



## Building Permit Application Submittal Requirements for New Commercial Construction (Revised 12-3-2010)

The items listed below must be included in all new commercial applications for building permit. Please initial each item indicating that it is included in the submittal. **Only complete submittals will be reviewed.**

New commercial projects may request a Pre-submittal Code Review Meeting; call Plan Review at 416-2341.

**Adopted codes: 2009 IBC, IMC, IFGC, IPC, IECC.**

Initial	Required Item
	<b>Building Permit Application – Three-part</b> form to be completed by applicant.
	<b>Plan Check Fee</b> – (See Fee Schedule available at Building Services front counter)
	<b>Architectural Site Plans - Two copies</b> of the architectural site plan, <b>drawn to scale</b> 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.
	<b>Landscape Plans – Two copies</b> of landscape plans are needed unless the building is part of an approved development plan. <b>Irrigation plan</b> is required for address served by City water, call Eric Olson 221-6704 at the Utilities Dept.
	<b>Foundation Plans – Two copies</b> of complete foundation plans <b>drawn to scale</b> and bearing the <b>original</b> seal & signature of an architect or engineer registered in the State of Colorado.
	<b>Architectural Cover Sheet - Two copies</b> of a cover sheet with the following information: 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.
	<b>Architectural Drawings – Two copies</b> of complete architectural plans <b>drawn to scale</b> and bearing the <b>original</b> seal & signature of an architect or engineer registered in the State of Colorado. 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.
	<b>Structural Drawings - Two copies</b> of structural drawings bearing the <b>original</b> seal and signature of an architect or engineer registered in the State of Colorado. Plans shall identify all point loads and verify that the design meets the following criteria: Wind load=100 MPH exp B, 30-psf roof/snow live load and 15-psf minimum dead load. If wood frame construction, include wall bracing information.
	<b>Electrical Drawings – Two copies</b> of electrical drawings bearing the <b>original</b> seal and signature of an architect or engineer registered in the State of Colorado. Include lighting and power plans, a one-line diagram of the electrical service equipment, electrical schedules, details and calculations of the available fault current at the electrical service gear.
	<b>Plumbing Drawings – Two copies</b> of plumbing drawings bearing the <b>original</b> seal and signature of an architect or engineer registered in the State of Colorado. Designs must include plumbing roof and floor plans, waste-vent and gas-piping schematics and plumbing details and schedules.
	<b>Mechanical Drawings – Two copies</b> of mechanical plans bearing the <b>original</b> seal and signature of an architect or engineer registered in the State of Colorado. Designs must include a roof plan, mechanical floor plans, mechanical details, schedules, and outside air provided.
	<b>Energy Code – Two copies</b> of documentation of compliance with adopted commercial energy code 2009 IECC. The 3 methods of compliance are prescriptive shown on plans, COMcheck, or SPA rating. Documentation shall include Fort Collins lighting wattage worksheets showing wattage allowance and proposed lighting.
	<b>Grading Plan</b> may be required if new impervious area is over 350 sq ft. Contact Stormwater Development Review at 970-221-6700 for more information.

See Poudre Fire Authority at [www.poudre-fire.org/services/permits.php](http://www.poudre-fire.org/services/permits.php) for their submittal requirements.

**Applicant Name** \_\_\_\_\_ **Telephone#** \_\_\_\_\_

**Job Site Address** \_\_\_\_\_