF format.
 - o Be stamped by a licensed architect.
- 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 describing the intended use of the structure.

II. System Design and Layout

- Hydrant locations
- Fire apparatus access and turning radius assessment
- Floor plan shall include the following:
 - o Exit width
 - o Number of exits
 - o Distance to exiting
 - o Lighting
 - o Use and/or name of all rooms
 - o Ceiling height, construction details, and reflected ceiling plan
 - o Fire area separations



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- o Approximate scale, north direction, and drawing completion date
- o Highlighted or clearly noted models if multiples are shown

III. Additional Permits: Additional permits may be required for the following systems:

Emergency Responder Radio Coverage

- o Fire Alarm
- o Fire Sprinkler
- o Wildfire Mitigation

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: _____