



Fort Collins Neighborhood & Building Services

281 N. College Ave., Fort Collins, CO 80522; Voice: 970-221-6760
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Building Permit Application Submittal Requirements for COMMERCIAL TENANT FINISH

(Revised 7-30-2008)

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.
	Building Owner Authorization – Signed and notarized by the building owner.
	Commercial Construction Application form – Form to be completed by applicant.
	Plan Check Fee – (Fee Schedule available at Building Services front counter)
	Architectural Drawings – <i>Two copies</i> of complete architectural plans drawn to scale 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.
	Structural Drawings - Any structure added or modified: Two copies of structural documents bearing an original 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.
	Electrical, Plumbing, and Mechanical Drawings - Two copies of drawings to any modifications to existing building.
	Energy Code Lighting Wattage Worksheets - Submit lighting wattage worksheet to include wattage allowance and proposed. Lighting wattage package available at the permit counter.

See Poudre Fire Authority at www.poudre-fire.org/services/permits.php for their permit submittal requirements.

Applicant Name _____ **Telephone#** _____

Job Site Address _____