



Town of Eagle

March 2024

COMMERCIAL PROJECT SUBMITTAL GUIDELINES

CONSTRUCTION CODES

The Town of Eagle has adopted and enforces the following codes which are applicable to building construction activities within the corporate limits of the community. The ordinances adopting these codes and any local amendments are available on the city website www.colleyville.com/departments/buildinginspections

- International Building Code – 2021 Edition
- International Residential Code – 2021 Edition
- International Fire Code – 2021 Edition
- International Energy Conservation Code – 2021 Edition
- International Existing Building Code – 2021 Edition
- International Plumbing Code – 2021 Edition
- International Mechanical Code – 2021 Edition
- International Fuel Gas Code – 2021 Edition
- International Swimming Pool and Spa Code – 2021 Edition
- National Electric Code – 2020 Edition

APPLICATION All applications for commercial permits are submitted electronically using the online portal *Community Core*. Over-the-counter submittals are not accepted as all applications and construction documents are uploaded to *Community Core*.

CONTRACTOR REGISTRATION Contractors must be currently registered in order to create an online permit in *Community Core*. The Town will then create or renew the *Community Core* account and login information is emailed to the user. All fees for registration and the permit fee are paid after the plan review is approved.

CONSTRUCTION DOCUMENTS FORMAT – PDF only All commercial construction documents that are submitted for plan review shall be electronically created using approved software that produces quality and legible documents. **Hand-drawn commercial plans will NOT be accepted as construction documents.**

DOCUMENTS CREATED - Construction documents shall be prepared by a registered design professional where required by code or the laws of the State of Colorado including, but not limited to, new construction, alterations and/or renovations. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. Not all projects require the design services by an architect or engineer, as determined by the Building Official, but it can significantly reduce delays in project plan review.

PLAN REVIEW – Commercial plan review typically includes other departments including, but not limited to, Planning, Public Works, Fire, Green Building, Sustainability, and/or Eagle County Health. Turn-around times by each department may be unique and are subject to their policies and procedures. Permits cannot be released unless authorized by each department, where applicable.

COMMERCIAL ALTERATION (remodel or finish-out)

Permit Application Application for a commercial permit application must be submitted online in *Community Core* with each project. A general contractor and MEP sub-contractors must be listed on the combination permit before the permit can be issued. Plan review can still commence without the listings.

The U. S. Department of Energy software program COMcheck may be based on 2021 IECC or on ASHRAE/IES 90.1. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report.

Asbestos Survey - State law requires that when remodeling or demolition of a commercial building, an asbestos survey. The survey must be submitted as part of the required documents for permit. A separate demolition permit may be issued in advance of the building permit.

Architectural Barriers Compliance Applicant shall submit construction documents which demonstrate compliance for accessibility. Alterations shall comply all with provisions from the adopted International Existing Building Code (IEBC) including Section 306.7 shown below.

IEBC 306.7 Alterations. A facility that is altered shall comply with the applicable provisions of Chapter 11 of the International Building Code, ICCA117.1 and the provisions of Sections 306.7.1 through 306.7.16 unless *technically infeasible*. Where compliance with this section is *technically infeasible*, the alteration shall provide access to the maximum extent technically feasible.

(TECHNICALLY INFEASIBLE) def. - An alteration of a facility that has little likelihood of being accomplished because the existing structural conditions required the removal or alteration of a load-bearing member that is an essential part of the structural frame, or because other existing physical or site constraints prohibit modification or addition of elements, spaces or features which are in full and strict compliance with the minimum requirements for new construction and which are necessary to provide accessibility.

IEBC 306.7.1 Alterations affecting an area containing a *primary function*. Where an alteration affects the accessibility to, or contains an area of *primary function*, the route to the *primary function* area shall be accessible. The accessible route to the *primary function* area shall include toilet facilities and drinking fountains serving the area of primary function.

Exceptions:

1. The costs of providing the accessible route are not required to exceed **20%** of the costs of the alteration affecting the area of *primary function*.
2. This provision does not apply to alterations limited solely to windows, hardware, operating controls, electrical outlets and signs.
3. This provision does not apply to alterations limited solely to mechanical systems, electrical systems, installation or alteration of fire protection systems and abatement of hazardous materials.
4. This provision does not apply to alterations undertaken for the primary purpose of increasing the accessibility of a facility.
5. This provision does not apply to altered areas limited to Type B dwelling and sleeping units.

(PRIMARY FUNCTION) def. - A major activity for which the facility is intended. Areas that contain a *primary function* include, but are not limited to, the customer services lobby of a bank, the dining area of a cafeteria, the meeting rooms in a conference center, as well as offices and other work areas in which the activities of the public accommodation or other private entity using the facility are carried out. Mechanical rooms, boiler rooms, supply storage rooms, employee lounges or locker rooms, janitorial closets, entrances, corridors and restrooms are not areas containing a *primary function*.

CONSTRUCTION DOCUMENTS

Cover Sheet – includes the basic code information including:

Name, address and telephone number of person responsible for preparing the plans.

Description of the proposed building use, area and height

Zoning classification of the property

Codes used in building design

Occupancy classification(s) of the building

Type of Construction

Fire resistive construction elements where required per tables 601 or 602

Fire Protection Systems (sprinklers, alarms or others) if provided and state if required

Means of Egress analysis including: occupant loads, number of exits required, travel distance, common path of egress travel, rating of corridors, stairways and exit passageways where applicable.

Site Plan - Detail the location on the property. For individual suites within a larger building, provide the layout of the adjacent suites on each side and label by number. For interior spaces, provide a plan showing access to exterior exits and show the entire accessible route to nearest accessible parking.

Floor plans - Detail the area being remodeled including all corridors and stairways involved in exiting the subject space. Elevations showing any exterior walls that are to be changed. Specify materials and colors.

Wall sections - Detail construction materials and insulation.

Electrical, Plumbing, Mechanical Plans - Detail all work in the scope of the project and note the existing systems to remain. A separate plan sheet shall be submitted for each trade with the plan label at the top. Specific equipment schedules are required to verify compliance with the Energy Code.

Energy Code Analysis - The U. S. Department of Energy software program COMcheck may be based on 2021 IECC or on ASHRAE/IES 90.1. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items.

Alterations which affect the building thermal envelope shall require plan details which demonstrate energy code compliance.

Eagle County Health Department – For projects that require a health department license, plans must be submitted directly to ECHD for review. This may apply to any food service operation, grocery store, day care, or assisted living facility, etc.

Fire Sprinkler Requirements – The addition or relocation of fire sprinkler heads may require a fire sprinkler permit and/or alarm permit. Fire permits can be obtained only by licensed fire protection contractors. Fire sprinkler plans are reviewed by the Fire Marshal and are submitted to the Greater Eagle Fire Protection District. Applicant is responsible for the fees assessed and payment is due at the time of application. Contact the Fire Marshal for more information regarding fire code requirements.

NEW BUILDINGS (includes additions)

CREATION OF A BUILDING SITE Before a building application may be applied for online, the property must be zoned for the use intended and platted as a lot of record. **Permanent addressing plat or exhibit must be approved in advance with Eagle County in order to apply for a building permit**. Civil Engineering plans are required for all new and most existing building sites. Civil plans shall include public utilities, water, sanitary sewer, storm sewer, grading & drainage and erosion control plans and shall be submitted online and are reviewed by Public Works Engineering. Building Permits cannot be issued before final acceptance of public improvements has been facilitated by Public Works and/or Fire Department.

CONSTRUCTION DOCUMENTS

Permit Application - A separate online permit application is required for each building, structure, or suite.

Energy Code Analysis - The U. S. Department of Energy software program COMcheck may be based on 2021 IECC or on ASHRAE/IES 90. If prescriptive method is used, a summary table shall be added to the cover page (or nearby) and shall reference each plan sheet where compliance is demonstrated. Submittal must include identification of all elements including windows, doors, lighting fixtures, water heaters and other required items. Envelope submittals will be required to be appropriate orientation with each door or window type and quantity being identified and labeled in the report.

Architectural Barriers Compliance - Applicant shall submit proof that plans have been submitted and reviewed by an independent contractor for accessibility review. Smaller projects exempt from state plan review are still required to comply with state standards. The Town will review the plan for compliance to standards as adopted by the Building Code.

Eagle County Health Department – If a health department license is required, then plans must be submitted to the ECHD for review. This applies to any food service operation, grocery store, day care, or assisted living facility, etc. It is the applicant's responsibility to submit directly to the health department

Plan Submittals - Electronic copy in PDF format which includes the following:

Cover Sheet - Provide basic code information in an organized manner containing at least

- Name, address and telephone number of person responsible for preparing the plans.
- Description of the proposed building use, area and height
- Zoning classification of the property
- Codes used in building design
- Occupancy classification(s) of the building
- Type of Construction
- Fire resistive construction elements where required per tables 601 or 602
- Fire Protection Systems (sprinklers, alarms or others) if provided and state if required
- Means of Egress analysis including: occupant loads, number of exits required, travel distance, common path of egress travel, rating of corridors, stairways and exit passageways where applicable.

Site Plan – Compliance with the requirements of the Colleyville Land Development Code. In cases with a City Council approved site plan and elevations, plans with all revisions required in the final approval shall be a part of the submittal. In the case of a phased project, submit the overall site plan and another sheet showing what is specifically included in this project.

Site-Related Plans – Submittals shall include the following:

- Landscape and Irrigation
- Erosion Control Plan
- Civil plans showing grading and drainage, utility work and site paving. If public infrastructure is included, the civil plans are also required to be submitted separately to Public Works by the Civil Engineer.

Engineered Plans - includes foundation, framing, structural, wall bracing, MEP'S as required.

Floor plans showing the area being built or added onto, including all corridors and stairways involved in exiting the subject space. Include a Life Safety Plan (Egress & Occ. Load).

Elevations showing any new or altered exterior walls.

Typical wall sections showing construction materials and insulation placement for the building envelope. **Plumbing, Mechanical, and Electrical Plans** showing all work in the scope of the

project or note the existing systems. Specific equipment schedules are required to verify compliance with the Energy Code.

The construction documents shall be prepared by a registered design professional where required by laws of the State of Texas including, but not limited to, new construction, alterations and/or renovations. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional.

Fire sprinkler requirements - shall be in accordance with the adopted Building and Fire codes.

STRIP CENTERS OR MULTIPLE TENANT BUILDINGS

- **Shell** permits are required. A shell permit must receive a final inspection approval from the Building, Fire, Public Works, and Zoning Departments prior to any Certificate of Occupancy for an interior finish. Energy code compliance with respect to the building envelope and exterior lighting are required as part of the shell construction.
- **Interior Finish** permits are required for each separately addressed (including suite numbers) or metered tenant space. A finish out permit must receive a final inspection approval from the Building and Fire Departments prior to Certificate of Occupancy. Energy code compliance with respect to the mechanical and lighting provisions are required as a part of the interior finish construction.
- **Certificate of Occupancy** permits are required for any re-occupancy of previously permitted space with no construction changes.
- **Sub metering** of water utilities is required for all multi-tenant buildings that have separate plumbing facilities for each suite or dwelling unit.

MISC. INFORMATION

ACCESSIBILITY REQUIREMENTS

Accessibility must comply with Chapter 11 the International Building Code. Compliance with state and federal accessibility requirements is strictly the responsibility of the builder, owner, and designer.

RESUBMITTALS

Resubmittal requirements: Upload all revised plans and/or correspondence via Community Core.

SITE LIGHTING

Lighting shown on building plans is included in the shell or new building construction permit. All exterior lighting shall comply with the Energy Code and the Eagle Land Development Code as to lighting levels, shielding of glare, light spill over property lines, and type of lighting fixtures.

SIGNS

Signs and/or sign locations shown on construction plans are not reviewed for accuracy and require a separate permit and review.

FENCES OR RETAINING WALLS

A fence or retaining wall shown on construction plans is not reviewed for accuracy and requires a separate permit for each.

Exception: Structures identified on civil construction plans that are designed by a licensed engineer.