

Drainage Plan - include directional indicators for positive drainage away from the building.

- ‘ **Finish Floor Elevations** - Shown on the building footprint.
- ‘ **Existing and Proposed wells**, septic tanks, leach fields, etc.
- ‘ **Connections** from road right of way to the building-Water, sewer, gas, propane, phone/electric, cable, etc.
- ‘ **Landscaping Plan** - Existing plant materials, ground cover, sidewalks, snow storage, etc.
- ‘ **Construction Parking / Staging.**
- ‘ **Retaining Walls** - Materials, highest and lowest point; Engineer stamped detail required if retaining wall is over four feet.

CONSTRUCTION PLANS. Architectural, Structural, and MEP components.

PROJECT SPECIFICATIONS AND MANUALS

- ‘ **Cover Sheet**- must be wet stamped and signed by a Colorado State Licensed Architect. Identify Design Professional in Responsible Charge IBC Sec 107.3.4.
- ‘ **Project Summary** including area calculations (actual square footage/allowable), occupancy classification summary, type of construction, height, fire sprinklers etc.
- ‘ **Means of Egress** show location, construction, size, travel distance, occupant load of rooms and spaces, with all means of egress components. (Exit access, Exit, and Exit Discharge)
- ‘ **Complete Project Manual** and specifications including: window and door schedules (including sizes, hardware and fire rating schedules), construction details, construction and materials specifications.
- ‘ **One (1) Soils/Geotechnical Report** copy for the building site.

ARCHITECTURAL SHEETS

- ‘ **All Sheets of the Plans** must be wet stamped and signed by Colorado State Licensed Architect.
- ‘ **Complete Floor plans for each level**, complete dimensions, drawing scale noted.
- ‘ **Complete Minimum (4) Elevations** N, S, E, W.
- ‘ **Complete Building Cross Sections** and construction details.
- ‘ **All Rooms or Areas** clearly shown on the floor plan. Label use of each room or area. Include seating plans for any assembly areas. Clearly show all equipment rooms (mechanical, electrical, elevator, etc.)
- ‘ **All Wall Types** clearly labeled and referenced on floor plans. Identify all fire resistive wall construction.
- ‘ **Complete Construction Details** for all fire resistive elements of the building referenced on floor plans and cross-sections. Include wall assemblies, floor/ceiling assemblies, roof/ceiling assemblies, shaft wall assemblies, structural frame etc. All construction

- All Doors and Windows** clearly labeled and referenced to the door and window schedules. All door swings shown per exiting requirements.
- Complete Stairway and Guardrail** details and construction plans.
- Roof Covering**, exterior wall covering, and interior finishes clearly shown on the plans.
- Floor Finish Plans.**
- Reflected Ceiling Plans.**
- Accessibility.** Plans must show compliance with accessibility requirements for all element of the building per ICC/ANSI 117.1 (ex. restroom details) Show accessible route throughout the building where applicable.

STRUCTURAL SHEETS

- All Sheets of the Plans** must be wet stamped and signed by Colorado State Licensed Engineer.
- Design Specifications Sheet** including:
 - Roof Live/dead Load** (snow).
 - Floor/deck/corridor Live/dead Loads.**
 - Wind design.**
 - Seismic Design.**
 - Special Loading** for parking garages, etc.
 - Foundation design** criteria per soils report. Soil/geotechnical report referenced.
 - Footing/foundation Plans** with complete dimensions wall heights etc.
 - Footing/foundation Reinforcement** details provided and referenced from plan view.
 - Framing Plans** for each level of building. All walls, columns, beams, joists, rafters and other structural elements clearly shown.
- Complete Construction** details showing connections of structural framing elements including details for special connections (welding, bolting etc.)

MECHANICAL

- All Sheets of the Plans** must be wet stamped and signed by Colorado State Licensed Engineer.
- Floor Plans for Each Level** with single line drawings overlaid showing the following:
 - Size, Location and Materials** of all ductwork, plenums, registers, return air, and outside air intake registers.
 - Size and Location** of all combustion air ductwork and openings.
 - Size, Type and Termination** of gas appliance flues/vents.
 - Locations of All Fire** and combination smoke/fire dampers or ceiling dampers
 - Complete Equipment Schedules** for all mechanical equipment (boilers, furnace, exhaust fans, etc.).
- Commercial Kitchen Hoods.** Additional information on hood sizes, duct sizes, CFM calculations, etc. are required.

PLUMBING

- All Sheets of the Plans** must be wet stamped and signed by Colorado State Licensed Engineer.
- Floor Plans for Each Level** with single line drawings overlaid showing the following:
 - Drain, Waste, Vent Layout and Sizing.** Show materials, drainage slope, sewer location etc.
 - Water Piping and Sizing.** Show materials, length and size or pipe, water meter location, fixture unit demands. Show locations and type of all backflow prevention devices.

- Gas Piping and Sizing.** Show materials, length and size of pipe, gas meter location, BTU/hour demands.
- Any Additional Piping Plans** (roof drains, medical gas, condensate etc.)
- Complete Plumbing Fixture Schedules** for all plumbing equipment
- Commercial Kitchens.** Additional information on plumbing fixtures, food preparation or serving equipment, grease interceptors etc. is required.

ELECTRICAL

- All Sheets of the Plans** must be wet stamped and signed by Colorado State Licensed Engineer.
- Floor Plans for Each Level** with single line drawings overlaid showing the following:
- Lighting Fixtures, Receptacles,** switches, exit and emergency signs and lighting, panel locations, etc.
- Single Line Diagram-power** showing service entrance-conduit and wire size, main disconnect size, grounding electrode and grounding electrode conductor size, feederconduit and wire size, transformers, generators etc.
- Panel Schedules** showing bus sizes, breaker sizes, circuit description, voltage, phase, amperage etc.

ENERGY (www.energycodes.gov)

- Prescriptive**
- Res Check** (Trade Off)
- Energy Analysis**
 - Correction letters will be issued for incomplete applications and may delay the issuance of the permit.
 - Applicants must sign and date the Building Department Checklist for the application to be accepted.

I have read and understand the requirements of this checklist. If any required information is missing from the application, I understand the application will not be accepted.

Applicant's Signature and Date