



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

(Revised 12-3-2010)

The items listed below shall be initialed & included in all new requests for building permit. **Only complete submittals will be reviewed.** Adopted codes: 2009 IBC, IECC, IMC, IFGC, IPC, 2008 NEC.

Initial	Required Item
	Building Permit Application – <i>Three-part</i> form to be completed by applicant.
	Plan Check Fee – (See Fee Schedule available at Building Services front counter)
	Architectural Site Plans - <i>Two copies</i> 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 – <i>Two copies</i> of landscape plans are needed unless the building is part of an approved development plan. Irrigation plan is required for address served by City water, call Eric Olson 221-6704 at the Utilities Dept.
	Foundation Plans – <i>Two copies</i> of complete foundation plans drawn to scale and bearing the original seal & signature of an engineer registered in the State of Colorado.
	Structural Drawings - <i>Two copies</i> of structural drawings bearing the original 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 - <i>Two copies</i> 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 – <i>Two copies</i> of complete architectural plans 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 original 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 2009 IBC chapter 11 and Colorado Revised Statute 9-5.
	Electrical Drawings – <i>Two copies</i> of electrical drawings including a electrical floor plan, electrical schedules, details and a electrical one-line diagram of the electrical service equipment. If any 3-phase and/or 225 amp installed then provide calculations bearing the original seal and signature of an electrical engineer registered in the State of Colorado.
	Plumbing Drawings – <i>Two copies</i> of plumbing drawings. Designs must include plumbing riser diagram or floor plan for waste-vent and gas-piping. Also include plumbing details and schedules.
	Mechanical Drawings – <i>Two copies</i> of mechanical plans showing a roof plan, mechanical floor plans and mechanical details and schedules. If dwellings are stacked or a shared mechanical system is used for all dwellings(i.e commom boiler) the mechanical plans must bear the original seal and signature of an engineer registered in the State of Colorado.
	Energy Code – Plans must show compliance to 2009 IECC. Three ways to comply: Prescriptive, UA alternative (REScheck/COMcheck), SPA (Performance rating).

Applicant Name _____ **Telephone#** _____

Job Site Address _____

NOTICE: See **Poudre Fire Authority** for their permit submittal requirement.