



Community Planning and Environmental Services

## Fort Collins Neighborhood & Building Services

281 N. College Ave., P.O. Box 580; Fort Collins, CO 80522-0580; Voice: 970 221 6760 FAX: 970 224 613

### Building Permit Application Submittal Requirements for New Commercial Construction

Revised Feb 3, 2006

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

Initial	Required Item
	<b>Building Permit Application</b> – <i>Three-part</i> form to be completed by applicant.
	<b>Plan Check Fee</b> – (See Fee Schedule available at B & Z front counter)
	<b>Architectural Site Plans</b> - <i>Two copies</i> 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</b> – <i>Two copies</i> of landscape plans are needed unless the building is part of an approved development plan.
	<b>Foundation Plans</b> – <i>Two copies</i> of complete foundation plans <b>drawn to scale</b> and bearing the <b>original</b> seal & signature of an engineer registered in the State of Colorado.
	<b>Architectural Cover Sheet</b> - <i>Two copies</i> 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</b> – <i>Two copies</i> 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</b> - <i>Two copies</i> of structural drawings bearing the <b>original</b> seal and signature of an engineer registered in the State of Colorado. Design values for basic wind speed, snow load, seismic zone and floor loads must be listed on the structural drawings.
	<b>Electrical Drawings</b> – <i>Two copies</i> of electrical drawings including 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. If the electrical service is three-phase or larger than 225 amperes the electrical service design and fault current calculations must bear the <b>original</b> seal and signature of an electrical engineer registered in the State of Colorado.
	<b>Plumbing Drawings</b> – <i>Two copies</i> of plumbing drawings bearing the <b>original</b> seal and signature of an 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</b> – <i>Two copies</i> of mechanical plans bearing the <b>original</b> seal and signature of an engineer registered in the State of Colorado. Designs must include a roof plan, mechanical floor plans and mechanical details and schedules. Show compliance with U.B.C. 1202.2.1.
	<b>Energy Code</b> – <i>Two copies</i> of documentation of compliance with the Fort Collins Nonresidential Energy Code for building envelope, electrical power and lighting systems, building mechanical systems and equipment, and building service systems and equipment.

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

Applicant Name \_\_\_\_\_

Telephone# \_\_\_\_\_

**Job Site Address**

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