



BUILDING PERMIT APPLICATION CHECKLIST

COMMERCIAL AND MULTI-FAMILY

This checklist is to be used with any NEW construction of either
Commercial or Multi-Family structures.

A. - Application Form

Please make sure that the following information is filled out on the associated Building Permit:

- Job address** (physical) and 12-digit parcel number (from the County Assessor's office).
- Legal description** (lot, block, filing, subdivision, or tract and/or section, township, and range).
- Owner's name**, address, fax, and phone number.
- Contractor's name**, address, fax, and phone number.
- Contact Person's name**, address, phone number and fax number. (*Contact Person will be responsible for handling all correspondence regarding the permit.*)
- Use of building** (commercial, industrial).
- Class of work** (new, addition, alteration, repair, move, other).
- Description of work.**
- Valuation** (labor and materials) excluding lot costs.
- Type of heating** (natural gas, propane, electric, other).
- Water source** (public or private).
- Sewer system** (public or private).
- Lot size**, lot coverage, impervious coverage, building floor area, stories, height, units, parking.
- Signature** of contractor or owner and date.

B. - Building Plans- Plans must be complete, identical, legible, to scale, and stapled together as three separate sets. All plans will be checked at the counter for completeness. If any of the required information is missing, the building permit application cannot be accepted.

ONE PAPER SETS & ONE DIGITAL SET of the following will be required:

1. SITE PLAN and **CIVIL PLANS** showing the following:

- Legal Description** -Township, Range, Sect., Subdivision, Lot, Block, Filing...
- Property lines** All existing property lines must be shown. If for a duplex, also show party wall.
- Setbacks**, Building Envelope(s), Easements, and any Dimensions.
- North Arrow and Scale** on each page.
- Driveway** - Material, Slope (grade %), Culverts, Adjacent Streets, and any Dimensions.

- Structures** - Proposed/Existing, including sheds, barns, decks, patios & any other structure/bldg.
- Water Features** -Streams, creeks, springs, ponds, ditches, 50' setback from 100 yr. flood, etc.
- Existing and Proposed Contours** - Grading/Drainage around structures, erosion control, etc.
- Drainage Plan** - include directional indicators for positive drainage away from the building. Drainage to be contained on site. The contours must be shown in 2'-10' increments.
- 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.

2. CONSTRUCTION PLANS. Include both 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

details must have the fire resistive listing number referenced on each assembly detail (ex. UL P528).

- 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 of 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, feeder conduit 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