



**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  
Commercial Tenant Finish**

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 accepted.**

**Adopted codes: 2012 IBC, IMC, IFGC, IPC, IECC, 2014 NEC.**

Initial	Required Item
	<b>Building Permit Application – Three-part</b> form to be completed by applicant.
	<b>Building Owner Authorization</b> – Signed by the building owner and notarized.
	<b>Commercial Construction Application form</b> – Form to be completed by applicant.
	<b>Plan Check Fee</b> – (See <a href="http://www.fcgov.com/building/fees/php">http://www.fcgov.com/building/fees/php</a> or obtain a Fee Schedule at Building Services)
	<b>Architectural Drawings – Two copies drawn to scale</b> - showing all floor plans, reflected ceiling plans with lighting layout, accessible toilet room layout, and interior elevations. Exterior elevations if modified. Label the intended use of all rooms or areas on the floor plans. <b>Architect/Engineer Stamp is required for:</b> <ul style="list-style-type: none"> <li>• All commercial tenant finish work involving structural modifications.</li> <li>• All commercial tenant finish work where the scope of work involves more than five thousand (5,000) square feet.</li> <li>• All projects creating a Change of Occupancy.</li> </ul>
	<b>Structural Drawings - Two copies</b> - Any structure added or modified - of structural documents bearing seal & signature of an architect/engineer registered in the State of Colorado. Plans shall verify that the design meets the loading criteria per current building code.
	<b>Electrical, Plumbing, and Mechanical Drawings - Two copies</b> of drawings to any modifications to existing building.
	<b>Energy Code Lighting Wattage Worksheets</b> – Required for new tenant spaces or lighting alterations more than 50%. Submit lighting wattage worksheet to include wattage allowance and proposed. Lighting wattage package available at the permit counter. Must comply with 2012 IECC.
	<b>Energy Assessment</b> – Projects with a construction valuation of \$50,000 or greater are required to contact City of Fort Collins Utilities at 416-2032 or <a href="http://fcgov.com/assessments">fcgov.com/assessments</a> to schedule a free energy assessment.
	<b>Construction Waste Management Plan – Two copies</b> – For new buildings and additions or remodels over 2500 sq. ft. The plan should outline how concrete, metal, cardboard, and wood products will be recycled. This form can be found at <a href="http://www.fcgov.com/building/pdf/green-constr-waste-plan.pdf">http://www.fcgov.com/building/pdf/green-constr-waste-plan.pdf</a> .
	<b>Poudre Fire Authority submittal</b> – 2 sets of plans are usually required for Fire Dept. review. See requirements at <a href="http://www.poudre-fire.org/services/permits.php">www.poudre-fire.org/services/permits.php</a> or call 416-2891.
	<b>Larimer County Health Dept. submittal</b> – Any project in which food/drink is processed, prepared, or served must submit plans to the Health dept. for review. See requirements at <a href="http://www.larimer.org/health/ehs/food.asp">www.larimer.org/health/ehs/food.asp</a> or call 498-6785.

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

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