



# Submittal Guide

## New Commercial/ Commercial Additions

Authorized Contractor License: A, B, C1

### Use this Guide for:



New Commercial Buildings with single, or multiple functions.



Additions to Existing Commercial Buildings.

#### **Documents Needed**

1. Submittal checklist
2. Permit Process Guide
3. Electronic Submittal Instructions
4. Building Permit Application
5. Energy Compliance Form
6. Owner Authorization Form (Additions only)
7. Construction Waste Management Plan
8. New Construction Cost Form (for building permit fees)

#### **Other submittal options:**

For tenant improvements or commercial remodels, use the tenant finish submittal packet.

**Each detached structure/  
building requires a  
separate building permit**

A Development review process is required prior to submitting for permit [drcoord@fcgov.com](mailto:drcoord@fcgov.com) 970-221-6689



## Building Permit Submittal Checklist: New Commercial Buildings, and Commercial Additions

Incomplete or deferred submittals will not be accepted

Revised 12/28/2020

Required at the time of permit submittal - Electronic submittal required.

<b>New Construction Cost Form (for building permit fees)</b>	<b>Building Permit Application</b>
<b>Drawings depicting the scope of work</b> Plans must reflect current adopted codes and standards: <a href="http://www.fcgov.com/building/codes.php">www.fcgov.com/building/codes.php</a>	<b>All plans must be stamped</b>
<b>Energy Code Compliance Form</b>	<b>Owner Authorization Form (additions only)</b>
<b>Construction Waste Management Plan Form</b>	<b>Plan Check Fee. Additional fee required for an optional F&amp;F permit.</b>

### Required Drawings

NA=Not Applicable NIS=Not is scope

All "**Engineered Drawings**" must be signed and sealed by a Colorado Licensed Engineer/Architect

<b>Architectural Drawings - Stamped</b>  Building Envelope Air barrier details  Building Code Analysis  Proposed Floor Plans with room labels and areas  Exterior Elevations, Building Sections, Details  Accessibility details	
<b>Engineered Structural Drawings</b>	
<b>Engineered Plumbing Drawings</b>	
<b>Engineered Mechanical Drawings</b>	
<b>Engineered Electrical Drawings</b> One line, fault current calculations, lighting and power plans.	
<b>Utility Plan:</b> Submit the City of Fort Collins Approved site Utility Plan, (that was approved in development) showing underground utilities and line sizes.	
<b>Site and Landscape Plans</b> Show distance to property lines, and adjacent structures	
<b>Optional Footing and Foundation Permit</b>	
Submit for full permit with an additional F&F set	
Separate F&F Set: Structural Foundation Plans, Underground plumbing and electric (stamped)	

### Additional Requirements

(may require a separate submittal, or review process)

**Separate Demo Permit:** Required for Full or Partial demolition of exterior elements.

**Separate Solar Permit:** Required for all new solar

<b>Poudre Fire Authority:</b> 102 Remington / (970)-416-2891  <a href="https://www.poudre-fire.org/online-services/contractors-plan-reviews-and-permits">https://www.poudre-fire.org/online-services/contractors-plan-reviews-and-permits</a>  <b>A separate submittal is required</b> through the Poudre Fire Authority website for new construction projects. Fire suppression systems being installed will also require an additional separate submission.
<b>Grading:</b> Separate Submittal  <a href="mailto:WaterUtilitesEng@fcgov.com">WaterUtilitesEng@fcgov.com</a>  Grading plan may be required if impervious area on lot is greater than 350sf.
<b>Are you building in a Floodplain?</b>  <a href="https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents">https://www.fcgov.com/utilities/what-we-do/stormwater/flooding/floodplain-maps-documents</a>
<b>Zoning:</b> 281 N College / (970) 416-2745  <a href="mailto:zoning@fcgov.com">zoning@fcgov.com</a>  Change of Use or Exterior modifications (i.e.: façade, parking, landscaping, or other changes visible to the public), may require a minor amendment.

Applicant Name:	Job Site Address:
Phone:	Email (Required):

Building permit fees are based on Occupancy Category and Square Footage. Occupancy Categories are typically located on the architectural plans for submittal. A summary of each occupancy category is also included in the following pages as well.

**Required for permit submittal - Fill out the following table:**

Occupancy Category (See Description of Occupancies Below)	Square Footage	Multiply square foot by cost per square foot.	Cost per Square Foot	Total
A (Assembly)		x	\$0.40	
B (Business)		x	\$0.50	
E (Education/Schools)		x	\$0.50	
F (Factory)		x	\$0.35	
I (Institutional)		x	\$0.50	
M (Mercantile)		x	\$0.40	
R-1 (Hotel)		x	\$0.35	
R-2 (Apartment)		x	\$0.35	
R-3 (Single Family Detached/Duplex)		x	\$0.65	
R-4 (Assisted Living)		x	\$0.55	
S (Storage)		x	\$0.40	
U (Utility)		x	\$0.40	
H High hazard		x	\$0.60	
Core and Shell Buildings (No designated occupancy type at construction)		x	\$0.45	
<b>Total</b>				

\*\*\*\*Occupancies and fees will be verified at plan review to ensure occupancy categories and square footages are accurate. Fees will be re-assessed if occupancies and square footages do not match plans.\*\*\*\*

**For additions that include interior remodel:** please provide addition square footage above and remodel only valuation here \_\_\_\_\_.

Please note: overall valuation provide on building permit application will be used for taxes only. Remodel only valuation will be used to calculate plan check fee and building permit fee for addition.

**For New Multi-family buildings fill out the following:**

- Are there any areas/functions, other than dwelling units in this building (examples: leasing office, gym, community gather areas, storage, garage, facilities office)?
  - Yes - there are other functions/occupancy areas. *Required: list each in the table above*
  - No - only dwelling units
- Are these other areas/functions/ occupancy types available to the public (examples: public gym or pool, event spaces, store/shops/salons, etc.)?
  - Yes (Mixed Use Building) - there are other occupancies/amenities available to the public.
  - No (Multi-Family Building) - the other occupancies/amenities are only available to the residents of the building.

The following pages contain a summary of Occupancy Classification Categories as designated by the *International Building Code*. For additional description details please visit [www.fcgov.com/building/codes](http://www.fcgov.com/building/codes) to view and access the current adopted International Building Codes and local amendments. Additional information on occupancy types can be found in Chapter 3 of the International Building Code.

**A (Assembly):** Gathering spaces or rooms for 50 or more people (as calculated by square footage and load factors in the building code):

Examples: Amusement arcades, Amusement Park Structures, Arenas, Art galleries, Bars, Banquet halls, Bleachers, Bowling alleys, Cafeterias, Concert halls, Community halls, Courtrooms, Dance halls, Dining facilities (including associated commercial kitchens), Grandstands, Gymnasiums, Lecture halls, Libraries, Museums, Nightclubs, Places of Religious Worship, Restaurants, Skating rinks, Swimming pools, Stadiums, Taverns, Tennis courts, Theaters.

*\*\*\*List above is inclusive of: A-1, A-2, A-3, A-4, A-5 occupancy types*

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**B (Business):** Areas used for office, and professional services.

Including but not limited to: Airport traffic control towers, Ambulatory care facilities, Animal hospitals and kennels, Banks, Barber and Beauty shops, Car wash, Civic administration, Clinic outpatient, Dry cleaning/laundry (pick-up, delivery, or self-serve), Educational occupancies for students above the 12th grade, Food processing and commercial kitchens 2,500 sf or less (not associated with restaurants, cafeterias, dining facilities). Laboratories, Motor vehicle showrooms, Post offices, Print shops, Professional services (architects, attorneys, dentists, physicians, engineers), Radio and television stations, Training and skill development schools such as martial arts studios and gymnastics which are not classified as A-Assembly (less than 50 occupants).

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**E (Education):** Educational use by six or more persons at any one time for educational purposes through the 12th grade (not accessory to places of religious worship with occupant loads of less than 100 per room or space), Day care facility occupied by more than five children older than 2.5 years of age who receive educational, supervision or personal care services for fewer than 24 hours per day, or Daycares that provide care for 5-100 children max 2.5 years or younger where the rooms in which the children are cared for, are located on the level of exit discharge and each of these child care rooms has an exit door directly to the exterior. *Note: Public schools operated and owned by the public school system (Poudre Schools) are not subject to State rather than City permitting process.*

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**F (Factory):** Assembly, Disassembly, Fabrication, Finishing, Manufacturing, Packaging, Repair or processing operations that are not classified as S or H occupancies:

Including but not limited to: Assembly, Fabrication - etc. of: Aircraft, Appliances, Bakeries, Beverages (including alcoholic), Bicycles, Boats, Business machines, Cabinets, Cameras, Carpets and rugs, Ceramic products, Clothing, Construction and agricultural machinery, Disinfectants, Dry cleaning and dyeing, Electric generation plants, Electronics, Engines (including rebuilding), Fabrics, Food processing & commercial kitchens (more than 2,500 square feet that are not associated with restaurants), Furniture, Foundries, Glass products, Gypsum, Hemp products, Ice, Jute products, Leather products, Motor vehicles, Machinery, Metal, Millwork, Motion pictures and television filming (without spectators), Musical instruments, Optical goods, Paper mills or paper products, Plastic products, Printing or publishing, Recreational vehicles, Refuse incineration, Shoes, Soaps and detergents, Textiles, Tobacco, Upholstery, Wood, Woodworking.

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**I (Institutional):** Buildings or spaces used for the care or supervision of persons, or persons detained for penal or correctional purposes:

Including but not limited to: Alcohol and drug centers, Assisted living facilities, Detoxification facilities, Correctional centers, Congregate care facilities, Detention centers, Foster care facilities, Group homes, Halfway houses, Hospitals, Jails, Nursing homes, Psychiatric hospitals, Prisons, Prerelease centers, Residential board and care facilities, Social rehabilitation facilities, Reformatories, Adult or Child Daycare facility for persons of any age receiving custodial care fewer than 24hrs a day.

*\*\*\*List above is inclusive of: I-1 (conditions 1-2), I-2 (conditions 1-2), I-3 (conditions 1-5), and I-4 occupancy types.*

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**M (Mercantile):** Buildings or spaces used for the display and sale of merchandise, stocks of goods, wares or merchandise and accessible to the public.

Including but not limited to: Department stores, Drug stores, Greenhouses for display and sale of plants with public access, Markets, Motor fuel-dispensing facilities, Retail or wholesale stores, Sales rooms.

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**R-1 (Hotel):** Sleeping units where the occupants are primarily transient (30 days max).

Including: Boarding houses (transient) with more than 10 occupants, Congregate living facilities (transient) with more than 10 occupants, Hotels (transient), Motels (transient).

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**R-2 (Apartment):** Sleeping units or buildings with more than two dwelling units where the occupants are primarily permanent in nature,

Including: Apartment houses, Congregate living facilities (non-transient) with more than 16 occupants, Boarding houses (non-transient), Convents, Dormitories, Fraternities and sororities, Monasteries, Hotels (non-transient), Live/work units, Motels (non-transient), Vacation timeshare properties

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**R-3 (Single Family Detached/Duplex/Single Family Attached Townhome):** Buildings that do not contain more than two dwelling units, Care facilities that provide accommodations for five or fewer persons receiving care, Congregate living facilities (non-transient) with 16 or fewer occupants in any of the following: Boarding houses (non-transient), Convents, Dormitories, Fraternities and Sororities, and Monasteries. Congregate living facilities and Boarding houses (transient) with 10 or fewer occupants, Lodging houses (transient) with five or fewer guest rooms and 10 or fewer occupants.

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**R-4 (Assisted Living, Group homes):** Occupancy for more than five but not more than 16 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care.

Including but not limited to: Alcohol and drug centers, assisted living facilities, Congregate care facilities, Group homes, Halfway houses, Residential board and care facilities, Social rehabilitation facilities

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**S (Storage):** Space used for combustible and non-combustible storage (where not classified as an H-Occupancy)

Including but not limited to: Aerosol products, Aircraft hangar, Asbestos, Baskets, Beverages, Books, Buttons, cloth/burlap/paper bags, Cardboard, Clothing, Cement in bags, Chalk, Ceramic containers, Cigarettes, Dry boat storage, Dairy products, Dry cell batteries, Electrical motors, Empty cans, Food products, Furniture, Fresh fruits, Furs, Frozen foods, Glues, Glass, Grains, Gypsum board, Leather, Linoleum, Lumber, Mattresses, Meats, Metal, Metal cabinets, Metal parts, Motor vehicle repair garages, Pastes, Parking garages- open or enclosed, Porcelain and pottery, Paper rolls, Resilient flooring, Self-service storage facility (mini-storage), Silks, Soaps, Sugar, Shoes, Stoves, Tires, Tobacco, Upholstery, Vegetables, Wax candles, Washers and Dryers.

*\*\*\*List above is inclusive of: S-1 and S-2 occupancy types.*

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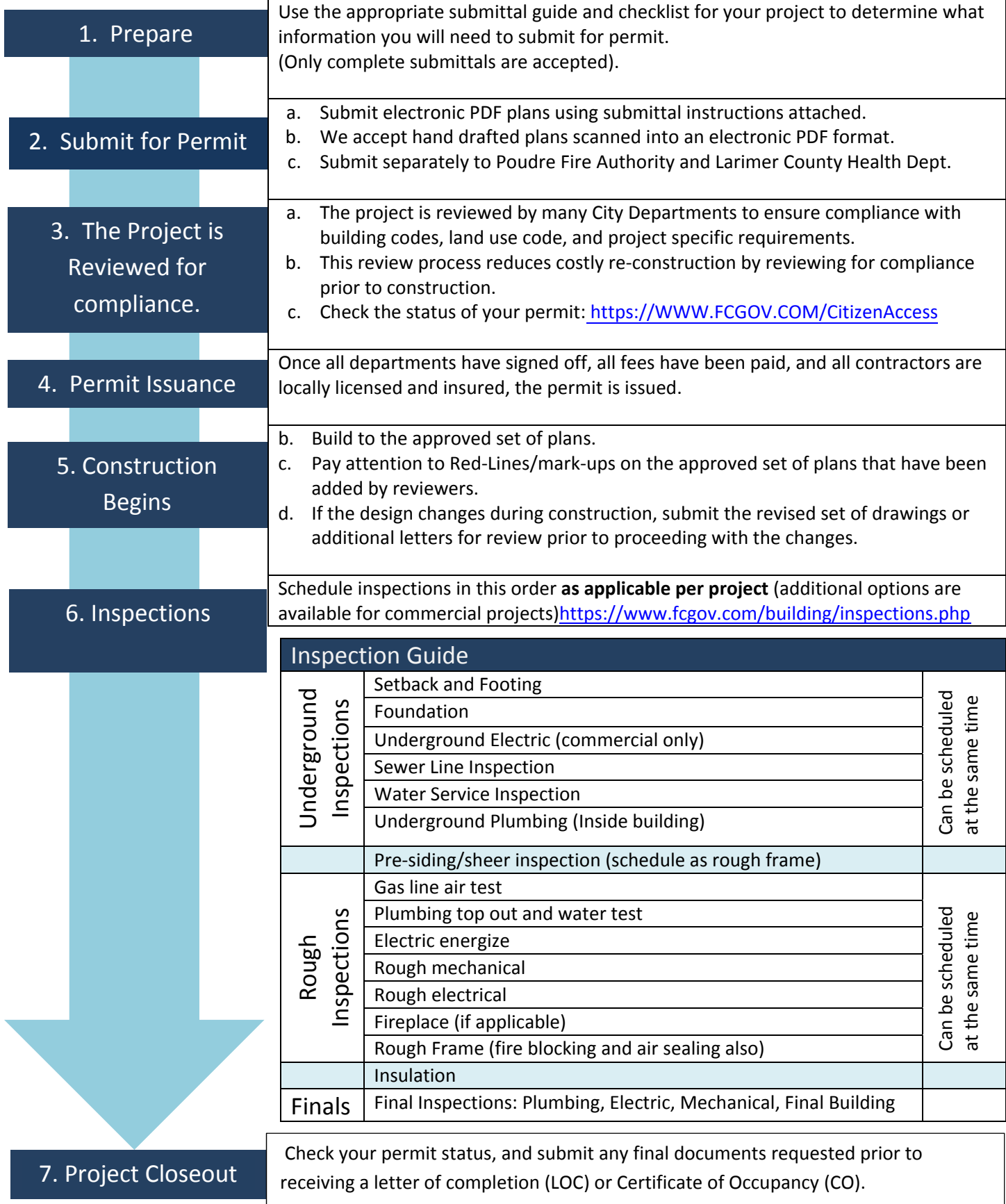
**U (Utility):** Accessory buildings and structures not classified as other occupancies

Including but not limited to: Agricultural buildings, Barns, Carports, Communication equipment structures, Fences more than 6 feet in height, Grain silos, Livestock shelters, Private garages, Retaining walls, Sheds, Stables, Tanks, Towers, Greenhouses not for public access.

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**H (High hazard):** Storage or manufacturing of these materials in excess of specifically allowed quantities that constitute a physical or health hazard: Flammable finishes, Flammable and Combustible liquids, Combustible dust, Combustible fiber, Cryogenic flammable, Explosives, Flammable gas, Flammable solid, Inert gas, Organic peroxide, Oxidizer, Oxidizing gas, Pyrophoric, Water reactive. Semiconductor fabrication and research and development facilities.

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## Electronic Document Submittal Guide for building permits

The following are instructions for completing an Electronic Document Submittal:

**Step 1:** Prepare required documents. Building permit process and submittal checklist guides are available at: <https://www.fcgov.com/building/application.php>.

**Step 2:** Organize and format files as follows:

- a. Group and name each file according to the [Electronic Document Naming Instructions](#) below.
- b. PDF "Plans" must be combined into a single PDF file (Arch + Structural + Commercial MEP, etc).
- c. PDF plans and site plans must be generated to scale (e.g. 1/4" = 1'; 1/8" = 1'; 1:10; etc).
- d. PDF plans must be legible when printed to scale (Font size on plans shall not be smaller than size 8)
- e. PDF documents/files cannot be locked, or password protected, and shall have permissions set to allow annotations, form fill, and signing by City staff.
- f. Plans prepared by design professionals shall contain an information block with name, license number, signature and contact information.
- g. If required for your project type, each sheet of the plans must be sealed and signed by the designer of record. The signature may be applied to the drawing electronically in accordance with Colorado architectural and engineering standards in a flattened, non-working format.
- h. PDF plans must be oriented so that north is always at the top of the monitor and oriented either landscape or portrait view so that the top of the page is always at the top of the monitor. Pages cannot be rotated in different directions/orientations).
- i. Plans cannot have any working, active, or living comments (must be a clean, flattened set).
- j. Maximum size for any file shall be 75MB.

**Step 3:** Submit all required plans and documents. Name each separate file according to the naming conventions below. Incomplete submittals will not be accepted or routed for review.

**Step 4:** Email submittal to [BuildingServices@fcgov.com](mailto:BuildingServices@fcgov.com)

**Step 5:** A staff member will contact you for payment.





## Re-Submittal Instructions

for electronic building  
permit documents

### AN E-MAIL WILL BE SENT TO THE “APPLICANT” IF A RESUBMITTAL IS REQUIRED.

This means that corrections need to be made prior to permit issuance and construction. Re-submittals receive a reduced review time, typically less than 2 weeks.

- 1:** Login to your account at the City's [Citizen Access](#) portal. You must create an account re-submit plans.
- 2:** Type the building permit number into the “Search Permits” box to see a list of active permits associated to your account.
- 3:** Select the permit you want to resubmit documents for by clicking on the permit number.
- 4:** On the permit information page, click the arrow next to “Attachments”. This will reveal a list of documents—THERE MAY BE MULTIPLE PAGES OF ATTACHMENTS. Note: if you do not see this option, make sure you are logged in.
- 5:** Find the document that needs to be resubmitted by checking the “Document Status” column. The status will say “Resubmittal Required.”
- 6:** Make sure your revised document is named according to the Electronic Document Naming Instructions.
- 7:** Document must be a complete, full set, without any active or working comments (must be flattened).
- 8:** In the “Actions” column, click on the “**RESUBMIT**” link for the document you wish to resubmit. If you don’t see this option, contact [revcoord@fcgov.com](mailto:revcoord@fcgov.com) DO NOT USE THE “UPLOAD” BUTTON.
- 9:** Click “Select Files” and choose the revised document you wish to upload.
- 10:** Click “Continue”.
- 11:** In the “Type of Document” dropdown, select the type of document you are uploading. If you’re not sure, look at the “Document Type” column for the document type assigned to the original version of the document you are uploading.
- 12:** Add a brief description of your revision to the “Description” box.
- 13:** Click “Upload”.
- 14:** Repeat these steps for any other requested document files.



# Electronic Document Naming Instructions

Each file included in a submittal should be named starting with a prefix according to the table below, followed by Address or the Model Name (for Stock Plans only) or, and then the version number (v1, v2, etc).

**\*\*\*To find out what documents are required for your project, please refer to the applicable Submittal Checklist.\*\*\***

Document Prefix:	Documents to include (as required) combined in a single file named with this prefix:
Apps	Building Permit Application, Building Owner Authorization, Homeowner Affidavit, Addendum Form, Housing Model Affidavit, Submittal Checklist
Site Plan	Site Plan
Plans	Architectural Plans, Structural Drawings, MEPs, P2904 Fire Sprinkler Plans
Mech Docs	Residential Mechanical System Design Form, HVAC Load Calculations.
Energy Docs	Energy Code Compliance form (residential or commercial), Required Energy Reports, Lighting Comcheck Reports
Env Docs	Waste Management Plan, State Demolition Approval Notice, Asbestos Assessment, Asbestos Awareness Form
Eng Docs	Engineer's stamped <i>supporting</i> documents such as: structural letters, reports, sketches.
Grading	Grading Plan
Soils	Soil Prep Certification
Letters	Comment Responses, Approved Variances, Emails, other letters
FF Plans	Footing & Foundation Plans including relevant underground MEP pages
Util Plans	City of Fort Collins Approved Utility Site Plan showing underground utilities and line sizes

## Examples of proper naming conventions:

### INITIAL SUBMITTAL (These documents are version 1):

Document Type – Address or Model Name – Version number <i>(include street direction and unit number if applicable)</i>
Apps - 1234 Street Name - v1
Plans - 1234 Street Name - v1
Site plan - 1234 Street Name - v1
Energy Docs - 1234 Street Name - v1
Util Plan – 1234 Street Name - v1
FF Plans - 1234 Street Name - v1
Plans - Model Name - v1 <i>(for stock plans)</i>
Plans - 1234 Street Name 100 - v1 <i>(for addresses with unit numbers or letters)</i>
Plans - 1234 Street Name - v1 <i>(for duplexes, use lower address number)</i>

### REVISIONS/RESUBMITTALS (re-submitted documents will be version 2, or version 3, etc.):

Document Type - Address or Model Name - Updated Version number <i>(include street direction and unit number if applicable)</i>
Plans - 1234 Street Name - v2
Site plan - 1234 Street Name - v2
Energy Docs - 1234 Street Name - v2
Mech Docs - 1234 Street Name - v2
Plans - Model Name - v2 <i>(for stock plans)</i>
Plans - 1234 Street Name 100- v3 <i>(for addresses with unit numbers)</i>
Plans - 1234 Street Name - v4 <i>(for duplexes, use lower/smaller address number)</i>

## No Approved Plans = No inspection

### All approved *documents* must be on-site during construction for all inspections.

1. Use Citizen Access to download *all documents* titled “Approved”
  - a. [WWW.FCGOV.COM/CitizenAccess](http://WWW.FCGOV.COM/CitizenAccess)
  - b. See page 2 for steps.
  
2. The approved documents are the “field set.” Pay attention to red-line mark-ups and condition notes from reviewers during construction as these requirements are part of your approved plans.
  
3. Provide all “Approved” documents on-site for all inspections using one of the following methods:
  - a. **Option 1 – Printed Plans:**
    - i. Print all documents to scale on the PDF size created by the designer. (i.e. a 24x36 PDF should be a 24x36 paper size. This may require a plotter or print shop for large sheets.)
    - ii. Plans that are too small, or not to scale cannot be used.
    - iii. Plans can be printed in black and white (color is optional)
  - b. **Option 2 – Electronic Screen:**
    - i. Must be a large device (i.e. large tablet or laptop, no phones).
    - ii. Screen must be mobile.
    - iii. Screen must be clean, clear and free of cracks.
  
4. Building Inspectors are authorized to deny inspections that are not ready, or do not have approved and legible plans on-site.

# How to download Approved Documents:

## 1. Do you have an account? If not, Register for an Account: Citizen Portal

[Accessibility Support](#) [Register for an Account](#) [Login](#)

Follow instructions as they appear on the screen. "Company Name" is a *required field*. (Property Owner, Engineer Firm, Architect Firm, Contractor). You must be associated with a project team/company to register. After registering, a confirmation e-mail will be sent. Then, create a username and password

## 2. Log In using your username and password:

You must log in before you can view or download approved documents.

## 3. Search permits by permit number, then click the "record info" drop down to access "Attachments"

## 4. Use the Action drop-down to 'download' all APPROVED documents (there may be multiple pages containing approved documents. Use the navigation arrows at the bottom of the screen)

File Name	Permit Type	Document Type	File Size	Document Status	Status Date	Action
Letter - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Letters	23.55 MB	Review Complete	12/17/2019	<a href="#">Actions</a>
APPROVED - Letter - 700 Remington St 2.pdf	Residential New Single Family Detached	Letters	24.14 MB	Approved	12/17/2019	<a href="#">Actions</a>
APPROVED - Plans - 700 Remington St 2 .pdf	Residential New Single Family Detached	Plans	48.28 MB	Approved	12/17/2019	<a href="#">Actions</a>
Plans - 700 Remington St 2 - v3.pdf	Residential New Single Family Detached	Plans	46.51 MB	Review Complete	12/17/2019	<a href="#">Actions</a>
Eng Docs - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Reports/Supplemental Info	46.27 KB	Review Complete	12/17/2019	<a href="#">Actions</a>

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2
3
[Next >](#)

Note: You must **log in** to view and download plans. All text will appear in light blue when successfully logged in.