



Planning, Development, & Transportation Services

Community Development & Neighborhood Services

281 North College Avenue

Fort Collins, CO 80524

970.416.2740

**Building Permit Application Submittal Requirements for
New Multi-family Construction (Apartments & Condos)**

The items listed below shall be initialed & included in all new requests for building permit. **Only complete submittals will be accepted.** Adopted codes: 2012 IBC, IECC, IMC, IFGC, IPC, 2014 NEC.

| Initial | Required Item |
|---------|--|
| | Building Permit Application – Three-part form to be completed by applicant. |
| | Plan Check Fee - (See http://www.fcgov.com/building/fees.php or obtain a Fee Schedule at Building Services) |
| | Site Plans - Two copies of the project site plan, drawn to scale and showing the location of the building relative to property lines and other structures on the lot. Indicate required accessible routes of travel for use by persons in wheelchairs. Include a parking lot layout. |
| | Landscape Plans – Two copies of landscape plans are needed unless the building is part of an approved development plan. |
| | Foundation Plans – Two copies of complete foundation plans drawn to scale and bearing the seal & signature of an engineer registered in the State of Colorado. |
| | Structural Drawings - Two copies of structural drawings bearing the seal and signature of an engineer registered in the State of Colorado and shall include: beams, floor system, roof system, spans, posts, columns, hangers and connections. Plans shall identify all point loads and shall verify that the design meets the following criteria: Wind load=100 MPH exposure B, 30-LB roof/snow live load and 15-LB dead load. If wood frame construction, include wall bracing information. |
| | Architectural Cover Sheet - Two copies of a cover sheet with an index of drawings, a statement of assumptions for occupancy group, division and type of construction, a list of fire protections systems, a statement of building area and contact information for the design team. |
| | Architectural Drawings – Two copies drawn to scale. Include roof and floor plans, elevation drawings, details and sections. Label the intended use of all rooms or areas on the floor plans. Include window, door and room finish schedules. If project consists of 5 or more dwelling units (5-plex) all architectural, mechanical, electrical, and plumbing plans must bear the seal & signature of an architect or engineer registered in the State of Colorado. |
| | Accessibility Implementation schedule – Information showing number of accessible units provided to comply with 2012 IBC chapter 11 and Colorado Revised Statute 9-5. |
| | Mechanical, Electrical, & Plumbing Drawings (MEP)– Two copies of MEP drawings including an electrical one-line diagram of the electrical service equipment, plumbing riser diagram or floor plan for waste-vent and gas-piping, mechanical plans showing a roof plan, mechanical floor plans and mechanical details and schedules. Plans must bear the seal & signature of an architect or engineer registered in the State of Colorado. |
| | Construction Waste Management Plan – Two copies – For new buildings and additions or remodels over 2500 sq. ft. the plan should outline how concrete, meta, cardboard, and wood products will be recycled. This form can be found at http://www.fcgov.com/building/pdf/green-constr-waste-plan.pdf . |
| | Energy Code – Plans must show compliance to 2012 IECC. |
| | Grading Plan – May be required if new impervious area is over 350 sq. ft. Contact Stormwater Development Review at (970) 221-6700. |

Visit Poudre Fire Authority at www.poudre-fire.org/services/permits.php for their submittal requirements.

Applicant Name _____ Telephone Number _____

Job Site Address _____