

Submittal Guide

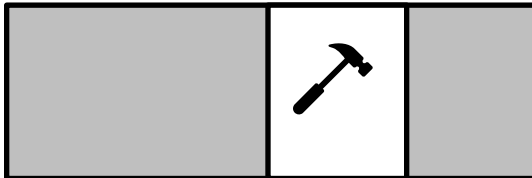
Commercial Remodel/Tenant Finish

Type of Contractor License needed:
 Structural: A, B, C,
 Non-structural: E

Use this Guide for:



Change of function, use, or occupancy



- Remodel and improvements.
- Preliminary work in preparation for future tenants (i.e. work white box, vanilla shell, demising walls etc).



First tenant to occupy a vacant space or unit in a new building.

Notice to Applicants:

A Development review process may be required prior to permit submittal for:
 Change of Use (function) of a commercial space or exterior modifications (i.e.: façade, parking, landscaping, or other changes visible to the public). drcoord@fcgov.com 970-221-6689

Upon submitting your permit, utilities will determine if a free, remote energy assessment is warranted. Our team may reach out directly to the building owner's representative concerning the assessment. For questions contact 970-221-6818 assessments@fcgov.com

Tenant Finish Checklist (fill out as it pertains to the project scope).

Check before submitting. Separate and addition submittals may be required.

***If required, it is the applicant's responsibility to attain approvals from the following entities, some of which may be required for permit issuance.

Floodplain: Is any portion of the building located in a floodplain? https://www.fcgov.com/floodplain-maps
Historic: Is the building historically designated? www.fcgov.com/historicpreservation
Zoning: Is the use of the building allowed in this zone? https://www.fcgov.com/zoning/
Poudre Fire Authority: 102 Remington St. / (970)-416-2891 / https://www.poudre-fire.org/online-services/contractors-plan-reviews-and-permits 1. Most commercial remodels require a separate and addition permit (see link above to submit). 2. Fire suppression system modifications require a separate and addition permit (see link above to submit).
Larimer County Health Department: 1525 Blue Spruce Dr. / (970)-498-6785 / https://www.larimer.org/health A separate and additional submittal are required for the service, preparation, or processing of food or drinks; daycare facilities; schools; and healthcare.
Engineering Department: https://www.fcgov.com/engineering/inspection.php Work impacting or encroaching into the Public Right-of-way
Does the scope of work involve more than one trade (Electric, plumbing, framing)?
<input type="checkbox"/> A licensed general contractor is required
<input type="checkbox"/> The single permit will include all subtrades which need to be listed on the permit application
Is demolition occurring?
An optional demolition permit is available prior to tenant finish permits being issued. See: commercial demo guide
See separate, additional State requirements for asbestos: https://cdphe.colorado.gov/indoor-air-quality/asbestos

Building Permit Submittal Checklist

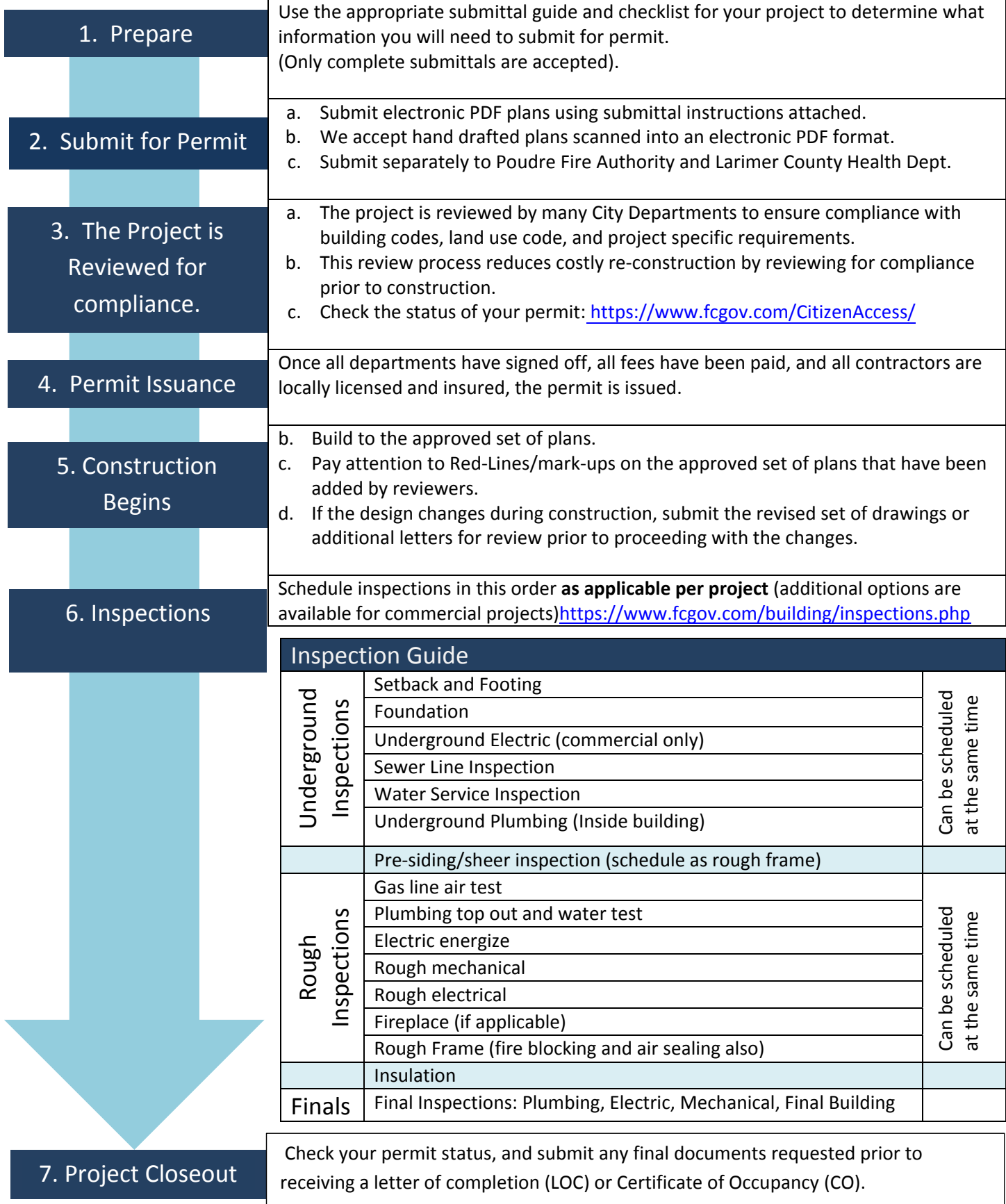
Tenant Finish Building Permit Application
Owner Authorization Form
Construction Waste Management Plan (required for a scope of work more than 2,500 sf)
This checklist filled out and all documents in this checklist must follow the electronic document submittal guide .
Plan check fee
Site Plan (only if exterior work is being proposed i.e. attached patio cover, dining patio etc.)
Plans Set must include all the following <i>as it pertains to the project scope</i> : <i>Example: If no plumbing work is occurring, check NA. If plumbing work is occurring, plans should contain plumbing drawings.</i>
<input type="checkbox"/> All plans must reflect the current adopted codes
A <i>fully stamped set of plans</i> is required if any of these conditions apply: 1. Scope of work exceeds 5,000 sq ft 2. First Tenant to occupy a space 3. Change of Occupancy (architect evaluation letter can be submitted where no/minor work is being done).
Floor Plans: <input type="checkbox"/> Existing AND <input type="checkbox"/> Proposed (include room labels, square footages, dimensions, drawn to scale).
Accessibility drawings: if there are accessibility improvements (i.e. wheelchair accessible restrooms, ramps etc.).
Drawing Details: such as wall sections, fire rated assemblies, stair and guardrail details, door operation and locking, interior and exterior elevations (i.e. restroom elevations).
Energy Code items per the IECC (lighting comcheck, insulation details, mechanical ventilation, etc.)
Structural drawings: Including structural evaluations for weight added to existing roofs (RTU's, condensing units, etc.) ***All structural drawings/evaluation letters must be stamped.
Mechanical Drawings: showing items such as heating/cooling equipment, ductwork, exhaust, hoods, ventilation, special equipment, or systems. ***Stamped mechanical engineered drawings are required for full new mechanical systems (I.E.: new ductwork + new RTU).
Plumbing Drawings: showing waste and vent diagrams, water supply, plumbing fixtures, water heaters, gas lines, grease interceptors, special systems, and equipment.
Electrical Drawings: Includes outlets, lighting, panels, and special equipment. New 3 phase service or service change more than 225 amps requires an engineered + stamped electrical One-Line Check any that apply: <input type="checkbox"/> New electric service <input type="checkbox"/> Electric meter relocation

Applicant's Name:

Date:

Job site address:

E-Mail Address:



No Approved Plans = No inspection

All approved *documents* must be on-site during construction for all inspections.

1. Use Citizen Access to download *all documents* titled “Approved”
 - a. WWW.FCGOV.COM/CitizenAccess
 - b. See page 2 for steps.

2. The approved documents are the “field set.” Pay attention to red-line mark-ups and condition notes from reviewers during construction as these requirements are part of your approved plans.

3. Provide all “Approved” documents on-site for all inspections using one of the following methods:
 - a. **Option 1 – Printed Plans:**
 - i. Print all documents to scale on the PDF size created by the designer. (i.e. a 24x36 PDF should be a 24x36 paper size. This may require a plotter or print shop for large sheets.)
 - ii. Plans that are too small, or not to scale cannot be used.
 - iii. Plans can be printed in black and white (color is optional)
 - b. **Option 2 – Electronic Screen:**
 - i. Must be a large device (i.e. large tablet or laptop, no phones).
 - ii. Screen must be mobile.
 - iii. Screen must be clean, clear and free of cracks.

4. Building Inspectors are authorized to deny inspections that are not ready, or do not have approved and legible plans on-site.

How to download Approved Documents:

1. Do you have an account? If not, Register for an Account: Citizen Portal

[Accessibility Support](#) [Register for an Account](#) [Login](#)

Follow instructions as they appear on the screen. "Company Name" is a *required field*. (Property Owner, Engineer Firm, Architect Firm, Contractor). You must be associated with a project team/company to register. After registering, a confirmation e-mail will be sent. Then, create a username and password

2. Log In using your username and password:

Login (not required for site usage)

User Name:
 Hint: User name may be e-f

Password: (Must be 8-21 characters long)

[Login >](#)

You must log in before you can view or download approved documents.

3. Search permits by permit number, then click the "record info" drop down to access "Attachments"

The screenshot shows the 'Building' search interface. On the left, there are options for 'Search Permits' and 'Inspection Scheduling'. The main area is titled 'General Search' and contains various filters: Start Date (01/01/2000), End Date (02/28/2021), Permit Number (highlighted in yellow), Permit Type, Permit Status, Project Name (Subdivision), Street #, Direction, Street Name, Street Type, Unit, Parcel #, Contractor Business Name, First Name, Last Name, and City License #. There are 'Search' and 'Clear' buttons at the bottom. On the right sidebar, there is a 'Record Info' dropdown menu with options for 'Permit Details', 'Workflow Status', 'Related Records', and 'Attachments' (highlighted in yellow). Below 'Attachments', there is a note: 'Inspections - Cutoff time for scheduling or canceling next day inspections is 11 pm'.

4. Use the Action drop-down to 'download' all APPROVED documents (there may be multiple pages containing approved documents. Use the navigation arrows at the bottom of the screen)

File Name	Permit Type	Document Type	File Size	Document Status	Status Date	Action
Letter - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Letters	23.55 MB	Review Complete	12/17/2019	Actions
APPROVED - Letter - 700 Remington St 2.pdf	Residential New Single Family Detached	Letters	24.14 MB	Approved	12/17/2019	Actions
APPROVED - Plans - 700 Remington St 2 .pdf	Residential New Single Family Detached	Plans	48.28 MB	Approved	12/17/2019	Actions
Plans - 700 Remington St 2 - v3.pdf	Residential New Single Family Detached	Plans	46.51 MB	Review Complete	12/17/2019	Actions
Eng Docs - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Reports/Supplemental Info	46.27 KB	Review Complete	12/17/2019	Actions

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Note: You must **log in** to view and download plans. All text will appear in light blue when successfully logged in.