

NEW COMMERCIAL TENANT FINISH COMMERCIAL REMODELING

Minimum Permit submittal requirements

Incomplete submittals will be returned without being reviewed or approved

1. A complete BUILDING PERMIT APPLICATION, signed and dated by the applicant.
2. CONSTRUCTION PLANS, (2) stamped and signed by an engineer / architect, drawn to scale, and indicating **all** work to be performed, including:
 - Complete electrical plans including panel schedules, load calculations, circuiting for power and lighting, one-line diagram, etc.
 - Complete plumbing and mechanical plans and specifications, isometrics, etc.
 - Complete code data must be listed, including building construction type, occupancy classification(s), a listing of all code versions used, exiting width calculations, square footage and occupant calculations for each area and distinct occupancy, and showing compliance with IBC Table 2902.1, etc
 - Provide all door and hardware information, glazing types-locations, structural calcs and details for any concentrated loads, storage areas, heavy equipment which exceed the existing floor loading conditions, and new roof top units.
3. TRI-COUNTY HEALTH DEPARTMENT review comments are a submittal requirement, if there is a restaurant, commercial kitchen, veterinary clinic, day care center, State Social Service licensed group home, public or motel/hotel swimming pools, etc.
4. FIRE DISTRICT APPROVAL and comments must be received prior to completing the County review or permit issuance. The Fire Dept review may be concurrent with the Building Department review.
5. All plans, calculations and specifications must be prepared, stamped and signed by a Colorado registered architect or engineer, though licensed Interior Designers may be able to create and submit some plans, depending upon the scope of work.

Please note: Submit what you intend to build the first time, as deferred submittals, revisions and “value engineering” that are issued after the plan review has started may only hinder the plan review process, due to having to start the process over again.