



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 Multi-family Construction (Apartments & Condos)

(Revised 1-23-2006)

The items listed below shall be included in all new 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
	Building Permit Application – <i>Three-part</i> form to be completed by applicant.
	Plan Check Fee – (See Fee Schedule available at B & Z 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.
	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.
	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 and bearing the original 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.
	Accessibility Implementation schedule – Information showing number of accessible units provided to comply with UBC chapter 11 and Colorado Revised Statute 9-5.
	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.
	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 bearing the original 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.
	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 plans must bear the original seal and signature of an engineer registered in the State of Colorado
	Energy Code – <i>Two copies</i> of documentation of compliance with the Fort Collins Multi-family residential Energy Code: Prescriptive form-C, Systems analysis, or ResCheck.

Applicant Name _____ **Telephone#** _____

Job Site Address _____

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